Office of the Managing Director, West Bengal Forest Development Corporation Limited

No. 1920/1A-173/2017(P-1) Dated, Kolkata, the 2nd November, 2026

SET OF TENDER DOCUMENTS (ONLINE)

For

e-Tender for selection of Cost Accountant / Chartered Accountant Firm, to be appointed as INTERNAL AUDITOR for the Financial Year - 2026-2027.

The WBFDCL is structured under 2 zones as North Bengal and South Bengal. The Head Office is included in South Bengal.

The bidder should have experience:

i) in Internal Audit in State or Central & Govt. Organizations.

ii) At least one such Internal Audit must be done on Forestry Related Activities.

The offer is to be made in two bid system i.e. Technical Bid andFinancial Bid. The bidder should have adequate numbers of the experienced staff in Internal Audit. The Format for Technical Bid and Financial Bid has to be followed and can be downloaded from the site (**www.wbtenders.gov.in**)

West Bengal Forest Development Corporation Limited
(A Govt. Of West Bengal Undertaking)
Registered Office: 'Aranya Bikash', KB-19, Sector-III, Salt Lake City, Kolkata – 700 106
e-mail: cao@wbfdc.com, acc@wbfdc.com, visit us : www.wbfdc.com,
Phone: 033-40644128, 033-40010636

NIT NO. 01/WBFDC/HQ/26-27/ACC

DECLARATION OF INTENT:

The **West Bengal Forest Development Corporation Limited (under The Companies Act 2013)** constituted under the aegis of Government of West Bengal, mainly executes the timber felling operations in accordance to rules under Department of Forests, Govt. of West Bengal in West Bengal.

The company also operates Eco-Resorts at various forest locations and also other forestry related business activities and felling & harvesting activities on behalf of other organisations to mitigate, conserve and restore forest ecosystems by ecosystem based improvement activities thereby contributing to sustainable socio-economic development in West Bengal.

The company operates through 9 Divisions/Wing, 22 Designated Divisions and Head Office of the Corporation including its ranges (List annexed as Annexure – 6).

The company through e-tender intends to engage bona fide Cost / Chartered Accountant Firms, **to be appointed as INTERNAL AUDITOR for the Financial Year - 2026-2027.**

Collection (downloading) and Submission (uploading) of Tender can be made online through the website https://wbtenders.gov.in only.
In the event of e-filling, intending bidder may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital signature Certificate.

General Terms and Conditions:

1. Login by Bidder:

For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in 'General Terms and Conditions' as stated before tendering the bids. The intending bidders are further advised to keep in mind that the scanned copies of duly filled in different Forms and Annexures as given are to be uploaded in the respectivefolders as indicated.

In the event of e-filling, intending bidder may download the tender documents consisting of this N.I.e-T., General Terms and Conditions, different Forms and Annexures, Schedule of Work (BOQ), and Addenda & Corrigenda (if any) from the website http://wbtenders.gov.in directly with the help of Digital Signature Certificate.

2. **Earnest Money**:

2.1 The Bidder has to make payment of pre-defined Earnest Money of **Rs. 18000/-** (Rupees Eighteen Thousand Only) against the work for which they applied.

2.2 Tenderer will select the tender to bid and initiate payment modes (vide Finance Department Memorandum no. 3975-F(Y) Dated 28/07/2016

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.

ii) RTGS/NEFT in case of offline payment through bank accounts in any bank.

2.3 Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

3. NO INTEREST SHALL BE PAYABLE BY WBFDCL FOR THE SECURITY DEPOSIT and "EARNEST MONEY DEPOSIT".

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website http://wbtenders.gov.in

5. Collection of Tender Documents

The tenderer can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

6. Participation in more than one capacity:

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 the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job **(please see certificate in Form 2).**

7. **Eligibility Criteria for participation in tender**:

(a) All categories of intending Tenderers shall be :

i) Chartered Accountants / Cost Accountant Partnership Firms with minimum **10** years' experience **(Firm profile in – Form 3 and Certificate of practice to be submitted).**

ii) Have Head Office in Kolkata (supporting document to be submitted).

iii) Have minimum Average Annual Turnover of **Rs. 10 lakh** during the last three years prior to the date of issue of this Tender Notice i.e. F.Y. 2022-23, 2023-24 & 2024-25.

iv) Have completed at least 5 (**five)** work of **INTERNAL AUDIT** in State or Central Govt. Organizations during the last three years prior to the date of issue of this Tender Notice i.e. F.Y. 2022-23, 2023-24 & 2024-25.

v) Out of which at least 1 (**one)** such work should done be in Forestry Related Activities during the last 3 (three) years prior to the date of issue of this Tender Notice i.e. F.Y. 2022-23, 2023-24 & 2024-25.

No person or firm shall submit more than one Tender for this work. All the forms / annexures in the offer should be marked with signature and seal of authorized person.

- All categories of prospective Tenderers shall have to submit valid and Updated Professional Tax Payment Challan of the organisation for F.Y. 2026-27, GST Registration Certificate, Income Tax Return Acknowledgement Receipt (for F.Y. 2022-23, 2023-24 & 2024-25), PAN Card issued by Income Tax Department, and Aadhaar Card of the signing Proprietor / Partner.
- Where an individual person holds an authorisation in his own name duly issued to him against thecompany or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such firm or LLP, invariably submita copy of registered power of attorney showing clear authorization in his favour, by the rest of the partners of such firm or LLP, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
    - Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by any Government Company/Department, Government undertaking / Statutory Bodies constituted under the statute of the Central or State Government of India; during the last 5 (five) years prior to thedate of this NIT. Such debarring will be considered as disqualification towards eligibility.
    - The partnership firm / LLP shall furnish the registered Partnership Deed / LLP Deed.
    - The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
    - Joint Ventures will not be allowed.
    - Conditional / Incomplete Tender will not be accepted under any circumstances.

8. Scope of Work

The illustrative (but not exhaustive) scope of work for Internal Audit by the bidders shall be as follows:

i. Verification and certification of accounting entries during the audit period including Journal Entries.
ii. Verification of Bank Accounts, Bank Reconciliation, Bank Confirmation, Interest Accrued and Fixed Deposits and Sweep in Accounts.
iii. Verification and certification of age-wise analysis of Ledger Balances specially, Sundry Debtors, Sundry Creditors, Advance from Customers etc. including Opening Balances as to its correctness in the way of confirmation and suggestions for writing off, as necessary.
iv. Verification and certification of adjustment of Advance of Logging Operation to DFOs and suggestions on unadjusted Balances.
v. Verification and certification of adjustment of sale proceeds of Timber Auction as per provisions of Joint Forest Management and comment on payment to Directorate Share and FPC Share of Year-wise Sale.

vi. Verification of application of Statutory Provisions like GST (including GST e-invoicing) and its reconciliation for future audit as well as Corporate Tax assessment purpose etc including TDS & TCS.
vii. Verification and certification of application of Employees Provident Fund to its deduction, deposit and standing balances and mismatch between Divisions and Head Office.
viii. Verification of application of Income Tax Payment, Submission of Return, Refund, Penalty, Interest and adjustment in Accounts.
ix. Verification and certification of Fixed Asset Register in Divisions as well as Head Office with location wise maintenance.
x. Verification and certification of Inventory Valuation and Physical checking including reconciliation.
xi. Reconciliation of Inter Division transfer, Balances and suggestions for rectification, as necessary.
xii. Inter – range stock transfer and its proper record and point out if there is any short fall.
xiii. Range cash verification, stock verification and reconciliation.
xiv. Checking of any leakage of revenue.
xv. Holding of abnormally high cash balance by Divisions / DDIVs / Range Offices etc.
xvi. Instances of payment in cash in excess of allowable limit as per Income Tax Act & Rules in force.
xvii. Instances of long pending un adjusted felling advance.
xviii. Delay in booking of service charge / administrative charge in respect of work funded by outside State Govt. / Central Govt. / Private organisations.
xix. Accumulation of old stock of Honey and other products.

9. Submission of Tenders

9.1 General process of submission:

Tenders are to be submitted online through the website in two folders, at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of allthe addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

9.2 Technical Proposal:

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

Technical File (Statutory Cover) containing:

i) Documents to be submitted in "EMD AND TECHNICAL DOCUMENTS" Folder :

A. Form I - APPLICATION FOR TENDER.
B. Form II -Declaration against Common Interest.
C. Form III – Organization Profile & experience.

D. **Annexure 1 – Name of Proprietor / Partner with experience in Internal Audit in State or Central Govt. Organizations (and at least one in Forestry Related Activities in such organizations)**
E. **Annexure 2 - Certificate regarding Average Annual Turnover**
F. **Annexure 3 - STATEMENT OF EXPERIENCE of the firm in Internal Audit in State or Central Govt. Organizations (and at least one in Forestry Related Activities in such organizations)**
G. **Annexure 4 -List of team members with experience in Internal Audit in State or Central Govt. Organizations (and at least one in Forestry Related Activities in such organizations)**
H. **Annexure 5 – Estimate.**

Note:
a) Document for the EMD must be submitted duly digitally signed in the Website **https://wbtenders.gov.in**. Tender document may be downloaded from website **https://wbtenders.gov.in** & submission of Technical Bid/Financial Bid as per Tender Schedule.

b) Addenda/Corrigenda: if published. Tenderers are to keep track of all the Addendum/Corrigendum issued with a particular tender.

Statutory Documents
i. Photo Copy of PAN Card.
ii. Photo Copy of GST Registration Certificate.
iii. Photo Copy of Updated Professional Tax Payment Challan of the organisation for F.Y. 2026-27.
iv. Photo Copies of valid Certificate of practice of signing Proprietor / Partner issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.
v. Firm Profile in (Form – 3)

9.3. Submission of Proposals

Two Bid System is to be followed for submission of bids.

a) Technical proposal:

Sl. No.	Details	Documents Required
1	Mandatory Statutory Documents	i) Copy of GST Registration Certificate ii) Copy of PAN CARD iii) Copy of Updated Professional Tax Payment Challan of the organisation for F.Y. 2026-27. iv) Aadhaar Card of the signing Proprietor / Partner v) Firm Profile vi) Copy of IT Return Acknowledgement of proprietor / firm / LLP for F.Y. 2022-23, 2023-24 & 2024-25. vii) Certificate of Practice of signing Proprietor / Partner .
2	Firm Constitution details	1. Proprietorship - Firm Detail as per Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc. 2. Partnership Firm / LLP - Registered Partnership Deed/LLP Deed, Registered Power of Attorney.
3	Average Turn Over	Copy of audited Profit & Loss A/c. and Balance Sheet of F.Y. 2022-23, 2023-24 & 2024-25. **(Annexure – 2)**.
4	Credential	Copy of Work Order in at least three work of **INTERNAL AUDIT** in State or Central Govt. Organizations out of which at least one such work should be in Forestry Related Activities during the last 3 (three) years prior to the date of issue of this Tender Notice i.e. 2022-23, 2023-24 & 2024-25. **(Annexure – 3)**
5	List of team members with experience in Internal Audit	List with details of name, age, academic & professional qualifications and experience (in years) Further, experience/exposure of the firm and team in forestry related works is desirable **(Annexure – 4) .**

b). Financial proposal:

The financial proposal should be **inclusive of all professional fees and travelling, fooding, lodging and out of pocket expenses but exclusive of Statutory Taxes like GST etc.** The Financial proposals will be opened for successful tenderers of Technical Bid. **Estimated financial involvement (expenditure) before GST of the proposed work as mentioned above is Rs. 8,74,000/- (Rupees Eight Lakh Seventy Four Thousand Only).** Financial Proposals should be submitted in **Estimate (Annexure – 5).**

Only downloaded copy of the financial proposals are to be uploaded quoting the rate & digitally signed by the tenderer.

Financial proposal of of bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

10. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives of WBFDCL electronically from the website using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire in the office of the WBFDCL at **Aranya Bikash, KB-19, Sector –III, Salt Lake, Kolkata – 700106** for opening of Technical Proposal, to be held on the date and time declared.

11. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the tender will be done by a Tender Committee based on the principle of **Quality cum Cost Based Selection (QCBS).**

The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are incomplete (i.e. when the required bid formats and /or supporting documents have not been submitted) will be summarily rejected. Then technical documents of firm and its team experience will be evaluated amongst qualifying bidders.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

The weightage assigned for bids is Technical bids: Financial Bids = 70:30. The finalAssessment will be based on the 70% of Technical + 30% of financial scores.

Any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criterion, General Terms and Conditions and compliance to the scope of work requirement etc.

12. Evaluation of Technical Bids

Evaluation will be done on the basis of the evaluation criteria as mentioned in clause no. 9.2 & 9.3. The scoring on technical bid will be given based on the criteria mentioned in Table 1 below. Bidders got qualified technically as per evaluation criteria as mentioned in clause no. 902 & 9.3 will only be given technical scoring.

Table - I

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
A i)	Establishment of the firm relevant to the assignment		Certificate of Practice of signing Proprietor / Partner and Constitution Profile of the firm issued by Institute of Cost Accountants of India / Institute of Chartered Accountants of India
A ii)	Date of establishment (< 10 years = 0 marks) (> 10 – 12 years = 6 marks) (> 12 – 15 years = 10 marks) (> 15 – 20 years = 14 marks) (> 20 years = 20 marks)	20	
B	Location of Head Office : Kolkata : 3 Marks / Out of Kolkata : 1 Mark	3	
C	Number of Partners / Proprietor : 1 Mark for each Partner / Proprietor	5	List Of Partners / Proprietor with Qualification (In case of Proprietorship Firm – Certificate of Practice of signing Proprietor / Partner vide Point No. A will be considered) – **Annexure 1**
D	MSME Registration : Udyog Aadhaar	2	Copy of MSME - Udyam Aadhaar Registration Certificate (If Registered)
E	Average Annual Turnover: < 10 lakh = 0 marks, >= 10 lakh < 20 lakh =10 marks, >= 20 lakh < 30 lakh = 12 marks, >= 30 lakh < 40 lakh = 14 marks, >= 40 lakh = 15 marks	15	Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2022-23, 2023-24 & 2024-25. along with **Annexure 2**
F	Experience of the firm : • In conducting Internal Audit in State or Central Govt. organizations Have completed at least **five** work of **INTERNAL AUDIT** in State or Central Govt. Organizations during the last three years prior to the date of issue of this Tender Notice i.e. F.Y. 2022-23, 2023-24 & 2024-25. (4 marks for each, max 20). • Out of which at least one such Internal audit work should be done in Forestry Related Activities (5 marks for each) (Max 10).	30	Statement of Experience - **Annexure 3,** along with Copies of Work Orders

G	List of team members with experience in Tally under cloud environment and having experience in Internal Audit in State or Central Govt. organisations. (5 marks for each member)	25	List with details of name, age, academic & professional qualifications and experience (in years) in Internal Audit. **Annexure 4**

Bidders securing Technical score of 60 or above, will qualify for the evaluation in the financial bid.

13. Uploading of summary list of technically qualified Tenderer (1st round)

Pursuant to scrutiny and decision of the **Tender Committee (TC)**, the summary list of eligible tenderers will be uploaded in the web portals. While evaluation, the Committee may summon the tenderers and seek clarification / information or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

14. OPENING AND EVALUATION OF FINANCIAL PROPOSAL:

Financial proposals of the Tenderer declared technically eligible by the Tender Committee will be opened electronically from the web portal (https://wbtenders.gov.in) stated on the prescribed date, normally immediately after publication of final summary list of the Tenderer but may vary as per the time requirement for procedural formalities.

15. Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The total financial score for evaluation of financial bids is 100

- The list of Bidder will be ranked in ascending order, i.e. the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is Rs.200/- & that of L2 is Rs. 400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded (200/400) x 100= 50 Points.

Total Score Secured = 70% of Technical Score + 30% of Financial Score.

16. Uploading of summary list of finally qualified Tenderer (2nd round)

After evaluation of Financial Proposal, by the appropriate Authority i.e. Tender Inviting Authority, WBFDCL, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against the work.

17. Procedures to be followed when less than three technically qualified Tenderer participatedin any tender:

Financial bid of technically qualified less than three Tenderer may not be opened immediately. Next call may be invited in accordance to existing financial norms of Government of West Bengal.

18. Acceptance of Tender (Technically eligible/qualified)

Highest Marks as per QCBS should normally be accepted. However, the Tender Accepting Authority does not bind him/herself to do so and may reserves the right to reject any or all the tenders, for valid reasons.

19. AWARD OF CONTRACT AND ISSUE OF WORK ORDER:

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority. The successful bidder should submit an acceptance letter within two weeks from the date of receipt of the 'Letter of Acceptance'. If the same is not executed within two weeks, the bidder may be held as non- responsive In such case, the EMD of successful bidder will be forfeited.

Work Order will be issued to the successful bidder only after receipt of the 'Letter of Acceptance'.

20. DURATION AND EXTENTION OF WORK ORDER

The appointment as the Internal Auditor will be for one financial year i.e. F.Y. 2026-27.

21. **DELIVERABLES** At the initial stage Audit Module & Audit Program should be prepared and submitted to Financial Advisor &Chief Accounts Officer, West Bengal Forest Development Corporation Ltd. by the selected firm. The audit should be started subject to approval of the prepared Module and Program by WBFDCL authorities. The auditor should submit his report indicating the result of his review of the accounts immediately on completion of the internal audit. Reports should be submitted in both hard & soft copies to the Head Office of WBFDCL. Individual division-wise / Wing-wise / unit-wise report shall be submitted separately. Soft copy shall be mailed to the mail ID cao@wbfdc.com and acc@wbfdc.com. All discrepancies noticed in the financial accounts including voucher and sub vouchers, projects, procurement, bank reconciliation etc. should be specifically included in the report.

The pattern of submission of reports should be as follows:

Offices / Units	No. of Units	Location	Frequency of Audit	Report submission time schedule
Divisions / Designated Divisions / Ranges / Designated Ranges	**9 Divisions/Wing, 22 Designated Divisions and Head Office of the Corporation including its ranges (List annexed as Annexure – 6).**	**Please see Annexure 6**	Half Yearly H_1 – 1st April to 30th September H_2– 1st October to 31st March	2026-27 H1 – Within 6 months from issuance of work order. H2 – Within 12 months from issuance of work order.

22. PAYMENT TERMS

The selected consultant will be paid remuneration for the services as per accepted price in stages as mentioned in para 21 above (i.e. 50 % each in two installments, each after completion of Internal Audit for each half year (i.e. H1 and H2) and submission of report for each half year.

23. TERMINATION OF SERVICES

The authority reserves the right to terminate the services of the selected Tenderer, if it finds the services rendered is unsatisfactory at any stage during the contract period, by giving a notice of 30 (thirty) days. The internal auditor will then be paid for the work completed, as per the fees accepted, till the stage of the assignment, on pro-rata basis.

24. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents submitted on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the WBFDCL may take appropriate legal action against such defaulting tenderer.

25. Cancellation of Tender:

a) The Tender Inviting Authority, WBFDCL reserves the right to cancel this N.I.T. due to circumstances which seem appropriate to him/her and no claim from the tenderer in this respect will be entertained.

b) The Tender Inviting Authority may cancel this Tender, if TIA has the opinion that, Financial Proposal is too high or too low as compared to the **Estimated financial involvement mentioned in para 9.3 b) above.**

26. Security Deposit:

a) Security Deposit at 10 % of the rate quoted by the selected bidder shall be deposited in the form of demand draft favoring **West Bengal Forest Development Corporation Ltd. Payable at Kolkata**, or Through NEFT, within one week from the date of issuance of 'letter of acceptance'. EMD shall be refunded on submission of such Security Deposit.

b) Security Deposit will be released after 60 (sixty) days from the date of submission of Internal Audit Report. In case of any irregularity, or violation of the terms and conditions of this NIT, the security Deposit will be forfeited in addition to any legal action as deemed fit by the authority.

c) If the bidder fails to complete the works successfully, Security Deposit lying with the WBFDC Ltd. shall be forfeited at any time during the pendency of contract period as per relevant Clauses of this NIT.

27. Deduction of Taxes etc:

Deduction of Income Tax from the Tenderer's Bill will be made as per Govt. rules. GST & all otherapplicable statutory levy will have to be borne by the tenderer as per Govt. Rules.

28. Mobilization Advance :

No Mobilization Advance and Secured Advance will be allowed.

29. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Tenderer.

30. Validity of Bids:

Generally, Bids will be valid for 120 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to obtaining a written confirmation of the tenderer(s) to that effect Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. EMD will be forfeited by WBFDCL.

31. No tender shall be deemed to be fit for consideration unless the tender documents are completely filled in. All information that may be asked from the Tenderer must be unequivocallyfurnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted

by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be outrightly rejected at any stage and legal action may be taken against him.

32. The Tenderer must upload all the papers/documents that is digitally signed as a proof of acceptance of terms and conditions of the Tender.

33. In case of any dispute, whatsoever in connection with the tender, the decision of the **Tender Committee (TC)** shall be final and binding.

34. IMPORTANT POINT OF REFERENCE : Date and Time Schedule:

Sl. No	Particular(s)	Date & Time
1.	Tender Inviting Authority	Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd.
2.	Date of Publishing of e-Tender	**03.11.2026 at 10.00 AM**
3.	Documents download start date (*online*)	**03.11.2026 at 10.00 AM**
4.	Documents download end date (*online*)	**17.11.2026 at 05.00 PM**
5.	Bid submission start date (*online*)	**03.11.2026 at 10.00 AM**
6.	Bid Submission closing date (*online*)	**17.11.2026 at 05.00 PM**
7.	Bid opening date for Technical Proposals(*online*)	**19.11.2026 at 05:00 PM**
8.	Date of uploading list for Technically Qualified Bidder (*online*)	**After evaluation of Technical Bid**
9.	Date & Place for opening of Financial Proposal (*online*)	**To be notified later on**
10.	Date of uploading of list of bidders along with their rates through (on line).	**To be notified later on**

Note:
1) In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
2) The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Financial Advisor & Chief Accounts Officer
West Bengal Forest Development Corporation Ltd.

FORM-1

APPLICATION FOR TENDER

To
Financial Advisor & Chief Accounts Officer,
West Bengal Forest Development Corporation Ltd.
Aranya Bikash, KB-19, Sector –III, Salt Lake,
Kolkata – 700106.
West Bengal

NIT No: - _____Date: _____

Description of tender - Selection of Cost Accountant / Chartered Accountant Firm, to be appointed as INTERNAL AUDITOR for Financial Year – 2026-27.

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT stated above. We also agree to carry out the above work in conformity with the conditions of this Tender Notice and addenda.

Dated this_____day of_____20___
Full name of applicant: _____
Signature: _____
In the capacity of: _____
Duly authorized to sign bids
For & on behalf of (Name of Firm): _____
(In Block capitals or typed)

Office address:
Telephone no(s) (office): _____
Mobile No(s): _____
E mail ID: _____

Date……..

Signature of the Authorised Signatory
On behalf of the bidde

FORM-2

Declaration against Common Interest

I/We, Shri/Smt._____, the authorized signatory on behalf …… …… do hereby affirm that I/We/any of the member of .... bidding against NIT No..... Dated ..... do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm for the same work I / We want to participate.

Date……..

Signature of the Authorised Signatory
On behalf of the bidder

FORM- 3

Organization Profile and Experience

A. **Organization Profile :**

B. **Experience of Internal Audit :**

Date……..

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE 1

Name of Proprietor / Partner with experience in Internal Audit in State or Central Govt. Organizations in general (and at least one in Forestry Related Activities in such organisations)

SL. NO.	NAME	AGE	ACADEMIC & PROFESSIONAL QUALIFICATION	EXPERIENCEIN YEARS
1				
2				
3				
4				
5.				

Date……..

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE 2

Certificate regarding Average Annual Turnover

This is to certify that the following statement is the summary of the Average Annual Turnover as required per requirements of Tender **by the firm _____ (Firm Name**

Sl. No.	Financial year	Turnover rounded up to Rs in lakh (two digit after decimal)	Remarks (If any)
1	2022-23		
2	2023-24		
3	2024-25		
Total			

Average Annual Turnover of Last Three (3) Years : In Rs_____lakhs

Note:

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.

Date……..

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE 3

Experience of the firm in Internal Audit in State or Central Govt. Organizations in general (and at least one in Forestry Related Activities in such organisations)

Sl. No.	Name of Project / Scheme / Organisation	Location	Date of Work Order	Work Order Value (Before GST) In INR	Work Period (Year / Month)	Nature of Work	EXECUTION STATUS (Executed / Under Execution)
1							
2							
3….							

Date……..

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE 4

List of team members with experience in Internal Audit in State or Central Govt. Organizations in general (and at least one in Forestry Related Activities in such)

SL. NO.	NAME	AGE	ACADEMIC & PROFESSIONAL QUALIFICATION	EXPERIENCE IN YEARS
1				
2				
3				
4				
5				

Date……..

Signature of the Authorised Signatory
On behalf of the bidder

Annexure – 5

Estimate / Financial Prpoposal

Tender Inviting Authority- Financial Advisor & Chief Accounts Officer, WBFDCL

Tender Notice No. _____

Bidder Name:-_____

Nature of Work- Selection of Cost Accountant / Chartered Accountant Firm, to be appointed as INTERNAL AUDITOR FOR THE FINANCIALYEAR 2026-2027

SL. NO	Description of Work	No. of Units	Rate in figures To be entered by the Bidder) Rate quoted must be excluding taxes such as GST	
		1	Figures	Words
1.	Selection of Cost Accountant / Chartered Accountant Firm, to be appointed as INTERNAL AUDITOR FOR THE FINANCIALYEAR 2026-2027	As per **Annexure 6**	**Rs. _____**	**Rupees** _____ _____ _____ _____

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE - 6

A. List of Divisions

SL No	Zone	Divisions	Head Quarter
1	SOUTH BENGAL	HEAD OFFICE	KOLKATA
2		KOLKATA FOREST CORPORATION DIVISION & 3 RANGES	KOLKATA
3		MEDNIPUR FOREST CORPORATION DIVISION & 6 RANGES	KHARAGPUR
4		BANKURA FOREST CORPORATION DIVISION & 7 RANGES	BANKURA
5		PURULIA FOREST CORPORATION DIVISION & 4 RANGES	PURULIA
6		GREEN PROJECTS WING & 8 EX-OFFICIO DIVISIONS	KOLKATA
7	NORTH BENGAL	DARJEELING FOREST CORPORATION DIVISION & 5 RANGES	SILIGURI
8		JALPAIGURI FOREST CORPORATION DIVISION & 4 RANGES	JALPAIGURI
9		ALIPURDUAR FOREST CORPORATION DIVISION & 5 RANGES	ALIPURDUAR
10		KALIMPOMG FOREST CORPORATION DIVISION & 4 RANGES	KALIMPONG

B. List of Designated Divisions

SL No	Divisions	Designated Division	Head Quarter
1	MEDINIPUR FOREST CORPORATION DIVISION	JHARGRAM DIVISION & 13 RANGES	JHARGRAM
2		KHARAGPUR DIVISION & 7 RANGES	KHARAGPUR
3		MEDINIPUR DIVISION & 10 RANGES	MEDINIPUR
4		PURBA MEDINIPUR DIVISION & 6 RANGES	MEDINIPUR
5		RUPNARAYAN DIVISION & 6 RANGES	MEDINIPUR
6	BANKURA FOREST CORPORATION DIVISION	DURGAPUR DIVISION & 3 RANGES	DURGAPUR
7		PANCHET DIVISION & 6 RANGES	BISHNUPUR
8		BIRBHUM DIVISION & 8 RANGES	SURI
9		BURDWAN DIVISION & 4 RANGES	BURDWAN
10		BANKURA NORTH DIVISION & 11 RANGES	BANKURA
11		BANKURA SOUTH DIVISION & 13 RANGES	BANKURA

12	PURULIA FOREST CORPORATION DIVISION	KANGSABATI NORTH DIVISION & 6 RANGES	PURULIA
13		KANGSABATI SOUTH DIVISION & 7 RANGES	PURULIA
14		PURULIA DIVISION & 8 RANGES	PURULIA
15	DARJEELING FOREST CORPORATION DIVISION	KURSEONG DIVISION & 8 RANGES	KURSEONG
16		DARJEELING FOREST DIVISION & 9 RANGES	DARJEELING
17	JALPAIGURI FOREST CORPORATION DIVISION	BAIKANTHAPUR DIVISION & 6 RANGES	SILIGURI
18		JALPAIGURI DIVISION & 9 RANGES	JALPAIGURI
19	ALIPURDUAR FOREST CORPORATION DIVISION	BTR (EAST) DIVISION & 4 RANGES	ALIPURDUAR
20		BTR (WEST) DIVISION & 6 RANGES	ALIPURDUAR
21		COOCHBEHAR DIVISION & 3 RANGES	COOCHBEHAR
22		JALDAPARA WILDLIFE DIVISION & 7 RANGES	COOCHBEHAR

Financial Advisor & Chief Accounts Officer
West Bengal Forest Development Corporation Ltd.

Digitally signed by ABHITRA MALLICK
Date: 2026.11.03 00:51:40 IST
Location: West Bengal-WB