

**NOTICE INVITING TENDER
FOR
SELECTION OF CA FIRM
FOR
INTERNAL AUDIT
OF
STARPARD ALONG WITH BRAIPRD, KALYANI UNIT
OF
STARPARD
FOR F.Y. 2021-22**

**Society for Training & Research
on
Panchayats & Rural Development
(STARPARD)
Department of Panchayats & Rural Development
Government of West Bengal**



The Society for Training & Research on Panchayats & Rural Development (STARPARD) under the Department of Panchayats and Rural Development, Government of West Bengal is inviting a **Notice Inviting Tender (NIT) for the Selection of CA firm for Internal Audit of STARPARD along with BRAIPRD, Kalyani unit of STARPARD for three consecutive FY 2021-22** from willing consultancy firms having head office/ branch office at Kolkata, West Bengal through <https://wbtdenders.gov.in> for the Selection of Audit Firm For Internal Audit of STARPARD and BRAIPRD (Kalyani unit of STARPARD)

Please go through the attached NIT bid document along with the Bidder Pre-qualification.

The details of the NIT are given below:

1. **NIT No. :** NIT / 006 /STARPARD Date 20.11.2024
2. **Description of Services:** Selection of CA firm for Internal Audit of STARPARD along with BRAIPRD, Kalyani unit of STARPARD for FY 2021-22
3. **Opening Date & Time for Submission of NIT:** 22.11.2024 (Friday) at 3 pm
Closing Date & Time for Submission of NIT: 06.12.2024 (Friday) at 3 pm
4. **Date & Time of opening of NIT :** (a) **Technical Bid** 09.12.2024 (Monday) at 3 pm
(b) Financial Bid: After Evaluation of Technical Bid
5. **Correspondence details:** The Member Secretary, STARPARD &
Joint Secretary to the Government of West Bengal
Department of Panchayats & Rural Development
Block: DD, Plot No. 18/9, Sector-I, Bidhannagar, Kolkata.
West Bengal. Pin Code 700064.

STARPARD Helpdesk e-mail id: starpard_procurement@gmail.com
Bid no. & title to be mentioned in the subject of the email.

Phone no. (033) 2985 0203/ 2359 2930
from 10.30 am to 5 pm from Monday to Friday [except: Govt.Holidays]



No. NIT/006/STARPARD

Date 20.11.2024

Notice Inviting Tender (NIT)

Subject: SELECTION OF CA FIRM FOR INTERNAL AUDIT OF STARPARD ALONG WITH BRAIPRD, KALYANI UNIT OF STARPARD FOR THREE CONSECUTIVE FY 2021-22

- A) BACKGROUND:-** The Society for Training & Research on Panchayats & Rural Development (STARPARD) under the Department of Panchayat and Rural Development (P&RD), Government of West Bengal was set up in 1997-98 with its Registration No. S/86755 of 1997-98, registered under West Bengal Societies Registration Act, 1961 (Act No. XXVI of 1961) with a set of objectives related to training & research on Panchayats & Rural Development. Presently the registered office of the restructured STARPARD is the Department of Panchayats & Rural Development, Government of West Bengal, Joint Administrative Building, HC-7 (6th to 10th Floors), Sector-III, Bidhannagar, Kolkata-700106. Administrative Office & Work Office of STARPARD is located at Mrityika Bhaban, Block DD, Plot: 18/9, Sector-I, Bidhannagar, Kolkata: 700064.
- B) STARPARD, being a registered society, needs to engage an audit firm for the Internal Audit of STARPARD and BRAIPRD (Kalyani unit of STARPARD)**
- C) INVITATION OF BIDS:-** STARPARD invites **CA FIRM FOR INTERNAL AUDIT OF STARPARD ALONG WITH BRAIPRD, KALYANI UNIT OF STARPARD FOR THREE CONSECUTIVE FY 2021-22**

D) SCOPE OF WORK

The Audit firm shall deal with all Internal audit-related matters of STARPARD along with BRAIPRD, Kalyani unit of STARPARD for F.Y. 2021-22 keeping in mind the relevant provisions for a government not-for-profit society like STARPARD.

Time Frame: Maximum time frame of two months for completion of work and submission of audit report from the time of letter of engagement.

The role and responsibility of the Auditor:

1. To Check Double Entry System Cash Book including vouchers with relevant documents on regular basis
2. To Check of Bank Reconciliation Statement on monthly basis



3. To Guide for maintaining proper Ledger with Group in Tally software as per RGSA Guidelines and Income Tax Act.
4. To verify all types of statutory registers for the specified financial year and issuance of certificate in that respect
5. To examine Utilisation Certificates and submit status report as when required
6. To examine consolidated Balance Sheet (Receipt & Payments I/C, Income & Expenditure Account and Supporting proper schedule)
7. To check all types of Returns (all Income Tax, P, Tax. GST on TDS, Society Registration etc.)
8. To act as per instruction communicated by office of the Comptroller & Auditor General of India (CAG) from time to time and the provisions in the manual of standing order (MSO) of the CAG & other departmental manuals.

Period of Engagement: The engagement with the Bidder/ CA firm shall initially be for a period of One (01) Year from the date of award which may further be extended for one(01) year at a time, up to a maximum period of three (03) years from the date of award, upon satisfactory performance, at the discretion of Member Secretary, STARPARD on same terms and conditions.

E) STARPARD paid ₹77,000/- plus taxes for the last Internal Audit-related fees for F.Y. 2020-21.

Base Price of this Bid is ₹30,000/- plus taxes

F) Earnest Money Deposit (EMD)

- I. **EMD amount ₹2,000/- (Rupees Two Thousand) only through ONLINE <https://wbtdenders.gov.in>**
- II. EMD of the unsuccessful bidders shall be returned to the bidder after finalization of the tender and on obtaining prayer from the unsuccessful bidders in this regard.
- III. No interest will be payable by the Society on the amount of EMD.
- IV. The EMD may be forfeited if the bidder withdraws her/ his bid after bid opening, during the period of bid validity and extension thereof; engages in corrupt, fraudulent, collusive, coercive practices, during bidding process.
- V. **EMD submission related transaction details [UTR/ others] please upload with the offered Bid Document**
- VI. Earnest money deposit (EMD) submitted by the selected/ awarded bidder will be retained back as Bid Security Deposit and will be released after successful completion of the assignment subject to approval of Member Secretary, STARPARD



G) BIDDER PRE-QUALIFICATION CRITERIA FOR THIS BID:

Sl. No.	Eligibility Criteria	Supporting Proof/ Documents Required
1.	The applicant CA firm should be registered with (i) the Institute of Chartered Accountants of India (ICAI) and (ii) the Comptroller & Auditor General of India (CAG) and have (iii) Income Tax (PAN number) and (iv) GST Registration.	Provide all Certificates of Registration. (self-attested)
2.	The eligible CA firm should have a Head Office/ Branch Office in Kolkata , West Bengal.	Relevant documents with proof of address.
3.	The CA firm should be in existence for more than 10 years .	Provide necessary evidence.
4.	The applicant CA firm should have credentials for Internal Audit/ similar type of job in at least one Central Government / State Government Organization/ PSU in the last three financial years (i.e. 2021-22, 2022-23, 2023-24)	Self-attested photocopy of previous work orders, work/project completion certificates, and payment certificates of the competent authority.
5.	The applicant CA firm should have experience in Internal audit/ similar audit-related work in a Central or State Government organization / PSU whose annual turnover is more than ₹50 crore .	Self-attested photocopy of the appointment letter/ Experience Certificate/ Certificate issued from the respective organization.
6.	The firm should have an average turnover of at least ₹10 Lakh annually for the last three financial years (i.e. 2021-22, 2022-23, 2023-24)	Attach the Audited balance sheet of the last three financial years.
7.	The firm should have (i) <u>minimum ten (10) staff/employees,</u> (ii) <u>one(01)full-time CA in employment apart from partners and</u> (iii) <u>a minimum of three (03) full-time working partners,</u>	Provide necessary detail and undertaking for the same. Declaration by the Head of the office/ authorised official on



Sl. No.	Eligibility Criteria	Supporting Proof/ Documents Required
	on the date of submission of the proposal.	letter head with office seal and signature
8.	<p>The Bidder should not have been suspended/ debarred/ blacklisted/ terminated in respect of the contract/ recommended for blacklisting by any Government Authority and Public Companies Accounting Oversight Board (PCAOB) / National Financial Reporting Authority (NFRA).</p> <p>Also, any partner/ senior manager of the audit firm is not associated with the audit in any manner if s/he</p> <p>(i) has been found guilty of professional/ other misconduct by the Institute of Chartered Accountants of India</p> <p>(ii) is one against whom disciplinary sanction orders have been passed by the PCAOB / NFRA</p>	Declaration by the Head of the office/ authorised official on letter head with office seal and signature

Note: All documents must be marked 1 to 8 as above

Bidders will be shortlisted subject to the submission of the above-mentioned documents to qualify for the Financial rounds of the bidding process

H) INSTRUCTIONS TO THE BIDDERS

- NIT shall be submitted through the Government of West Bengal e-procurement portal <https://wbtenders.gov.in>
- The bidder shall be responsible for all costs associated with the preparation of this proposal, if any regardless of the conduct or outcome of the bidding process.
- No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body or any of the senior management (as applicable) of STARPARD. Relative would mean husband, wife, brother, sister, or any lineal ascendant or descendant
- Neither the firm nor its Partners or Associates have any interest in the business of STARPARD nor they have conducted any form of audit of STARPARD for FY 2021-22, 2022-23, 2023-24
- In case of any dispute, whatsoever in connection with NIT, the decision of Member Secretary, STARPARD



shall be final and binding.

- vi. Bidders should ensure that NIT is delivered within the scheduled date, time, and place as per the instructions given above. NIT submitted after the due date shall not be considered. If the date of opening of the NIT happens to be a holiday, the NIT shall be opened on the next working day.
- vii. The proposal submitted by the bidder should be valid for acceptance for a period of ninety (90) days from the opening date of NIT. In exceptional circumstances prior to the expiry of the original NIT validity period, STARPARD may extend the period of validity for a specified additional period.
- viii. STARPARD may seek clarifications on the NIT submitted by the bidders.
- ix. The Technical Proposals should accompany supporting documents as per eligibility criteria. The Member Secretary, STARPARD has the right to ask for detail documents to clarify the uploaded scanned copies at any point of time. In case of failure to meet the eligibility criteria further evaluation of the bid shall not be done.
- x. Information related to examination, evaluation, comparison, and recommendation shall not be disclosed to bidders or any other persons not officially concerned with the process, until completion of the whole process.
- xi. Bid shall remain valid for a period of not less than 90 days from the date of Submission of bid, or any extensions thereof as specified by STARPARD from time to time.
- xii. Notwithstanding anything stated above, the Member Secretary, STARPARD reserves the right to cancel the engagement of bidder if it deems fit and necessary without assigning any reasons thereof.
- xiii. Credentials submitted by bidders will invariably be verified from the competent authority through formal/informal ways. If faulty credentials are found at any point of time- before or after Letter of Award, appropriate action in terms of blacklisting/ prohibition of proceeding shall be initiated by the bid inviting authority.
- xiv. Time extension on completion of work will not be given in ordinary circumstances. Only the Member Secretary, STARPARD can determine an extraordinary circumstance which may extend the timeline
- xv. **INDEMNIFICATION:** The Bidder shall indemnify the department against any action or proceedings brought against the department by the act of commission/ omission or negligence on its part or on the part of its employees/ agents, in the performance of the services under the contract. The Bidder shall be liable for any of its or its employees/ bidder actions that are detrimental to the interest of the department and the quantum of damages for the same will be decided by the department and will be final and binding on the Bidder. The Bidder shall also indemnify the department in respect of any third party claim in respect of any Intellectual Property Rights (IPR) violations alleged or raised on account of the services rendered by the Agency to the department.
- xvi. The bidders should fill the annexure, enclose necessary documents as mentioned in the bid document

and upload in <https://wbtenders.gov.in> within the mentioned time & date. Tender application and



relevant document(s) received from any bidder after the due date & time shall not be considered.

xvii. **CORRIGENDUM:** At any time prior to the deadline for submission of bids, Member Secretary, STARPARD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by corrigendum/amendments.

xviii. All such amendment will be notified in the online departmental portal <https://prd.wb.gov.in> and <https://wbtenders.gov.in>

Such corrigendum issued in the website and online portal will be binding on the bidder. The bidders are requested to regularly visit the above portal/ website for any amendment/ corrigendum.

xix. All such amendments/corrigendum shall form part of bid documents. Member Secretary, STARPARD shall bear no responsibility or liability arising out of non-receipt of the above in time by the Bidders.

xx. In order to allow prospective bidders reasonable time in which to take the corrigendum into account in preparing their bids, Member Secretary, STARPARD, at her own discretion, may extend the deadline for the submission and opening of bids.

xxi. Neither Member Secretary, STARPARD nor any employees will be responsible for any type of server/system-related error(s) of <https://wbtenders.gov.in>.

xxii. In case of any day, meant for this tender, appears to be an unscheduled holiday, the next working day will be treated as a scheduled/ prescribed day for the same purpose.

xxiii. Bidder should maintain the norms & regulations of <https://wbtenders.gov.in>

xxiv. All the disputes are subject to Kolkata jurisdiction only.

xxv. The Member Secretary, STARPARD reserves to accept or, reject any/ all applications without assigning any reasons thereof.

xxvi. At any time prior to the deadline for submission of NIT, Member Secretary, STARPARD may, for any reason, add/ alter/ delete/ modify any part of this bid document by issuing addenda.



I) CLARIFICATIONS :

A CA Firm requiring any clarification regarding the NIT may seek clarifications on a query in writing/ electronically from the Member Secretary, STARPARD within three days of publication of this invitation.

Contact details:

STARPARD Helpdesk **e-mail id:** starpard.procurement@gmail.com Bid no. & title to be mentioned in the subject of the email.

Phone no. (033) 2985 0203/ 2359 2930 from 10.30 am to 5 pm from Monday to Friday [except Govt.Holidays]


**Member Secretary, STARPARD &
Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department**

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