



BID DOCUMENT

RFP 2nd call for: Appointing Chartered Accountant Firms/ Audit Firms for internal audit of Webel Fujisoft Vara Centre of Excellence

RFP 2ND CALL: **1036 – ITE-14020/3/2022**

DATE: 01.10.2024

DUE DATE: 25.10.2024

ONE PART BID

ELIGIBILITY CRITERIA

PART-1: FINANCIAL BID

DEPARTMENT OF IT&E, GOVERNMENT OF WEST BENGAL
5th & 6th Floor, Monibhandar, Webel Bhawan Complex, Block EP & GP,
Sector- V, Kolkata- 700091

NOTICE INVITING RFP 2ND CALL NO. : 1036 - ITE-14020/3/2022 , Date: 01.10.2024

RFP 2nd call is hereby invited from reputed Chartered Accountant Firms/ Audit Firms for appointing internal auditors registered with ICAI for internal audit of Viability Gap Funding claim for 6 years (2019 – 20, 2020 -21, 2021-22, 2022 -23, 2023-24 and 2024-25) by Webel Fujisoft Vara Centre of Excellence.

Brief description of work	RFP 2 nd call Document Money (Rs)	Earnest Money Deposit (EMD) (Rs)	Start date of RFP 2 nd call	Last date and time of RFP 2 nd call submission	Date of opening of RFP 2 nd call (Technical Part)
Internal audit of Viability Gap Funding claim for 6 years (2019 – 20, 2020 -21, 2021-22, 2022 -23, 2023-24 and 2024-25) by Webel Fujisoft Vara Centre of Excellence	Rs.500/- Online	Rs.8000/- Online	01.10.2024	25.10.2024 till 3PM	28.10.2024
Bid Submission & Venue for opening bids	Online				
Pre-bid Meeting	Online on 21 st October 2024 at 3 PM				

The bidder can also download the RFP 2nd call documents from Department of IT&E, Government of West Bengal website www.itewb.gov.in & www.wbtenders.gov.in.

For technical queries regarding this RFP 2nd call and for other terms and conditions relating there to, please contact

Officer on Special Duty 1, (OSD1) by e-mail at mail ID: osd_ite@wb.gov.in on or before 1500Hrs of 21.10.2024. No queries will be entertained thereafter. If the Tender Committee considers it fit appropriate corrigendum will be hosted on e-tender portal before 25.10.2024 for the information of all prospective bidders.

Canvassing in any form at any stage of the bidding process shall be liable for disqualification.

Department of IT&E, Government of West Bengal reserves the right to accept or reject any or all the RFP without assigning any reason thereof.

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SECTION-A: SCOPE OF WORK

(I) IN DEPARTMENT OF IT&E, GOVERNMENT OF WEST BENGAL

The internal auditors are required to conduct a thorough Internal audit of Viability Gap Funding claim for 6 years (2019 – 20, 2020 -21, 2021-22, 2022 -23, 2023-24 and 2024-25) by Webel Fujisoft Vara Centre of Excellence through WBIEDCL, with particular emphasis on propriety, accounting, disclosure and presentation of the financial information / statements in the light of the prevailing generally accepted accounting standards, policies, rules, regulations, delegation of power, budgetary provisions, etc. so as to provide periodically to the Department of IT&E, Government of West Bengal detailed and effective recommendations for improving operational efficiency and appropriate process controls based on a detailed evaluation of the attendant business, inherent and control risks identified as impacting the financial statement components / accounting and business functions.

I. SALES, RENTAL / SERVICE INCOME AND DEBTORS

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing quality / accuracy of information identifying of procedural weaknesses and strengthening of internal controls under the below mentioned business functions by a planned review of following accounting and business activities–

CoE's order/agreement — records maintained; land acquired for projects; development and lease of land, raising of sales invoice; accounting of sales; GST; concession/discount – approvals; credit period; debit/credit note – approval; cash sale/collection; dishonor and return of cheques – accounting; permission fee; rental and service income bills; scrutiny of account; ageing of balance; confirmation of balance; control and follow-up of stakeholders; advance from stakeholders; system of receipt of payment — records maintained; bank guarantee — records maintained, renewal and realization; discontinued customers; reconciliation of income reported by the units with that reported by finance and accounts.

II. PURCHASES AND CREDITORS

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing quality / accuracy of information identifying of procedural weaknesses and strengthening of internal controls under the below mentioned business functions by a planned review of following accounting and business activities–

Purchase procedure followed with reference to Government Orders, company's purchase procedure and delegation of power; approved list of suppliers/contractors; quotation of suppliers; awarding of contracts - selection of contractors, fixation of rate and other terms and conditions; bank guarantee – records maintained, renewal and discharge; issue of purchase/work order; payment to contractors/ suppliers including payment of advance.

Recovery of advance paid to suppliers/ contractors; scrutiny of outstanding advance to suppliers; examination of all cases of individual purchases of value above Rs.5, 00,000/-and all individual contracts awarded having value above Rs.5,00,000/-; cash purchases – approval; processing and accounting of suppliers'/contractors' bill; payment against bill – adjustment of advance; coordination, co-operation and communication between purchase and other departments.

III. SERVICE, EXPENSES AND CREDITORS

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing 100% vouching of the transactions / accuracy of information identifying of procedural weaknesses and strengthening of internal controls under various divisions / verticals like:

Expense process approved list of suppliers/contractors; selection and awarding of contract; vehicle expenses – agreement, terms and conditions of agreement for hire, deduction of TDS; repairs – quotation process for major repairs; fuel consumption – log book review for recording the mileage of the vehicle; vehicle log book review and procedures; repairs and maintenance expenses process; traveling expenses and approval procedures; insurance – review of processes aimed at assessing adequacy of value of assets insured, risks covered, records maintained; staff welfare expenses procedures and accounting; legal expenses process and procedures – review and evaluation of particularly status of long-pending cases; scrutiny of creditors' accounts; review and audit of approval, processing, payment and accounting of bills.

IV. STATUTORY COMPLIANCES

Review of status, procedures and monitoring system for accounting, recording and reporting of information relating to -
TDS, VAT/Sales Tax, GST, PF, profession Tax etc. – tax deduction, tax deposit, tax return, litigation, assessment, contingent liability recognition, recording, monitoring and accounting, related party transaction, etc. compliance on a monthly/quarterly basis of various statutory compliances & Government Orders with recommendations on correction after timely and real time identification of legal consequences for non-compliances, if any.

Internal Auditor should review and report compliance of GST in each quarterly report right from calculation of output, input and actual payment. All the returns need to be checked and confirmed in compliance with schedule date and a deviation report if any. Method/process of preparation of all the above also needs to be confirmed by internal audit. For lapses if any, specific guideline for improvement of the same to be guided in the report.

V. CAPITAL EXPENDITURE, CAPITALISATION INCLUDING UTILISATION OF GRANT AND FIXED ASSETS REGISTER

Review purchase process of Fixed assets, the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to -

Capital expenditure budget - approval; approval of expenditure incurred, processing, payment and

accounting of bills; maintenance of fixed assets register; sale/disposal/transfer of assets, status of unutilized assets; compliance with CARO, etc.

VI. SALARY AND BENEFITS

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to —

Recruitment; attendance; leave records; preparation of payroll and disbursement; deductions; pay fixation; retirement benefits; leave encashment; final settlement; reimbursement of medical/vehicle/telephone, etc. expenses; loan/advance to employees – payment and recovery.

VII. CASH AND BANK

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to -

Verification and accounting of cash/bank payment vouchers; approval of payment voucher; cash verification; cash payment; money receipt to customers; receiving of cheques -records maintained; direct credit by bank; deposit of cheques — regularity; post-dated cheques —custody, deposit and accounting; direct payment by bank; money receipts from payee; cancellation of cheques; stop payment advice; fixed deposit; checking of Bank Reconciliation Statement on monthly basis, fund management.

VIII. INVENTORY

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to -

Maintenance of stores records including bills and vouchers, receipt and issue documents, utilization of stores, slow- moving/ non-moving stores, and physical verification of stores.

IX. INFORMATION SYSTEMS ENVIRONMENT

The Firm is expected to provide necessary expertise in auditing in a computerized environment and will be required to present its recommendations on strengthening and improvement of all processes /and controls for the CoE.

X. PROPOSAL FOR WRITE OFF/ BACK OF RECEIVABLES/PAYABLES

Quarterly report (customer-wise/project wise) on the proposed write off/write back of receivables viz. Debtors, Advances etc. shall be submitted citing reason of such recommendation.

XI. PHYSICAL VERIFICATION OF INVENTORIES

Adequate number of representatives will be deployed to observe the periodical physical verification of Inventories. Upon completion of physical verification if the opinions/observations are not in agreement with the local management, may submit separate report, other-wise countersign on the report as drafted

by the management may be submitted signifying agreement to report.

XII. PHYSICAL VERIFICATION OF FIXED ASSETS

Physical verification of Fixed Assets (location-wise/Asset class wise) will be conducted periodically so that entire/substantial portion of total assets are physically verified during the relevant financial year. Report on the physical verification will be submitted along-with the Internal Audit Report.

INVESTMENTS

- Procedures followed for Investments
- Treatment of Income arising out of Investments
- Recommendations

REPORTS ON OTHER ISSUES

- Report on risk management issue and internal control deficiencies identified and provide recommendation for improving University's operation
- Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time

OTHERS

The scope of internal audit mentioned above is illustrative and not exhaustive. The objective is not to put any restriction on the scope of internal audit. The internal auditors may add other activities/areas as they deem appropriate by communication and consultation with the audit committee of the Corporation.

For the purpose of quarterly internal audit, the above scope of work will be divided and related to each quarter so that at least all the areas would be covered in one financial year with related appropriate recommendations. However, few areas like statutory compliance, bank reconciliation etc. are required to be covered in every quarter.

Internal Audit (IA) should review and comment on the strength and weakness on Internal Financial Control (IFC) of CoEs under aegis of Department of IT&E, Government of West Bengal to enable statutory audit to comment in their Audit Report required as per section 143 of the Companies Act, 2013. IA should also advise necessary steps required to be initiated by Department of IT&E, Government of West Bengal to improve / initiate needful action for improvement on the weakness area of internal control as well.

IA should review and report in each quarter on the status of Viability Gap Funding under aegis of Department of IT&E, Government of West Bengal. They should review each item of bills and vouchers and comment on each of them and provide appropriate advice.

Detection of fraud risks and/or any manifest systemic deficiencies that are likely to enhance fraud risks

Advice on SOPs that are issued and / or amended from time to time

TIMELINE

The project should be completed in phase wise manner:

Phase 1 for FY 2019-20 audit: To be completed in 1 months from date of assignment

Phase 2 for FY 2020-21 audit: To be completed in 1 months from date of completion of phase 1

Phase 3 for FY 2021-22 audit: To be completed in 1 months from date of completion of phase 2

Phase 4 for FY 2022-23 audit: To be completed in 1 months from date of completion of phase 3

Phase 5 for FY 2023-24 audit: To be completed in 1 months from date of completion of phase 4

Phase 6 for FY 2024-25 audit: To be completed in 1 months from date of assignment

BID VALIDITY

The Bid will be normally valid for 180 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority (TIA), if required, subject to written confirmation of the contractor/bidder (s) to that effect.

PRE - BID MEETING

Online Pre bid meeting will be held on 21st October 2024 (Monday) at 3PM.

SECTION – B: ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE RFP

Mandatory criterion to be considered for selection of the firms of Chartered Accountants-

- I. The Firm must have:
 - a) Partnership firm should be Fellow Member of Institute of Chartered Accountants of India, and at least 1 (One) partner must have relevant qualification for information system audit (e.g. CISA/DISA)
- II. The Firm must be registered with ICAI (Institute of Chartered Accountants of India) and operational in India since last 5 (Five) years on the date of publish of this RFP and must remain operational thereafter.
- III. The firms shall have a minimum of 5 years' audit experience (Internal Audit/Statutory Audit) of any Government Organizations including PSU or any one partner should have working experience with Govt. Enterprise at least 15 years not below the rank of General Manager (Finance)
- IV. The firm must have the assignments of Audit (Internal Audit / Statutory Audit) in the FY 2022-23 or 2021-22 or 2020-21 of at least 3 (three) companies having turnover exceeding ₹150.00 crore for the FY 22-23 or FY 2021-22 or FY 2020-21.
- V. The firm must be CAG empaneled. CAG application for 2024-25 may be considered.
- VI. Company Details:
 - a. For Partnership Firms: Documents of Registration of Partnership Firms in the certified copy of 'Form No. VIII,' issued under Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms. In case a Partnership Firm is yet to receive Form No. VIII, a "Memorandum" issued by the Registrar of Firms may also be accepted.
 - b. For Companies: Incorporation Certificate, valid Trade License or acknowledgement of issuing authority of receipt of application for Trade License / renewal, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of owners/ Directors/Board Members are to be uploaded.
 - c. For State Registered Co-operative Societies:
 - i. Society Registration Certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 and all amendments.
 - ii. Latest Auditor's Report of Directorate of Co-operative Audit under Department of Co-operative, Government of West Bengal within preceding five financial years as per Societies Act & Rules.

- d. For Proprietorship Firms:
 - i. Tax Audited Report in 3CD/3CB Form supported with Income Tax return, Payment certificates/TDS certificates etc. are to be furnished along with balance sheet, trading account and profit & loss account and all schedules forming the part of Balance Sheet and Trading Account. The Audited Report should contain the signature, name, address, contact no./email ID and membership no. of Chartered Accountant clearly. GST certificate, PAN card of the firm and trade license copy are to be uploaded.
- VII. The Firm must not have been blacklisted or Debarred by any state Govt./ Govt. Agency/ PSU/ GoI during last three years on date of submission of RFP. The firm must submit an affidavit to this effect on Stamp paper signed by authorized signatory.
- VIII. Avg. annual Turnover in the last three financial year INR 70 Lakh.
- IX. Details of Experience of the firm in Audit.
- X. Details of the Partners viz. name, qualification, membership no. and auditing experience in detail (i.e. name of organization served, capacities in which worked, nature of job done, No. of years served in each capacity, Experience as practicing Accountant, Experience in Internal Audit, experience in the electronics, information technology and in the auditing of the Government Departments and Enterprises, etc.)
- XI. Details, qualifications and experience of full-time paid assistants / professional staff with appropriate evidence of such staff being in continuous employment of the Firm.
- XII. Copies Acknowledged Income Tax Return of the last 3 preceding financial years to be submitted.
- XIII. Bid Form duly filled and signed as per format on the letterhead of the bidder.
- XIV. Original RFP document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the RFP document.
- XV. Detailed profile of the Firm.
- XVI. Copy of PAN Card, , GST Registration, Professional Tax Certificate and Firm's Registration Certificate. The Firm should operate in the same name and style at least for the last three years.
- XVII. RFP Document Fees.
- XVIII. Audit should be headed by experienced CA and the manpower of the audit team should be mentioned along with their qualification.

In absence of any one of the above, the offer will be treated as non-responsive and will be summarily rejected.

SECTION – C: INSTRUCTIONS TO BIDDERS

Interested Bidders are required to submit their technical proposals and commercial proposal in two separate sealed envelopes as per instructions given below: -

The firm shall seal & mark various parts of the proposal as follows:

General for e-Tender

1. **Registration of Bidder**- Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.
2. **Digital Signature Certificate (DSC)** -Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of RFP from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site. DSC is given as a USB e-Token.
3. **Search and Download** -The Bidder can search & download N.I.T. & RFP Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of RFP Documents.
4. **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. If found to have applied severally in a single job all his applications will be rejected for that job.
5. **Exemption under NSIC**- Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempt payment of bid security and Tender/ RFP Fees up to the amount equal to their monetary limit. A proof regarding current registration with NSIC for the TENDERED ITEMS will have to be attached and documented through e filling, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50,00,000/- only as per existing policy of Department of IT&E, Government of West Bengal.
6. **Submission of RFP** - RFPs are to be submitted through online to the website stated in Clause A (i). in two folders at a time, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).
7. **GTC-EMD-ONLINE PAYMENT** - The bidder shall pay an EMD of Rs. 8,000 through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> portal as per G.O 3975- F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal. For detail payment procedure & guideline on the same bidders are advised to follow the same order. You may find the GO by clicking the link <https://bit.ly/2zZ4i6e>

(B.1) FINANCIAL PROPOSAL

Financial Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the RFP document. Insertion of Financial bid in the techno-commercial proposal will lead to summary cancellation of the bid.

SECTION – D: GENERAL TERMS AND CONDITIONS

Amendment of Invitation

At any time 3 days prior to the deadline for submission of proposals, Department of IT&E, Government of West Bengal reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Financial Bid).

Clarification Regarding RFP Document

A prospective Bidder requiring any clarification about the RFP document and scope of work may contact the person through e-mail / letter as mentioned aforesaid in the Notice Inviting Tender.

Awarding of Contract

Short listed Firms fulfilling the eligibility criteria and on successful completion of the Eligibility criteria evaluation by the Department of IT&E, Government of West Bengal, bidders will be required to make a Presentation on their credentials before the Audit Committee of the Company.

The Committee thereafter will then decide upon the Firms whose Financial Bids will be opened. The Firm offering the lowest Bid among such shortlisted Firms will be selected for appointment. However, Committee may decide otherwise if they think necessary to do so with the approval of competent authority showing proper justification.

Language of Documents & Correspondence

The documents submitted by the Bidder should be in the English language only. All the documents relating to the proposal/documents supplied by the firms should also be in the English language and the correspondence between the Bidder & Department of IT&E, Government of West Bengal will be in English language too.

Proposal Currency

Prices shall be quoted in Indian Rupees as in the Financial Bid.

Period of Validity of Proposals

The price offers as in the Financial Bid shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 Days from the date of opening of the RFP. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason.

Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

Formats and Signing of Proposals/Documents

The original proposal shall be neatly typed and shall be signed by an authorized signatory / Signatories on behalf of the Bidder. The authorization shall be provided by written Power of Attorney and as per notarized copy of the Registered Deed of Partnership accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erasures, or overwriting. To correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

Late Proposals

Any proposal received by Department of IT&E, Government of West Bengal after the deadline for submission of proposals, as referred above shall not be accepted.

PBG SUBMISSION AFTER LOI

You are requested to convey your acceptance of this Letter of Intent and to submit the desired information at an early date and submit the required Bank Guarantee in the Attached prescribed format within a period of 14 days from the date of placement of this Letter of Intent, failing which this Letter of Intent is likely to be treated as cancelled.

SECTION – E: SPECIAL TERMS AND CONDITIONS

Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other RFP documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before 7 days of opening of the bid.

Payment Terms

Payment will be made within 30 (Thirty) days of submission of bills after completion of each quarter, on submission of bills along with the Quarterly/Final Report of all segments described in the scope of work.

Preparation of RFP

RFP shall be submitted in accordance with the following instructions:

- a) RFPs shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- b) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the RFP.
- c) RFPs shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- d) RFPs shall be delivered to the office as notified on or before the date and time set for the opening of RFPs in the Notice Inviting Tender. The packet of documents including the RFP shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- e) RFPs subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- f) Each and every page of the RFP document must be signed with date and Firm's Seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this RFP document.

Withdrawal from RFP

Any bidder may withdraw his RFP by written request at any time prior to the scheduled closing time for receipt of RFPs and not thereafter.

Opening of RFP

The RFPs shall be opened at the time set forth in the document online.

Assignments

No Consortiums will be allowed.

Deduction of Tax at Source

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

Tax Registration Certificate

Bidders submitting a RFP shall produce up to date VAT, Service Tax / GST, Income Tax and Professional Tax registration as well as copy of latest returns submitted in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission and should be attested by a Gazetted officer.

Canvassing

Canvassing or support in any form for the acceptance of any RFP is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the panel of Firms as may be maintained by Department of IT&E, Government of West Bengal.

Delivery

Quarterly Internal Audit report of all segments as described in the SOW, to be submitted within 45 days of completion of each quarter to the Additional Chief Secretary, Department of IT&E, Government of West Bengal.

Acceptance of RFP

The acceptance of the RFP will rest with the accepting authority who is not bound to accept the lowest or any RFP and reserves the right to reject any or all RFP(s) received.

Withdrawal from RFP

If any bidder withdraws his RFP before acceptance or refusal within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any RFP of this organization for a minimum period of 2 (two) years.

Non escalation of Price

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

Price

- i. Price should be quoted in the Financial Bid format only in Indian Rupees
- ii. No deviation in any form in the Price Bid sheet is acceptable.
- iii. Price quoted should be firm.
- iv. Percentage / specified amount of taxes & duties should be clearly mentioned otherwise Department of IT&E, Government of West Bengal reserves the right to reject such offer.
- v. The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed price bid format.
- vi. No extra cost, other than that mentioned in Price Bid would be taken into account.

Discrepancies and Adjustment thereof

In the event of any discrepancy between description in words and figures, that which is in words quoted by the bidder, shall be taken as correct. Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Head of the Department (HoD), Department of IT&E, Government of West Bengal or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the HoD shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Firm will have no objection in any such appointment and that the arbitrator so appointed being an employee of Department of IT&E, Government of West Bengal. The adjudication of such arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only.

Governing Laws

This RFP Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

Force Majeure Condition

If the execution of the contract is delayed beyond the period(s) stipulated in contract as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood, natural calamities', terrorism or any such act of nature, then Department of IT&E, Government of West Bengal may allow such additional time by extending the execution timeframe in respective intervals of reporting deliverables as considered to be justified under the circumstances and its decision will be final. If additional time is granted by the Department of IT&E, Government of West Bengal, contract shall be read and understood as if it had contained since its inception with the execution date(s) as if extended.

SECTION – F: BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No: (Mandatory)

Date : (Mandatory)

To,
Additional Chief Secretary
Department of IT&E, Government of West Bengal
5th & 6th Floor, Monibhandar, Webel Bhawan Complex,
Block EP & GP, Sector- V, Kolkata- 700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "Appointment as an independent audit firm _____" as per the RFP 2ND CALL No. _____ dated _____

We agree to abide by this bid for the period of 12 (Twelve) months from the date fixed for the opening of the Financial Bid and it shall remain binding upon us for acceptance at any time before the expiry of the aforesaid period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that Department of IT&E, Government of West Bengal reserves the right to accept in full / part or reject any or all the bids received or split the successful bids without any explanation to bidders and its decision on the subject will be final and binding on the Bidder. We also understand that DEPARTMENT OF IT&E, GOVERNMENT OF WEST BENGAL Limited is not bound to accept the lowest price quote viz. L-1 bid as qualifying for placement of order.

Dated, this _____ day of 2024

Signature

(In capacity of duly authorized to sign bid for and on behalf of (Name and Address of the Bidding Firm)
(Affix Official Seal)

BOQ LINE ITEM

Sl. No.	
A	Internal audit of Viability Gap Funding claim for Financial year 2019 -20
B	Internal audit of Viability Gap Funding claim for Financial year 2020 -21
C	Internal audit of Viability Gap Funding claim for Financial year 2021 -22
D	Internal audit of Viability Gap Funding claim for Financial year 2022 -23
E	Internal audit of Viability Gap Funding claim for Financial year 2023 -24
F	Internal audit of Viability Gap Funding claim for Financial year 2024 -25

Note: For selection of L1 bidder the grand total will be considered.