

GOVERNMENT OF WEST BENGAL

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

Joint Administrative Building (6<sup>th</sup> to 10<sup>th</sup> Floors), HC-7, Sector-III

Salt lake, Kolkata-700106



**NOTICE INVITING TENDER**

**Tender Notice No.: 3873 - RD/PH&S/S/1E-3/2023**

**Date : 07.08.2024**

**DECLARATION OF INTENT:**

The West Bengal State Rural Development Agency(WBSRDA), an agency under this Department invites offer from bonafide CAG empaneled Auditor/Chartered Firm for audit of State HO & ISGPP, P&RDD, and all Districts (including all implementing units under Districts) / Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along with the conducting and compilation of the State level Audit report / Utilisation Certificate and Audited Statement of Accounts (ASA) of different funds under Swachh Bharat Mission (G) for the F.Y -2023-24 on the basis of the (all) District / Siliguri Mahakuma Parishad and GTA (Darjeeling) Accounts reports ...:

**1. IMPORTANT POINTS OF REFERENCE**

1	Name of the Client	Mission Director, SBM-G & Additional Secretary Panchayats & Rural Development Department, Joint Administrative Building (6 <sup>th</sup> to 10 <sup>th</sup> Floors), Salt Lake, Block – HC-7, Sector – III, Kolkata – 700106
2	Name of the work	Engagement of bonafide CAG empaneled Auditor/ Chartered Firm for audit of State HO & ISGPP, P&RDD and all Districts (including all implementing units under Districts) / Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along with the compilations of the State level Audit report / Utilisation Certificate and Annual Statement of Accounts (ASA) of different funds under Swachh Bharat Mission (G) for the F.Y -2023-24 <u>on the basis of the (all)</u> District / Siliguri Mahakuma Parishad and GTA (Darjeeling) Accounts reports.
3	Date of pre bid meeting	NA
4	Date of Issue of Notice and Website for downloading the EOI Document	08.08.2024
5	Last Date and Time for submission of EOI	16.08.2024 at 6.00 o pm
6	Date & Time for opening of EOI	20.08.2024
7	Opening financial bid	To be notified
8	Mode of Submission	<a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
9	Place of Opening of EOI	Jt. Administrative Building, HC- 7, 8 <sup>th</sup> Floor, Sector-III, Salt Lake, West Bengal, Kolkata-700106
10	Name of the Contact person for any clarification (up to during working hrs)	Shri Partha Misra, Computer Operator

**Engagement of Statutory Auditor for Conducting External (Statutory) Audit of Swachh Bharat Mission (G) in West Bengal for the Financial Year 2023 – 24.**

1. West Bengal State Rural Development Agency, an autonomous body of Government of West Bengal, hereby, invites sealed bids in **Two Parts** viz. Technical bid and Financial bid from reputed Chartered Accountant Firms, who wish to undertake the work of Statutory (External) audit of State HO and ISGPP, P&RDD, all Districts HO (including Siliguri Mahakuma Parishad and GTA – Darjeeling) and all Programme Implementing Units under Districts (list in Annexure II) in the State of West Bengal.

The same shall be addressed to

Mission Director, SBM(G) & Additional Secretary, Panchayats & Rural Development Department,  
Joint Administrative Building

6<sup>th</sup> to 8<sup>th</sup> Floor, Block- HC 7, Sector-III, Salt Lake, Kolkata-106

2. The purpose of this assignment is to provide services of External (Statutory) audit of SBM – G in the State including all Districts (including all implementing units under the Districts). More details of the services are provided in the terms of references.
3. The following documents are enclosed to enable you to submit your proposals:
  - (a) Terms of Reference (TOR) (Annexure I)
  - (b) List of Units, (Annexure II)
  - (c) Technical proposal and its evaluation criteria (Annexure III)
  - (d) Minimum Eligibility Criteria (Annexure IV)
  - (e ) List of Documents to be submitted along with the Bid (Annexure V)
  - (f) Bid information (Annexure VI)
  - (g) Scope of Work (Annexure VII)

**4. Submission of Proposals**

The proposals shall be submitted in two parts, viz., Financial Proposal (**BOQ excel format**) and Technical proposal (**Annexure IV**). The proposals must be sent to the address indicated in Para 1 to be received by the SBM(G) not later than the time.

**5. Instructions of Bidders**

- 5.1. The Bidder shall bear all costs whatsoever associated with the preparation and submission of their Proposals. The costs might include site visit, collection of information, and it selected, attendance at bid opening and contract negotiations.
- 5.2. The SBM(G) is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any inability to the bidder.



- 5.3. In preparing their proposals, the bidder is expected to examine in detail the documents comprising the NIT. Material deficiencies in providing the information requested may result in rejection of a Proposal.

#### 6. Opening of Technical Proposal

- 6.1. An Evaluation Committee (EC) will be constituted by the SBM(G). The Proposals (Technical Proposals only) will be opened by EC in the SBM(G) office **at 11.00 hours on 20.08.2024**. It may be noted that the Financial Proposals will not be opened until technical evaluation has been completed and the result informed to all the bidders.
- 6.2. The SBM(G) will inform those bidders whose proposals did not secure the minimum qualifying marks. Their Financial Proposals will be unopened after completing the selection process. The SBM(G) shall simultaneously inform the bidders whose proposals have secured the minimum qualifying marks.

#### 7. Evaluation of Technical Proposal

- 7.1. The Technical Proposal will be evaluated on the basis of Evaluation criteria given in Annexure IV. For this purpose, requisite information is to be furnished by the firms along with supporting Documents. The Bidder will make his own assessment about adequate number of audit teams required for conducting the audit as per the TOR. Each audit team should comprise of Principal/Audit Partner, qualified Audit Manager, semi-qualified assistants and other audit assistants. Details of personnel in each team should be submitted in the proposal.

- 7.2. The evaluation of team shall be done on the basis of CVs. The number of teams to be deployed for audit may be decided by the bidders in consultation with SBM(G) based on the number of PIUs, their locations, etc.

##### 7.3. Cut off points for qualifying Technical Proposal

Based on the points and criteria as set out for Technical Proposals, all the bidders who have secured **75 or more points\*** shall be treated as successful bidders. Their Financial Proposals shall be opened.

**Note:** - In case the number of successful bidders after technical evaluation is less than three (3), the competent authority of SBM(G) may relax the aforesaid cut off criteria of technical bid to qualify top 3 bidders in the Technical Proposals.

- 7.4. The EC will record in detail the reasons for acceptance or rejection of the Technical Proposal analyzed and evaluated by it and would recommend the names of Auditor Firm qualified in the Technical Bids to the Competent Authority.

#### 8. Opening of Financial Proposals

- 8.1. At the second stage, financial bids of only those bidders who have been declared qualified in the Technical Proposal will be opened by the EC.
- 8.2. Each Financial Proposal will be inspected by the EC to confirm that it has remained sealed and unopened.
- 8.3. The SBM(G)'s representatives or member (in EC) will open each Financial Proposal, and initial all the pages except printed document and also circle/initial changes, if any, noticed in the bid at the time of opening of bids. The SBM(G)'s representatives (in EC) will record this information in writing.



## **9. Evaluation of Financial Proposals**

- 9.1. The EC will subsequently review the detailed contents of each Financial Proposals. During the examination of Financial Proposals, the EC or SBM(G)'s staff and any other person involved in the evaluation process will not be permitted to seek clarification or additional information from any Bidder who has submitted a Financial Proposal.
- 9.2. The Financial Proposals will be checked for computational errors or material omissions and prices will be corrected and adjusted as necessary. In the case of material omissions, the cost of the relevant Financial Proposal will be increased by application of the highest unit cost and quantity of the omitted item as provided in the other submitted Financial Proposals.
- 9.3. The total price (TP) for each Financial Proposal will be determined.
- 9.4. The SBM(G) reserves the right to reject, as its sole discretions, any or all evaluated Financial Proposals and if necessary, call for submission of new Financial Proposals.
- 9.5. Each Financial Proposal will be carefully scrutinized in accordance with the procedure outlined above and total price will be determined. The score for each Financial Proposal is inversely proportional to its Total Price (TP) and is computed as follows: -

$$S_f = 100 \times F_m / F$$

Where:

$S_f$  is the financial score of the Financial Proposal being evaluated

$F_m$  is the TP of the lowest priced Financial Proposal

$F$  is the TP of the Financial Proposal under consideration.

## **10. Ranking of Proposals**

- 10.1. Following completion of evaluation of Technical and Financial Proposals, final ranking will be done by applying a weightage of 75 per cent and 25 per cent to the technical and financial score respectively of each Proposal and then computing the relevant combined total score for each bidder.
- 10.2. A comparative statement shall be prepared by the EC to analyze and select the successful bidder. The bidder obtaining highest score will be selected for award of assignment.

## **11. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning contract award shall not be disclosed to bidders who have submitted Proposals or to other persons not officially concerned with the selection process until the successful firm has been notified and contract awarded.

## **12. Award of Contract**

- 12.1. After completion of negotiations, if any, the SBM(G) shall award the contract to the selected Auditor Firm and promptly notify the other Auditor Firms who had submitted Proposals that they were unsuccessful. The SBM(G) will return the unopened Financial Proposals to the unsuccessful bidders who could not qualify for the opening of Financial Bid.



- 12.2. The validity of the proposal shall be for 180 days from the date of opening of the Technical Bid without change in the personnel for the assignment and proposed price. The SBM(G) will make its best efforts to select an Auditor and completion of assignment within this period.
- 12.3. Auditor will be expected to take up/commence with the assignment within 15 days of award of assignment order by the SBM(G) and complete it by the stipulated time.
- 12.4. Under the overall guidance of the SBM(G), the Auditor Firm will work directly with the respective State HO and District Offices. The Auditor Firm is expected to conduct audit of State HO/ Districts/Implementing Units from April, 2023 to March, 2024. Performance of the Agency would be reviewed at the end of each year and contract may be extended on same fees, terms and conditions if the auditor firm is willing to do so and at the discretion of SBM(G).
- 12.5. The remuneration which the Auditor receives from the contract will be subject to normal tax liability as per the Tax Laws. Kindly contact the concerned tax authorities for further information in this regard, if required.

### 13. PAYMENT SCHEDULE

The SBM(G) will pay the firm within 30 days of receipt of pre-receipted bills.

**Note:** - The minimum Audit Fee is Rs 3,00,000/- plus Applicable Tax (GST etc.). The above remuneration excludes the costs of Food, Accommodation and Local & Inter district transportation at District Levels only to carrying out the services, no Food, Accommodation and Transportation cost to visit State HO will be provided for State Level Audit. SBM(G) will deduct the applicable taxes from the Professional Fees at the time of payment.

### 14. TIME FOR SUBMISSION OF AUDIT REPORT

The Auditor should clearly understand that submission of audit report by stipulated time is of utmost importance. They should plan audit in such a way that in spite of any contingency audit report is submitted within 60 clear working days from the date of issuing the work order.

Annexure – I

#### Format for Terms of Reference

#### **Terms of Reference for Statutory Audit of Swachh Bharat Mission (G), SBM(G)**

**Objective:** The objective of the statutory audit of the Financial Statements of the Project is to enable the auditor to express a professional opinion on the financial position of the carried out by SBM(G), SBM(G), at the end of each fiscal year and of the funds received and expenditures for the accounting period ended March 31, as reported by the Financial Statements.

The SBM(G)'s accounts (books of account) and the accounts maintained at various units across the State (Annexure II) provide the basis for preparation of the Financial Statements (which consists of a Balance sheet along with Income & Expenditure Accounts and Receipts & Payment Accounts in the format as required under the SBM(G) accounting guidelines & operational manual) and are established to reflect the financial transactions in respect of the project.

**Scope:** The audit will be carried out in accordance with the relevant standards of auditing, and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be paid to the following:



- All funds spent by SBM(G), received from Government of India under the said project have been used in accordance with the conditions as laid down in the SBM(G) guidelines/ Operational Manual/Financial Management Manual and only for the purpose for which the funds were provided.
- All funds have been used in accordance with the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided.
- All expenditure, including procurement of goods and services, have the necessary supporting documentation and have been incurred in accordance with the Government rules and relevant financing agreement.
- All the goods procured and issues are supported by valid receipt and issue documents and are recorded in the stock/inventory registers and the closing balances worked out correctly. Physical verification of the assets and other inventories would be taken up, as deemed necessary by the auditor.
- Funds transferred to Implementing Units for incurring expenditure under the project are used for the purposes intended. To establish this, the auditor shall visit Implementing Units and conduct such audit/tests as may be deemed appropriate and necessary for the purposes of the audit.
- The programmes accounts have been prepared in accordance with consistently applied relevant Accounting Standards/Rules and give a true and fair view of the financial situation of the Project for the financial year ending March 31 and of receipts and payments for the year ended as on that date.

**General:** The auditor will be given access to all legal documents, correspondence, financial manual, notices from the Project Management/ State Implementing Units and any other information associated with the project and deemed necessary by the auditor. The auditor should also familiarize themselves with the procedures laid down in the following publications:

- (a) The tripartite agreement on Banking Arrangements (if any), guidelines for banking arrangement codified in the SBM(G) Programme Guidelines,
- (b) Accounting system of SBM(G) codified in Accounts manuals of Programme,

The CA firm entrusted the job of audit should deploy partner who is well conversant with Public Finance & Government Accounting System. It is also desirable to have at least one partner aware with the procurement system of the World Bank (for PBIG) and the states.

**Period of Statutory Audit:** The period to be covered under present NIT would be for Financial Year 2023-24 which may be extended for further 2 years on the basis of satisfactory performance of the Previous Year and at the discretion of SBM(G). The audit will be taken up every year immediate after close of financial year and to be carried out in such a manner that it is completed well before 30<sup>th</sup> September of that year so that SBM(G) is able to submit the audited financial statement to Ministry before 30<sup>th</sup> September every year.

#### **Minimum team composition & qualification**

<b>Team Leader/Audit Partner</b> – Partner of the firm who leads the audit assignment and signs the audit report; has minimum post qualification audit experience of 10 years or more.
<b>Audit Manager</b> – A Partner or CA qualified employee who manages and conducts the audit; has minimum post qualification experience of 5 years or more.
<b>Qualified Auditors</b> – Cas/CMAs or partners (other than team leader and audit manager), who leads the audit teams, conducts field visits and maintains adequate audit documentation; has minimum post qualification experience of at least 1 year with the firm.
<b>Other Audit Staff</b> – Semi qualified staff For conducting field visits

List of Districts and their LocationIllustrative details of Audit Clusters

	No. of Units to be audited	Location Details
Districts HO	22	North 24 Paraganas, South 24 Paraganas, Nadia, Murshidabad, Howrah, Hooghly, Purba Midnapur, Jhargram, Paschim Midnapur, Bankura, Purulia, Purba Bardhaman, Paschim Bardhaman, Birbhum, Malda, Uttar Dinajpur, Dakshin Dinajpur, Siliguri Mahakuma Parishad, GTA(Darjeeling), Jalpaiguri, Cooch Behar, Alipurduar
Blocks	342	All Blocks under the above Districts.
Other Units	1	ISGPP, (P&RDD),
State Level	1	Office of the Mission Director



## Technical proposal evaluation – Criteria and Scoring Scheme

Criteria	Sub Criteria	Scoring	Max Score	Documentation
1. Specific Experience of the Audit firm relevant to the assignment	<ul style="list-style-type: none"> <li>Experience in audit of projects financed by Govt. of India / any State Government</li> </ul>	2.5 points for each year of audit of project completed during the last 5 years.	5	Details of such audits completed with copies of appointment letters.
2. Adequacy of the proposed methodology and work plan in responding to the Terms of Reference.	<ul style="list-style-type: none"> <li>Quality of the audit methodology proposed for the assignment *</li> </ul>	Refer grid given at the end	25	Detailed Audit Work Plan covers following areas: <ul style="list-style-type: none"> <li>Compliance with SBM(G) Guidelines,</li> <li>Assessment of Internal Control environment;</li> <li>Contract management legal requirements</li> <li>Roadmap of proposed audit to be conducted by the firm in Public finance &amp; Procurement Specialist</li> </ul>
	<ul style="list-style-type: none"> <li>Detailed Work Plan meeting the requirement of assignment</li> </ul>	Adequacy and practicality of the Audit Work Plan suggested for the assignment in achieving the time lines provided in the NIT	5	
3. Experience and Strength of the Firm	<ul style="list-style-type: none"> <li>General experience</li> </ul>	1 point for each additional year of Existence of the firm beyond 25 years.	10	Firm Certificate Issued by Institute of Chartered Accountants of India
	<ul style="list-style-type: none"> <li>No. of Partners in the Firm</li> </ul>	2 point each for FCA partners beyond over and above 2 Partners	6	Firm Certificate Issued by Institute of Chartered Accountants of India
		1 point each for ACA partners beyond over and above 2 partners	4	
	<ul style="list-style-type: none"> <li>Additional Qualification of the Partners</li> </ul>	2.5 point each for additional qualification (like concurrent audit, DISA, FAFD) possessed by the partners	10	Post qualification certificate issued by Institute of Chartered Accountants of India



4. Key professional staff qualifications and competence for the assignment of the Team Leader/Audit Partner.	• General experience	• 2.5 point for each additional year of Post Qualification Experience beyond 10 years.	5	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit.
	• Adequacy for the assignment	• 2.5 Points for each audit of project conducted either as Audit Partner or as Audit Manager	5	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit.  As above.
	• Experience in region and language	• 1 point each for knowledge of local language (Reading, Speaking and Writing)	3	
5. Key professional staff qualifications and competence for the assignment separately of the Audit Manager	• General experience	• 2.5 point for each additional year of Post Qualification Experience beyond 5 years	5	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit
	• Adequacy for the assignment	• 2.5 points for each audit of projects supported by the Central/State Government conducted either as Audit Partner or as Audit Manager	5	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit
	• Experience in region and language	• 1 point each for knowledge of local language (Reading, Speaking and Writing)	3	
6. Qualified Auditor and other Audit staff competence for the assignment	• Nos. of Qualified Auditors	• 1 point for each qualified Auditors proposed for the assignments	5	Name of the Qualified Auditors proposed for the assignments briefing their qualifications and years of experience

	<ul style="list-style-type: none"> <li>• Qualification and experience of Other Audit Staff</li> <li>• 1 point for each other audit staff proposed for the assignments Minimum CA/CMA Inter/IPCC cleared</li> </ul>	4	Name of the Other Audit staff proposed for the assignments briefing their qualifications along with mark sheet of Inter/IPCC qualified
<b>TOTAL</b>		<b>100</b>	

- Audit Methodology Evaluation:

Sl. No.	Methodology	Max Score
1	Overall approach to the audit assignment for providing opinion on the project financial statements., the adequacy of internal control and funds have been utilized for the intended purposes in accordance with the project legal agreement/s and have been correctly reported in the 1 FR	10
2	Opinion on the compliance with Tender procedure guidelines	5
3	Approach in preparing the Management Letter	5
4	Quality assurance mechanism	5
Total		25

**Note: The Form No. 1 to 6 are prescribed here under.**



Minimum Eligibility Criteria

- 1) Chartered Accountants with ten years' experience
- 2) Having Head Office in West Bengal (Preferably in Kolkata) with minimum 5 Partners as on the date of advertisement
- 3) Experience as Statutory Auditor / Internal Auditor in Government Organization, PSU in last five years.
- 4) The firm should be empaneled with " Comptroller and Auditor General of India for the F.Y 2023-24 .
- 5) The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board (PCAOB) / National Financial Reporting Authority (NFRA) and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she –Has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India, or is one against whom disciplinary.
- 6) The audit firm is not the one, whose contract was terminated for professional misconduct or whose contract was not renewed by the auditee for poor performance during the last ten years.
- 7) Minimum annual average turnover Rs. 30 lacs for the last three consecutive financial year ( 2020-21, 2021-22 and 2022-23).

**List of Documents to be submitted along with the Bid**

- 1) Necessary documents satisfy the minimum eligibility criteria as per Annexure – IV.
- 2) Latest Firm Constitution Certificate
- 3) PAN of the Firm
- 4) GSTN of the Firm
- 5) Professional Tax deposition certificate/Challan (Last two months), if applicable
- 6) Income Tax Acknowledgement for the Assessment Year 2021-22, 2022-23 and 2023-24
- 7) Audited Balance Sheet, Profit & Loss Accounts of the Financial Year 2020-21, 2021-22 & 2022-23.
- 8) Necessary Forms Prescribed in Annexure - III

Annexure – VI

**Bid Information**

1. NIT No.
2. Date of NIT Issues
3. Last date of submission of Tender documents
4. Date & Time of opening of Tender
5. Opening of Financial Bid
6. Mode of submission: - Online (<https://wbtenders.gov.in>)



### Scope of Work

The Audit Firm for audit of State Head Office & ISGPP, P&RDD and all Districts (including all implementing units under Districts (All) / Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along will make Audit on the basis of District Accounts at District Level and Consolidation of Final Accounts at State level along with Audit report / Utilisation Certificate and Annual Statement of Accounts (ASA) of different funds under 1. Swachh Bharat Mission (G) 2. Extra Budgetary Resources (EBR) 3. Performance Based incentive Grant (PBIG) 4. Ganga Action Plan (GAP) 5. Swachh Bharat Kosh Trust (SBKT) 6. Construction Toilet in ICDS Centre fund 7. WBSRDA(TSC Account).

Detailed scope of works is stated hereunder.

#### 1. For District level Audit:

- 1.1 Audit of F.Y 2023-24 should be done as per guidelines of SBM(G). A copy of Guideline is available in the website of Ministry of Drinking water and Sanitation (mdws.nic.in)
- 1.2 Verification of Closing Balance of District Audit 2022-23 & Opening Balance of District Audit report 2023-24 and report on such balances.
- 1.3 Verification and certification of District Audited expenditure in the Utilisation certificate & ASA. **He also verifies all vouchers.**
- 1.4 Verification of Closing balance of District Audit Report /U.C and ASA
- 1.5 All formats (Annexure -1XA to 1XG and Annexure-II& III) should be checked and duly signed by the Auditor. Format will be given after acceptance of the work order.
- 1.6 Auditor should report to Additional Executive Officer ZP/ Additional District Magistrate –in Charge, Sanitation programme of All Zilla Parishad, Siliguri Mahakuma Parishad and Project Director, DRDC, GTA for preparation of district Audit report, on the basis of districts Accounts report.
- 1.7 Gram Panchayat, Block level fund receipt and expenditure should reflect in the District Audit report.
- 1.8 Block wise statement as per parity of the district Audit (Like- Opening Balance, Fund received, Interest received, Misc. Fund received total availability (-) minus expenditure, Closing Balance should be attached in the Audit report.
- 1.9 For preparation of district level Audit, related information will be available at District Sanitation Cell / Block level/ Gram Panchayat Level.
- 1.10 After completion of District Audit report, District UC and Audited Statement of Accounts will be signed by Auditor and Additional Executive Officer Zilla Parishad/ Additional District Magistrate–in Charge, Sanitation programme /Secretary Zilla Parishad /DNO, Sanitation and Project Director, DRDC, GTA will sign the report.

## 2. For State Level Audit

- 2.1 Audit of F.Y 2023-24 should be done as per guidelines of SBM(G). A copy of Guideline is available in the website of Ministry of Drinking water and Sanitation (mdws.nic.in)
- 2.2 Verification of Closing Balance of State Audit 2022-23 & Opening Balance of State Audit report 2023-24 and report on such balances.
- 2.3 Verification and certification of State Audited expenditure in the Utilisation certificate & ASA.
- 2.4 Verification of Closing Balance of State Audit Report /U.C and ASA.
- 2.5 All formats (Annexure -1XA to 1XG and Annexure-II& III) should be checked and duly signed by the Auditor. Format will be given after acceptance of the workorder.
- 2.6 All information of District Audit should reflect in the State Audit.
- 2.7 District wise Receipt & Payments, Income & Expenditure and Balance Sheet with annexure should be attached in the State Audit report (All funds)
- 2.8 State level information will be available at State Sanitation Cell and WBSRDA of this Department.



Mission Director, SBM (G) &  
Addl. Secretary to the Govt. of West Bengal



**Form – 1**

**APPLICATION FOR TENDER**

To,  
Mission Director, SBM(G)  
Panchayats and Rural Development Department,  
Kolkata- 700 106, West Bengal.

**NIT No:**

Dear Sir,

Having examined the Statutory, Non-Statutory & NIT documents, we hereby like to state that we willfully accept all your conditions and offer to execute the works as per NIT no \*\*\*\*\* dated \*\*\*\*\* stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this  
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:

Fax No:

Email Id:

**Form-2**

Certificate regarding Summery Statement of Yearly Turnover form of CA Firm

This is to certify that the following statement is the summery of the audited Balance Sheet arrived from contractual business in favor of.

Do the three consecutive years or for such period since inspection of the Firm, if it was set in less such three year's period.

SL No.	Financial		Remarks
	Year	Turnover rounded up to Rs. in lakh (two digit after decimal)	
1.	2022-23		
2.	2021-22		
3.	2020-21		
Total			

Average Turnover in Rs. xxxxxx lakhs

Note;

Average turnover is to be expressed in lakh of rupees., rounded up to two digits after decimal.

Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. if the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the year 2021-22.

In case, the firm was set up in less than 3 year's period, mentioned the year of inception in the "Remarks" column.

\_\_\_\_\_  
Signature of the bidder



Declaration against Common interest

I/we, \_\_\_\_\_ the authorized signatory on behalf \_\_\_\_\_, do hereby affirm that \_\_\_\_\_ (Name of the Firm), bidding against NIT No \*\*\*\*\* dated \*\*\*\*\* Technical Proposal do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm who is participating in the tender for the work we want to participate.

\_\_\_\_\_  
Signature of bidder  
Date:

## Form-4

## STATEMENT OF COMPLETION OF SIMILAR WORKS

Name of Project	Organization which awarded the work		Month & Year of Awarding the work	Month & Year of Completion of the work	Total value of Project	Whether Completion Certificate has been received (Yes/No)
	Name of Organization	Nature of Organization (Govt. / Semi-Govt.)				

Note: The Work order or Completion Certificate for each of the similar works enlisted here should be annexed.

\_\_\_\_\_  
Signature of Bidder



Form-5

Form-5: Auditor's Organization and Experience

Participating Bidder's organization/firm

Name of Firm:

Permanent Address:

Name of principal officer and designation:

Date of establishment:

Office in West Bengal (HQ/ Regional Office. If any):

Number of Permanent Staff (Management/ Technical):

Legal Status:

Financial position of the organization in the past 3 years (attached copies of audited report of accounts of the past 3 years):

Financial Year	Total Turnover
2022-23	
2021-22	
2020-21	

[Provide here a brief description (about 2 pages) of the organization of consultant and, if applicable, each joint venture partner for this assignment.]

\_\_\_\_\_  
Signature of Bidder

Participating Bidder's Experience

[ Using format below, provided information on each assignment your firm has undertaken in the past that are relevant to the current topic of study.

Arrange assignment with the newest first, use not more than 10 pages.]

Assignment Name:

Name of Client/sponsor:

Location: (State/District):

Duration of Assignment (months):

Start Date (month/year):

Completion date (month/year):

Approx. value of the contract (in INR):

Name of joint venture partner or sub-Participating Bidders, if any:

Name of senior regular full-time experts of the firm involved and functions performed (indicate most significant profiles such as Project Director Coordinator, Team Leader):

Narrative description of the study conducted:

Publications/reports produced out of the study:

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Signature of Bidder



## Form – 6

## CURRICULAM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Position Title and No.			
Name of the Firm			
Name of Expert:			
Date of Birth			
Country of Citizenship / Residence			
Education			
Membership of Professional Associations			
Other Training			
Language Known (Speaking & Writing)			
Employment record relevant to the assignment			
Period (From – To)	Employer & Position	Location	Activities Performed
Detailed Tasks Assigned			

## Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if I engaged.

( ) (Signature) Date(Day/Month/Year)  
**Verified by**

( ) (Signature) Date(Day/Month/Year)  
 (Authorised Representative of the Internal Auditor Firm)