

**TENDER DOCUMENT  
FOR  
ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM  
FOR INTERNAL AUDIT  
AT  
WEST BENGAL POLLUTION CONTROL BOARD**

[www.wbpcb.gov.in](http://www.wbpcb.gov.in)

**WEST BENGAL POLLUTION CONTROL BOARD  
“ PARIBESH BHAVAN ”  
10A, BLOCK – LA, SECTOR – III  
BIDHANNAGAR, KOLKATA – 700 106.**

**Schedule :**

**Date from which Tender Documents can be downloaded : 04/08/2021 at 11.00 AM.**

**Last Date for Submission of Tender : 23/08/2021 Upto 2.00 PM.**

**Opening of Technical Bid : 23/08/2021 at 3.00 PM.**

**NOTICE INVITING TENDER**

**APPOINTMENT OF INTERNAL AUDITOR IN WEST BENGAL POLLUTION CONTROL  
BOARD FOR THE FINANCIAL YEAR 2020-2021.**

**Sub: Tender for Engagement of Internal Auditor**

**Ref: Tender Notice No: 1445-3R-1/2007(Part-I)**

**Date: 02.08.2021**

Sealed tenders are invited under two bid system (i.e. Technical & Financial) by the West Bengal pollution Control Board for engagement of Internal Auditor initially for the Financial Year 2020-2021 which may be renewed to further two years subject to satisfactory performance.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website [www.wbpcb.gov.in](http://www.wbpcb.gov.in).

The last date for submission of Sealed tender is: **23/08/2021 upto 2:00 PM**. The technical Bids will be opened on **23/08/2021 at 3:00 PM**.

**Earnest Money Deposit (EMD):** The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) must be submitted in the form of Demand Draft drawn in favour of “ WEST BENGAL POLLUTION CONTROL BOARD ” payable at KOLKATA along with tender documents. EMD will be refunded to the unsuccessful bidders without any interest within one month of completion of the tendering process. EMD received from the successful bidder will be kept as Security Deposit till the completion of the assignment. Tenders received late or without EMD shall be summarily rejected.

**TWO BID SYSTEM** shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

Tender are invited from Chartered Accountant Firm for appointment as Internal Auditors for the Financial Year 2020-2021.

**Background :**

The West Bengal Pollution Control Board (State Board) is a statutory board under the administrative control of the Department of Environment, Government of West Bengal. State Board has its Head Office and Central Laboratory at “Paribesh Bhavan,” Bidhannagar, Kolkata – 700 106 besides Salt Lake Stadium. The State Board has Eleven (11) Regional Offices and Five (05) Regional Laboratories at addresses given in **Annexure – I**.

Accounts of the State Board are computerized and maintained centrally at its Head Office. Some of the Regional Offices are located outside Kolkata but their bank accounts are operated at Head Office. All types of fees collected from different industries/units are verified and assessed at Regional Offices and these fees are collected through all the branches of United Bank of India throughout the State and centrally maintained by UBI, Mayukh Bhawan Branch, Salt Lake and also all the branches of ICICI Bank throughout the State which is centrally maintained by base branch, Technopolis Building. The State Board maintains about twenty six (26) current/savings/savings linked with fixed deposit bank account with different banks for different purposes which includes seven (7) bank account are for the Regional Offices located outside Kolkata. Brief description of audit and accounts of the State Board is given in **Annexure – II**.

**Notice Inviting Tender (NIT) :**

Proposals are invited from eligible Chartered Accountant Firm for engagement as Internal Auditors of West Bengal Pollution Control Board vide a service contract with specific terms and conditions. The contract shall be initially for a period of one year i.e. Financial Year 2020-2021, which may be renewed for another two years on yearly basis subject to satisfactory performance of the Firm and with the mutual consent of both the parties. Interested Chartered Accountant Firm can download the Tender document containing detailed terms and conditions, scope and eligibility criteria from the official website: [www.wbpcb.gov.in](http://www.wbpcb.gov.in).

The proposals (both technical and financial) by eligible Chartered Accountant Firms shall reach the Office of the undersigned within due date and time (i.e. **23/08/2021 upto 2:00 PM.**) in the prescribed format and manner. Proposals received after due date and time shall be rejected.

One Firm can submit only one NIT. If a Firm submit more than one NIT, all the NITs submitted by that Firm will be rejected.

### **Important Information :**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Information</b>
<b>01</b>	Start Date or availability of Tender document in the official website.	<b>04/08/2021 at 11.00 AM</b>
<b>02</b>	Earnest Money Deposit.	<b>Rs. 10,000/-</b>
<b>03</b>	Last date and time for receipt of Tender at West Bengal Pollution Control Board.	<b>23/08/2021 Upto 2.00 PM</b>
<b>04</b>	Date and time for opening of Technical Bid.	<b>23/08/2021 at 3.00 PM</b>
<b>05</b>	Address for submission of Tender.	<b>West Bengal Pollution Control Board, Paribesh Bhawan, 10A, Block - LA, Sector – III, Bidhannagar, Kolkata – 700 106.</b>
<b>06</b>	Contact Phone No.	<b>033 2335 0261</b>
<b>07</b>	Website	<b>www.wbpcb.gov.in</b>

Note: In case the last date for receipt of NIT happens to be a holiday for WBPCB for any reason, the activity will be held on the immediate next working day at the same time & place.

### **Terms of Reference**

#### **1. Eligibility Criteria:**

The interested Bidders shall have to comply to the following criteria to participate in the tendering process:-

1. Must be registered with the Institute of Chartered Accountants of India and working for not less than 10 years as on 1st April 2020. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
2. The firm must be empanelled with C&AG in major list at least for five years. (Self-Attested copy of latest C&AG Empanelment Letter to be furnished.)
3. Must be having minimum one Fellow partner and three Associated Member as on 1st April 2020 (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)
4. Must be having a minimum five years of experience as on 31st March, 2020 in conducting Internal Audit with State Govt. Department/Statutory Board/Corporation or other PSU under Govt. of West

Bengal with annual turnover exceeding Rs. 50 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such organization/Bodies along with extract of Audited Financial Statements in support of income or expenditures to be furnished)

5. Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
6. Must be having minimum Average Annual Income of Rs. 50 Lakh during the last 3 Financial Years i.e. from 2017-18 to 2019-20. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered except for the FY 2019- 20.)
7. The Chartered Accountant Firm must have at least Four (04) qualified Chartered Accountants and the firm should have at least Twelve (12) audit staff/article clerk.

## **2. Detailed scope of Work :**

1. The State Board intends to appoint Internal Auditor for the Financial Year 2020-2021. Duration of the internal audit for the Financial Year 2020-2021 will be for two / three months and the same will tentative to start from September 2021 to till December 2021. The audit report must be submitted within 15 days from the date of completion of Audit.
2. Internal audit of books of accounts and ancillary records and submission of report on that basis.
3. Report risk management issue and internal control deficiencies identified and provide recommendation for improvement measure of Board's operation.
4. Review all statutory obligation compliance such as Income Tax, Service Tax, Professional Tax, STDS, Provident Fund etc. and other statutory recoveries for employees under deputation from All India Service & State Service.
5. To check and verify all the records relating to collection of fees, assessment orders with the approved rate and fees structure with the category of Industries etc.
6. To identify the defaulter industries/units from the available records as far as practicable and suggestion if any to augment the resources of the State Board.
7. Review and verify all the records relating to the expenditure of the State Board whether all expenditure are approved and passed by the competent authority. Any suggestions and remedial measure for cost control, if any will be highly appreciated.
8. To verify the permanent account register maintained by the Officers in Head Office, Regional office Central Laboratory and Regional Laboratories.
9. Review and checking of the Grants received and its utilization as per terms and conditions during the Financial Year for the specific Projects/Programs etc.
10. To check all the transactions with the Cash Book & Bank Book and with the Bank Statement. Treasury Deposit A/c. and Investment register should also be verified.
11. To verify Stock Register for Capital items in general for Head Office, Regional Office, Central Laboratory and Regional Laboratories like Barrackpore, Durgapur, Siliguri, Haldia and Hooghly. To

assess and evaluate the utilization of Capital Assets of the State Board and suggestion if any, for effective utilization of such assets.

12. Audit observation of Govt. Audit/Statutory Audit as contained in previous reports, got settled or necessary steps taken for expeditious settlement of Audit Paras.
13. If the auditor observes any case of non-production of records of non-cooperation to the auditors, the auditor will take up the matter with the higher authority and get their audit procedure completed instead of merely reporting such cases in their report.
14. To follow the guidelines on Internal Audit Procedures issued by ICAI.
15. The Audit Report shall also incorporate the management response of each observation.

### **3. Audit Report :**

The Audit Reports to be submitted along with corrective/Suggestive measures, if any, are to be submitted immediately on completion of audit as per format of internal audit report.

### **4. Process of Audit :**

1. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned Office/Laboratory head for having an in depth understanding of the issue and prepare the draft audit report accordingly.
2. The draft audit report will be discussed by senior level personnel of the audit Firm with the departmental heads/In-charge of the WBPCB. If the auditor is satisfied the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
3. All the document receipt during the course of audit should be return after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the WBPCB will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.
4. In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Management immediately without waiting for the time of submission of the report.

### **5. Responsibilities of the Service Provider :**

Following are the responsibilities of the Firm (Service Provider) :-

1. Engage at least 100 working days for each Financial Year.
  - a) One qualified professional (with at least 3 years post qualification experience)
  - b) One Semi qualified (with three years' experience)
  - c) One or two experienced Audit Assistant as per requirement (at least B.Com or above)
2. Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.

3. The personnel deployed should be polite, cordial and efficient. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.

## **6. Other Terms and Conditions :-**

1. The State Board intends to appoint Internal Auditor for the Financial Year 2020-2021. Duration of the internal audit for the Financial Year 2020-2021 will be for two / three months and the same will tentative to start from first week of July 2021 to till second week of September 2021. The audit report must be submitted within 15 days from the date of completion of Audit.
2. The duration of Internal Audit includes Head Office, Central Laboratory, Regional Offices and Regional Laboratories. The duration of Audit for the Regional Office and Regional Laboratory outside Kolkata will be 5 working days but the total duration of Audit should not exceed 100 working days. A detail of audit program is mentioned in **Annexure – III**.
3. The Chartered Accountant Firm should furnish the profile of the Firm with specific proposal, if any and program of the Audit work in details.
4. The Chartered Accountant Firm should furnish valid Constitution Certificate as on 01.01.2020 issued by the Institute. Proof of empanelment with C&AG along with copies of appointment letters for audit of PSUs for the last three years should also be furnished.
5. The audit fees should be quoted inclusive all charges such as conveyance, fooding and lodging etc. No accommodation will be provided to the Internal Auditor during the period of audit. GST will be paid extra as applicable.
6. The payment of audit fees will be made within 30 days from the date of the receipt of the bill by account payee cheque on receipt of pre-receipted bill in duplicate and after the submission of Internal Audit reports in triplicate satisfactorily in line with audit objectives and terms and conditions.
7. No advance payment will be made on any account.
8. The Firm shall start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/Intimation.
9. The audit will be conducted during the office hours of the Board.
10. Tenders without EMD and Tender cost shall be summarily rejected.
11. The Earnest money deposit (EMD) of successful bidder will be converted into Security Deposit (SD) amount for the period of contract and will be refunded on request of the bidder after completion of entire audit work.
12. If the successful bidder denied to work or not responding within prescribed time then EMD of the successful bidder will be forfeited.

13. Tender shall be submitted in prescribed/official tender document only. If submitted in any other form, the same shall be summarily rejected.
14. Each page of tender documents is required to be signed by the Nodal Partner of CA firm. The documents/certificates in support along with the tender shall also be signed by the Nodal Partner.
15. West Bengal Pollution Control Board reserves the right to terminate the appointment in whole or in part in case of performance found unsatisfactory.

## **7. Instructions to Bidders :-**

### **i) Submission of the Proposal**

- a) The proposal shall be submitted in a sealed envelope at **West Bengal Pollution Control Board, Paribesh Bhawan, 10A, Block - LA, Sector – III, Bidhannagar, Kolkata – 700 106** with clear inscription as “PROPOSAL FOR ENGAGEMENT OF INTERNAL AUDITOR OF WEST BENGAL POLLUTION CONTROL BOARD, NIT REFERENCE NO. ....” on top of it before due date and time.
- b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- c) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/FINANCIAL PROPOSAL; NIT REFERENCE NO. ....” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.
- d) Any material omission in the proposal shall make the proposal unacceptable at the discretion of the management and the bid will be liable to be rejected.
- e) The Proposal shall remain valid till 120 days of the date of submission of the proposal or award of the assignment whichever is earlier.

### **ii) Contents of the Proposal**

- a) The technical proposal in addition to proof of eligibility shall contain:
  - i) All the information, documents and clarifications as required under **Annexure – IV**.
  - ii) Copy of the Tender Document signed on every page by the duly authorized Signatory.
- b) The Financial Proposal shall be submitted in the format given in **Annexure – V**.

### **iii) Evaluation and Selection**

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.

c) Selection will be based on the Quality & Cost. The qualifying score in technical evaluation is 60 out of 100. Format for evaluation of Technical Proposal is given below :-

**Criteria for Evaluation of Technical Proposal**

<b>Sl.No</b>	<b>Criteria</b>	<b>Max. Marks</b>
01	No. of years of Registration with the Institute of Chartered Accountants of India : a) Between 10 to 12 years: 5 marks b) Above 12 years, up to 15 years: 7 marks c) Above 15 years: 10 marks	10
02	No. of FCA Partners : a) Between 3 to 5 nos.: 8 marks b) Between 6 to 10 nos.: 9 marks c) Above 10 nos.: 10 marks	10
03	Years of Experience in conducting Internal Audit with annual turnover exceeding Rs 50 Crores	20
04	Annual Income (last three Financial Years i.e. 2017-18 to 2019-20) : a) Between Rs 50 lakh to Rs 75 lakh: 12 marks b) Above Rs 75 lakh, up to Rs 100 lakh: 15 marks c) Above Rs 100 lakh: 20 marks	20
05	Firms having experience in conducting Internal Audit of State Govt. Organizations or State Autonomous Bodies for at least 3 years in last five Financial Years i.e. from 2015-16 to 2019-20	40
	<b>TOTAL</b>	<b>100</b>

d) Financial Proposals shall be opened in the presence of the technically qualified firms' representatives, who choose to attend in person at the address given below:-

**West Bengal Pollution Control Board, Paribesh Bhawan, 10A, Block - LA, Sector – III, Bidhannagar, Kolkata – 700 106.**

Date of Opening of Financial Proposals shall be communicated to the technically qualified firms.

e) For financial evaluation, Price excluding GST shall be taken into consideration

**iv) Award of Contract**

a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.

b) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.

c) In case two or more technically qualified firms having same technical scores quote the same lowest price, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award among the lowest bidders shall be awarded the contract.

d) Any effort by a firm to influence WBPCB in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.

**West Bengal Pollution Control Board**

**ANNEXURE - I**

Sl.No	Office	Address	Telephone & Fax No.
01	Head Office	Paribesh Bhawan, 10A, Block-LA, Sector – III, Bidhannagar, Kolkata – 700 106.	Tel No.- 033-2335-0261/ 0663/6731/7428/8211/8861/9088 Fax No. (033) 2335-1675/9911
02	Alipore Regional Office	Minority Bhawan, 5 <sup>th</sup> Floor, Alipore, Kolkata – 700 027.	Tele Fax – 033-2448-5553 Tel No. – 033-2448-5554
03	Asansol Regional Office	ADDA, Commercial Market (2 <sup>nd</sup> Floor), Opp. Asansol Fire Station, G.T.Road, Asansol, Dist.- Paschim Bardhaman, Pin-713 301.	Telefax No – 0341-230-5407
04	Barrackpore Regional Office	Panpur More, Kalyani Expressway, Vill.- Panpur, P.O.-Narayanpur, Dist.- 24 Parganas (N), Pin.- 743 126.	Telefax No – 033- 2580 0573
05	Barrackpore Regional Laboratory	Panpur More, Kalyani Expressway, Vill.- Panpur, P.O.-Narayanpur, Dist.- 24 Parganas (N), Pin.- 743 126.	033 – 2502 1189
06	Central Laboratory	Paribesh Bhawan, 10A, Block-LA, Sector – III, Bidhannagar, Kolkata – 700 106.	033 – 2335 5953
07	Durgapur Regional Office	Sahid Kshudiram Sarani, City Centre, Durgapur, Paschim Bardhaman – 713 216.	0343 – 2546708 Telefax No. (0343) 2544915
08	Durgapur Regional Laboratory	Sahid Kshudiram Sarani, City Centre, Durgapur, Paschim Bardhaman – 713 216.	0343 – 2543525
09	Haldia Regional Office	Super Market Building, 3 <sup>rd</sup> Floor, Durgachak, Haldia, Purba Medinipur – 721 602.	Telefax No. 03224 – 274190
10	Haldia Regional Laboratory	Block-05 at 40 Flats Complex, Adjacent to Priyambada Housing Complex, Basudevpur, P.O. Khanjanchak, Haldia, Purba Medinipore – 721 602.	03224 – 276847
11	Hooghly Regional Office	Himalaya Bhawan, Delhi Road,	Telefax No. 033 – 2659 – 0957

		Dankuni, Hooghly.	
12	Hooghly Regional Laboratory	Himalaya Bhawan, Delhi Road, Dankuni, Hooghly. (Presently functioning from Barrackpore Regional Lab.)	Telefax No. 033 – 2502 – 1189
13	Howrah Regional Office	Minority Bhawan, 5 <sup>th</sup> Floor, Alipore, Kolkata – 700 027.	033 – 2448 – 2219/2220
14	Kolkata Regional Office	Mani Square, Block No. 8IT, Western Side, 8 <sup>th</sup> Floor, 164/1, Maniktala Main Road, Kolkata – 700 054.	98362 88884
15	Malda Regional Office	Paribesh Bhaban, Vill.- Abhirampur, P.O.- Mokdumpur, P.S.- English Bazar, Malda – 732 103.	03512 – 223449
16	Salt Lake Regional Office	Mani Square, Block No. 8IT, Western Side, 8 <sup>th</sup> Floor, 164/1, Maniktala Main Road, Kolkata – 700 054.	2320-0097
17	Siliguri Regional Office	Paribahan Nagar, P.O.- Matigara, Siliguri, Darjeeling, Pin – 734 010.	0353 – 257 1115 Telefax No. 0353 – 257 1113
18	Siliguri Regional Laboratory	Paribahan Nagar, P.O.- Matigara, Siliguri, Darjeeling, Pin – 734 010.	0353 – 257 1115 Telefax No. 0353 – 257 1113

## *West Bengal Pollution Control Board*

### **ANNEXURE - II**

#### **Brief Description of Audit and Accounts of the West Bengal Pollution Control Board :-**

Statutory Auditor of the State Board is appointed by the CAG from their empanelled Auditor. In addition to that accounts of the State Board is also audited by the CAG inspection wing and Performance audit is also conducted by the CAG directly to some specific project/program/work etc.

Accounts of the State Board are computerized and maintained centrally at its Head Office. Some of the Regional Offices are located outside Kolkata but their bank accounts are operated at Head Office.

State Board collects different types of fees from Industrial Units/Health Care Units/Housing and /Infrastructure Projects etc. for “ No Objection Certificate ”, “ Consent for Operation ” and forfeiture of “ Bank Guarantee, Pollution Cost & Environmental Compensation ” for non-compliance by the Industries. Grants from State Govt. under State Plan and Non-Plan heads are also received against specific budget proposal during the Financial Year.

All types of fees collected from different industries/units are verified and assessed at Regional Offices and these fees are collected through all the branches of United Bank of India throughout the State and centrally maintained by UBI, Mayukh Bhawan Branch, Salt Lake.

The State Board maintains about twenty six (26) current/savings/savings linked with fixed deposit bank account with different banks for different purposes which includes seven (7) bank account are for the Regional Offices located outside Kolkata.

All Pay & Allowance bills and other expenditure bills (including bills of Regional Offices) are processed and drawn at Head Office. However, payment relating to a particular office is disbursed from that Office. Regional Offices are allowed Permanent Advances for petty expenditure.

State Board has Six Laboratories of which Central Laboratory is attached with Head Office and other Five Laboratories such as Haldia, Barrackpore, Durgapur, Siliguri and Hooghly are attached with the respective Regional Office. Laboratories are maintaining Permanent Advance Register and Stock Register for Capital items and Consumables separately.

**West Bengal Pollution Control Board**

**ANNEXURE - III**

**TENTATIVE INTERNAL AUDIT PROGRAM FOR THE FINANCIAL YEAR 2020-2021**  
(Internal audit program for Head Office, Central Laboratory, Regional Offices, Regional Laboratories and different Cells of the Board for the Financial Year 2020-2021)

<b>Sl.No</b>	<b>Office / Cell of the Board</b>	<b>Team – A</b>	<b>Team – B</b>	<b>No of Working Days</b>
01	Head Office (Accounts, Administration, Legal, Publicity & Awareness Cell, RTI Cell, Public Relation Cell, EIM Cell, AQ Cell, Waste Management Cell, O&M and Building Cell etc.)			25 Days
02	Alipore Regional Office			5 Days
03	Asansol Regional Office			5 Days
04	Barrackpore Regional Office including Laboratory.			7 Days
06	Central Laboratory			5 Days
07	Durgapur Regional Office including Laboratory.			8 Days
09	Haldia Regional Office including Laboratory.			5 Days
11	Hooghly Regional Office including Laboratory.			5 Days
13	Howrah Regional Office			5 Days
14	Kolkata Regional Office			5 Days
15	Malda Regional Office			5 Days
16	Salt Lake Regional Office (ANA&T Cell and PG Cell)			10 Days
17	Siliguri Regional Office including Laboratory.			5 Days
	<b>TOTAL WORKING DAYS</b>			<b>95 Days</b>

The Audit Program will start from tentatively Sept, 2021 and will continue till Dec, 2021. There will be two teams, consisting of three (03) members in each team and each team should comprise one qualified Accountant and other two senior assistant (Semi Qualified). The Internal Audit Report must be submitted within 15 days from the closing date of Team Audit Work.

**West Bengal Pollution Control Board**

**ANNEXURE - IV**

Profile of the Applicant (To be furnished along with the Technical Proposal **Cover “A”** on the Letter Head of the Firm)

Sl.No	Particulars	Details
01	Name and Address of the Chartered Accountants Firm.	
02	Date of Registration with Institute of Chartered Accountants of India. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	<b>Date of Incorporation/Registration: Date of Opening of Main Office or Branch Office:</b>
03	Year of empanelment with C&AG. (Self-Attested copy of latest C&AG empanelment letter to be attached.)	
04	No. of FCA Partners as on 1 <sup>st</sup> April, 2020. (Self Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)	
05	Name, Designation, Contact No. and Address of the Contact Person/Local Representatives.	
06	Years of experience (as on 31 <sup>st</sup> March, 2020) in conducting Internal Audit with annual turnover exceeding Rs 50 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Organizations along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Organizations.)	<b>Separate sheet may be attached, if needed comprising of following details:</b> <ol style="list-style-type: none"> <li><b>1. Name of Client</b></li> <li><b>2. Date of Contract</b></li> <li><b>3. Duration of Engagement</b></li> <li><b>4. Contract Value</b></li> <li><b>5. Contract Status (Completed/Ongoing)</b></li> </ol>
07	Firms having experience in conducting Internal Audit of State Govt. Organizations or State Autonomous Bodies for at least 3 years in last five Financial Years i.e. from 2015-16 to 2019-20. (Self-Attested copies of Appointment Letters/Agreements /Work Orders issued by such Organizations to be furnished.)	
08	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)	
09	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be furnished.)	
10	Annual Income of the Firm for last three Financial Years i.e.	

	from 2017-18 to 2019-20. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered except for the F.Y. 2019-20.)	
11	Any other details the Firm would like to furnish (Example: Awards & Accreditations.)	

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.  
(ii) In case of documents, they should be self-Attested photocopies.

We hereby agree with all the terms and conditions of the WBPCB and we hereby undertake to abide by same.

Date :  
Place :

Authorized Signatory  
(Signature and Seal of the Authorized Signatory)  
**West Bengal Pollution Control Board**

**ANNEXURE - V**

**FINANCIAL PROPOSAL (To be furnished in Cover “B” on the Letter Head of the Firm)**

Name and Address of the Bidder:

Price Details:

Sl.No	Particulars	Rate Par Annum (Rs.) (Excluding GST)
01	Audit Fees for the scope of work as per WBPCB	
	<b>TOTAL</b>	

The Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc. Total Price

Excluding GST: Rs .....

(in words) .....

.....

GST will be paid at the applicable rate.

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

We hereby agree with all the terms and conditions of the WBPCB and we hereby undertake to abide by same.

Date :  
Place :

Authorized Signatory  
(Signature and Seal of the Authorized Signatory)

**ANNEXURE - VI**

**Standard Format for Evaluation of Technical Proposal**

<b>Sl.No</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks Obtained</b>	<b>Remarks</b>
01	No. of years of Registration with the Institute of Chartered Accountants of India : d) Between 10 to 12 years: 5 marks e) Above 12 years, up to 15 years: 7 marks f) Above 15 years: 10 marks	10		
02	No. of FCA Partners : d) Between 3 to 5 nos.: 8 marks e) Between 6 to 10 nos.: 9 marks f) Above 10 nos.: 10 marks	10		
03	Years of Experience in conducting Internal Audit with annual turnover exceeding Rs 50 Crores	20		
04	Annual Income (last three Financial Years i.e. 2017-18 to 2019-20) : d) Between Rs 50 lakh to Rs 75 lakh: 12 marks e) Above Rs 75 lakh, up to Rs 100 lakh: 15 marks f) Above Rs 100 lakh: 20 marks	20		
05	Firms having experience in conducting Internal Audit of State Govt. Organizations or State Autonomous Bodies for at least 3 years in last five Financial Years i.e. from 2015-16 to 2019-20	40		
	<b>TOTAL</b>	<b>100</b>		





