



West Bengal Mineral Development and Trading Corporation Limited (WBMDTCL)

(A Government of West Bengal Undertaking)

Notice Inviting Quotations For Appointment of Internal Auditor for the Financial Year 2022-23

**Tender No. MDTC/F&A/Int.Audit/2022-23/2967 dated
21.10.2022**

Data Sheet :

Name of Work	WBMDTCL invites Technical and Financial Bids from Chartered Accountant/Cost Accountant/ Firm thereof for undertaking Internal Audit for the Financial Year 2022-23.
Tender Document No.	Tender No. MDTC/F&A/Int.Audit/2022-23/2967 dated 21.10.2022
Earnest Money Deposit (EMD)	Rs 10,000/- (Rupees Ten Thousand) only in the form of Demand Draft in favor of "West Bengal Mineral Development & Trading Corporation Ltd."
Period of Downloading of NIQ Document	21.10.2022 at 10.00 hours to 18.11.2022 at 16.00 hours
Last Date for closing of Online Bid	18.11.2022 at 16.00 hours
Last Date for submission of Offline Bid (Technical & Financial)	18.11.2022 at 17.00 hours At WBMDTCL Head Office, WBIIDC Building, 3 rd Floor, DJ-10, Sector-II, Saltlake City, Kolkata-700091
Date & Time of Opening of online Technical Bid	18.11.2022 at 17.30 hours
Date & Time of Opening of online Financial Bid	To be intimated in due course
Online Platform for download of NIQ document and submission of Bid: Technical & Financial (BOQ)	wbtenders.gov.in
Nodal Officer	Managing Director, WBMDTCL Email:tenderwbmdtcl@gmail.com Phone: 033 23590073

Appointment of Chartered Accountant/Cost Accountant Firm as Internal Auditor of this Corporation for the Financial Year 2022-23.

Sealed quotations are hereby invited from Chartered Accountant/Cost Accountant /Proprietary Firm/Partnership Firm/LLP/Company for the job as referred above.

1. SCOPE OF WORK:

Internal audit is an independent appraisal function of the Corporation. It objectively examines, evaluates and reports on the internal control systems after thorough verification. The internal auditor should identify and evaluate the organization's internal control system as a basis for reporting upon its adequacy and effectiveness.

The internal auditor should ensure adherence to management policies and directives, safeguard of assets, completeness and accuracy of records and compliance with statutory requirements etc. He should be able to exercise judgment, express opinions and present recommendations with impartiality. The internal audit, notwithstanding his employment by the Corporation, should be free from any conflict of interest. Internal auditor should ensure coverage of all areas mentioned in the scope of work. Standard Checklist provided as Annexure should also be submitted along with the Internal Audit report. (Standard Checklist is supplementary to the main Internal Audit Report).

Before issuing the final report, the internal auditor should normally discuss the contents with the Section Head, and may submit a draft report to them, for confirmation of factual accuracy and their comments. He should ensure that arrangements are made to follow up audit observations to monitor what action has been taken on them.

Final internal audit report along with its Unique Document Identification Number (UDIN) is required to be submitted to the HO addressed to 'The Chairman & Managing Director'. The Audit report should include audit findings, Comments of the Section, recommendations and conclusions of the audit.

Internal Auditor is required to cover all the areas specified in the Detailed Scope of Internal Audit for financial year 2022-23.

2. Eligibility Criteria for the Internal Auditor

- (i) The auditor should be a Proprietorship Firm/Partnership Firm/ LLP/ Company duly registered/incorporated. A self certified certificate to that effect should be submitted.
- (ii) The auditor should have the Registered Office or a Branch Office at Kolkata.
- (iii) Firm must have a certificate of practice for 5 Years or more as partnership firm/LLP.
- (iv) The auditor should have atleast 2 (two) FCA as full-time partner for partnership firms/LLP/Company or have atleast 2 (two) qualified FCA as full time staff for proprietorship firm.
- (v) The auditor should have experience in audit of Government/ PSU/ Autonomous organization and in audit of mining sector. Copies of self-certified audit experience letter or appointment letter along with acceptance letter for ongoing audit assignments and particulars of contact officer of that organization are to be furnished for the purpose of verification.

- (vi) Firms empanelled with CAG (Comptroller and Auditor General of India) shall be preferred.
- (vii) The auditor/audit firm should not have been disqualified or debarred from being appointing as an auditor by the Institute of Chartered Accountants.
- (viii) Firm who was assigned the job of internal / statutory / cost /GST audit for 3 consecutive years prior to FY 2022-23 shall not be considered for this engagement of appointment.

3. Preparation& Submission of Bid

Bidder's proposal (the Bid) will consist of following 2(two) components:

- i. Technical Bid including Earnest Money
- ii. Financial Bid

Bid shall be submitted physically as separate sealed envelopes. Tender Number, Name of Bidder with address and contact number to be clearly stated on each of the envelope.

Tender Number, Technical Bid/Financial Bid, Name of Bidder with address and contact number to be clearly stated on each of the sealed envelopes. All the sealed envelopes should be placed inside another separate sealed cover and should be super scribed with Tender Number, Name of the Bidder with address and contact number. This sealed cover should be dropped in the **Drop Box** kept at the **WBMDTCL Office at WBIIDC Building, 3rd Floor, DJ-10, DJ Block, Sector-II, Bidhannagar, Kolkata-700091** within the scheduled date and time.

4. Bid Evaluation

The bidder must submit the following documents during submission of their Technical Bid in the format enclosed as 'Annexure I' and Financial Bid:

A) For Technical Bid

Sl.No.	Parameters	Documents Required
A.	Registration Certificate	Self certified
B.	Earnest Money Deposit	Rs 10,000/- (Rupees Ten Thousand) only in the form of Demand Draft in favor of "West Bengal Mineral Development & Trading Corporation Ltd." ,payable at Kolkata
C.	Copies of GST certificate & PAN	Self certified
D.	Proof of registered/branch office address within the state of West Bengal.	Self certified
E.	Documentary evidence towards composition of the firm as per clause 2 (iii)	Self certified

F.	Documentary evidence towards audit experience as per clause 2 (iv)	Self certified
G.	Documentary evidence towards CAG empanelment as per clause 2 (v)	Self certified

Note: (1) All documents must be marked as A to G as noted above.

(2) All documents are to be signed by the proprietor/a person holding Power of Attorney (POA) of the chief of the firm/partner.

B) For Financial Bid

(As per the following format in own letter head:)

Financial Bid from interested firm for appointment as Internal Auditor of this Corporation initially for a period of one year.

Tender reference No: MDTC/F&A/Int.Audit/2022-23/2967 dated 21.10.2022

The all inclusive Internal Audit Fee:	
In figure	In Words

Note:

- a) Taxes as applicable will be paid/deducted.
- b) The rates will be firm for the entire contract period.
- c) No other payment, except the price quoted will be payable.

5. Other Terms and Conditions:

- a) The appointment shall be valid for 01 year from the issuance of Appointment Letter, and may be extended complying with statutory norms, at the discretion of WBMDTCL.
- b) Any Corrigendum, addendums, Amendments, Revisions, Extensions of bid dates (if any) with regard to this Bid, shall be published only at the website of WBMDTCL i.e. mdtcl.wb.gov.in under the link "Tenders" and not through press Advertisement. All the bidders are requested to look at the WBMDTCL website regularly for this purpose.
- c) The firm should ensure deployment of qualified CA and technical staff for audit work.
- d) Internal Audit Fees should be quoted inclusive of all cost viz. travelling, stationery, communication and other expenses and exclusive of applicable Taxes, if any. The audit fee quoted should be indicated clearly both in Figures and in Words. If there is any variation between the audit fee quoted in Figures and Words then audit fee quoted in words will be considered for evaluation.
- e) Selected firm shall be issued Appointment letters in hard as well as soft copies. Firm is required to send their consent via e-mail to accts.wbmdtcltd@gmail.com within 07 (seven) days of receipt of Appointment Letter. If consent is not received during specified time period then it would be assumed as accepted. The internal audit should commence

immediately after closing of the respective reporting period.

- f) The deduction of Income Tax from the bills of the Service Provider will be made at source under the Income Tax Act, 1961 at the rate as applicable from time to time.
- g) In case of unsatisfactory services rendered by Service Provider, the Corporation, reserves the right to terminate the contract even during the validity of the contract and no payment will be made after that. Of course, an opportunity shall be provided to the Service Provider to clarify the position within a period of 15 days.
- h) The Bidder shall bear all costs associated with the preparation and submission of his Bid and WBMDTCL will under no circumstance be responsible or liable for those costs and / or will not reimburse any expenditures / costs whatsoever it may be.
- i) The Bid Document/Bid is not transferable.
- j) The EMD of the selected Internal Auditor will be retained till satisfactory completion of the service and will be refunded only after successful completion of the job. The EMD's of unsuccessful bidders will be returned within 01 month of the completion of the bidding process. Tenderer are required to furnish the details of Bank i.e. Name of the Bank, Bank Account Number & Name of Branch with IFSC Code for refund of EMD.
- k) The Earnest Money Deposit/Security Deposit will be forfeited if:
 - Tenderer withdraws his bid or backs out after acceptance.
 - Tenderer does not accept assignment after he is selected as L1 and appointment letter is already issued.
 - Tenderer violates any of the conditions prescribed in the Tender Document.
 - Tenderer changes any of the terms, during validity period.

If the tenderer neglects or refuses to accept their rates quoted after submission of their tender or to comply with any of the conditions of the tender, the earnest money deposit already paid will be forfeited.

6. Evaluation:

The Technical Bid shall be opened first and thereafter Financial Bid shall be opened for technically qualified bidders. L1 bidder as per Financial Bid shall be the Selected Bidder whom the job shall be offered.

7. Submission of Audit Reports:

Hard copy to be submitted in triplicate – one copy to Chairman & Managing Director; one copy to General Manager (Accounts); and one copy to Senior Manager (Accounts); and Soft copy by e-mail to acctts.wbmdtcltd@gmail.com.

8. Payment of Bills:

Within 10 (ten) working days after submission of bills in hard copies after submission of Audit Reports.

9. WBMDTCL reserves the right to change, modify, add or alter the document including cancellation of the tender at any time during the bidding process.

10. WBMDTCL reserves the sole right to accept or reject any or all bids without assigning any reason thereof.

11. Force Majeure:

If, at any time, during the pendency of the contract, the performance in whole or in part, by either party is prevented or delayed by war, strike, riot, crime or due to any act of God such as hurricane, flooding, earthquake, volcanic eruption beyond the control of both the parties such as war, strike, insurrection, riot, earthquake, storm, flood, fire which are beyond the control of either party (hereinafter referred to as 'eventualities'), then provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and work under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of the WBMDTCL as to when the work has to be resumed shall be final and conclusive. The time of completion shall then be extended by a period equal to the period during which the eventuality was prevailing. In case of persisting delay of more than three months both the parties may consult each other and arrive at an appropriate decision regarding continuation or otherwise of the contract.

12. Limitation of Liabilities

Notwithstanding anything contained in the contract, WBMDTCL agrees that the Bidder shall not be liable to WBMDTCL, for any losses, claims, damages, liabilities, cost of expenses ("Losses") of any nature whatsoever, for an aggregate amount in excess of the fee paid under the contract for the services provided under the contract, except where such Losses are finally judicially determined to have arisen primarily from fraud or bad faith of the Bidder. In no event shall the bidder, be liable for any consequential (including loss of profit and loss of data), special, indirect, incidental, punitive or exemplary loss, damage or expense relating to the services provided pursuant to this contract.

13. Confidentiality Clause

The successful bidder must not disclose the confidential information obtained from the corporation to anyone unless required to do so by law and shall maintain confidentiality. The successful bidder to whom the work is allotted shall carry out the job at their own and shall not sub-let this work to any other Agency/Organization.

Scope of Internal Audit

- Internal Auditors are required to cover all the areas specified below in the **Detailed Scope of Internal Audit** for financial year 2022-23.
- Internal Auditors should inform any serious irregularity addressed to The Chairman & Managing Director as “**SPECIAL REPORT**” separately.
- The role of internal Auditor is not confined only to pointing discrepancies but also suggesting remedial measures against these discrepancies and risk involved therein.
- Draft Internal Audit Report should be discussed with the respective Sections and their replies towards each auditor’s observation should also be incorporated in the report.
- **Half yearly Trial balance** should be enclosed along with the Internal Audit Report, duly signed by the Internal Auditor. Trial Balance should provide Opening Balance, Transaction during the period (Debit and Credit) and Closing Balance.
- Internal Audit Reports should be submitted **timely** and timelines mentioned in the appointment letter should be strictly adhered.

DETAILED SCOPE OF INTERNAL AUDIT

S. No.	Particulars	Particulars
I	Trial Balance	1. Reconcile opening balances of Balance Sheet items with last audited Trial Balance /Balance Sheet. 2. Ensure that no back dated voucher is passed or modification in vouchers passed is done in the previous audit period post completion of audit.
II	Cash/Bank	3. <u>Cash/Bank Position</u> a. To report Cash Balance. b. To report Bank balances in all the bank accounts (including inoperative bank accounts). 4. <u>Inoperative Bank Accounts</u> c. To identify and report inoperative bank accounts i.e. bank account in which there has been no transaction in the last one year and reasons for non-closure of such bank accounts. 5. <u>Cash /Bank Book</u> To check and report whether: d. Cash/Bank book voucher is serially numbered and signed by the Accounts in charge daily with due accounting of all receipts and payments; e. Cash deposited to/ withdrawn from bank is entered in Cash/Bank book on the same day; f. Cash Balance as per books of accounts tallies with the physical cash balance on any day, and if not, the reconciliation is prepared.

		<p>g. Was there any negative cash balance on any day during the period under audit?</p> <p><u>6. Bank Reconciliation Statement</u></p> <p>h. To check and report whether Bank reconciliation statement in respect of all the bank accounts is prepared and signed by the preparer and Accounts in charge on monthly basis.</p> <p>i. Verification of Bank Reconciliation Statement with Bank Statement /Bank Certificate and to check and report whether:</p> <ul style="list-style-type: none"> • Entries appearing in BRS are settled subsequently. If not, then inquire into the nature and details of such outstanding entry. • Cheques issued but not cleared appearing in BRS for more than 3 months has been treated as stale cheques and booked accordingly. <p><u>7. FDRs / TDRs</u></p> <p>j. To check and report whether any amount has been kept in FDRs /TDRs with bank. If yes, then report the details thereof.</p> <p><u>8. Physical Verification</u></p> <p>k. Physical / surprise verification of cash on the first day of visit during audit and check whether the physical cash balance tallies with the balance shown by the cash book and report the discrepancy found, if any.</p> <p>l. Physical verification of unused blank cheque book / cheque leaves and report the discrepancy found , if any.</p> <p>m. Physical verification of cancelled cheques during the audit period on random basis and report the discrepancy found, if any.</p> <p>n. Physical verification of FDRs / TDRs and report the discrepancy found, if any.</p> <p><u>9. Cash/Bank Payment/Receipt</u></p> <p>To check and report whether :</p> <p>o. Payments are made after proper sanction of Authorized person.</p> <p>p. Payments are made only against original supporting bills/invoices and said bills / invoices are marked as "PAID" or "CANCELLED" along with the date of payment after payment is made.</p> <p>q. All cash and bank payments are entered in Accounting System.</p> <p>r. There was any irregularity while making payment in cash beyond the limit specified under Income Tax Act, 1961.</p> <p>s. Cheques and drafts received are deposited in the bank account on the same day or next working day.</p> <p>t. Receipts through NEFT / RTGS are entered into the books of account on the same day or next working day.</p> <p><u>10. Cash/Bank Vouchers</u></p> <p>To check and report whether :</p> <p>v. All the Cash/ Bank Vouchers have been properly entered in and vouchers are properly authorized.</p> <p>w. Signature of the payee is taken by the cashier on the cash payment voucher at the time of making cash payment and a revenue Stamp of Re.1 is affixed there on where cash payment exceeds Rs. 5,000.</p>
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III	Fixed Assets	<p>14. To check and report whether proper authorization has been taken from the Appropriate Authority for purchase / sale / transfer of fixed assets during the audit period.</p> <p>15. To check and report whether transactions involving purchase / sale /transfer of fixed assets have been properly recorded in the books of accounts.</p> <p>16. Fixed Asset Register</p> <p>To check and report whether :</p> <p>a. Fixed Assets Register (herein after referred to as “FAR”) is maintained and updated on regular basis (Manual/Computerized).</p> <p>b. FAR give below details of the fixed assets:</p> <ul style="list-style-type: none"> • Description; • Date of purchase; • Quantity; • Location; • Identification Number/Tag Number; • Original Cost/Purchase Price; • Rate of Depreciation /Useful life; • Accumulated depreciation; • Deletion/Inter-unit Transfer; • Written down value <p>c. Identification number given on the fixed asset tallies with the number given in the FAR on random basis.</p> <p>17. Physical Verification</p> <p>To check and report whether:</p> <p>d. Physical verification of fixed asset is carried out by the management atleast once in a year.</p> <p>e. Physical verification sheets in respect of fixed assets are properly prepared and duly signed by the persons responsible for carrying out the physical verification. The name, designation of employees and the date of carrying out the physical verification should also be clearly mentioned in the physical verification sheets.</p>

IV	Sundry Debtors, if any	<p>18. Age-wise analysis of debtors giving details of debtors outstanding for:</p> <ul style="list-style-type: none"> • Less than 3months • 3-6months • 6-12months • More than12 months <p>19. Verify that collections from debtors are regular and if not, specific reason to be given.</p> <p>20. Verify the measures taken to recover / reduce sundry debtors and report whether the follow up action on outstanding debtors is sufficient or not.</p> <p>21. Comment on the Debtors' account showing closing credit balances along with the details and reasons for credit balances.</p> <p>22. Check the Debtors' account where legal case has been filed and ascertain the progress in the legal case.</p>
V	Sundry Creditors, if any	<p>23. Age-wise analysis of creditors giving details of creditors outstanding for:</p> <ul style="list-style-type: none"> • Less than 3months • 3-6 months • 6-12 months • More than12 months <p>24. Comment on the Creditors account that are outstanding to be paid since long (unclaimed Creditors) and that can be considered for a write back in the books of account.</p> <p>25. Comment on the Creditors' account showing closing debit balances along with the details and reasons for debit balances.</p> <p>26. Check the Creditors' account where legal case has been filed and ascertain the progress in the legal case.</p>
VI	Scrap Sales	<p>27. To check and report whether sale of scrap items is made only through tender/ open auction.</p>
VII	Accounting /Vouching	<p>To check and report whether :</p> <p>28. Proper distinction between revenue and capital expenditure is made while accounting.</p> <p>29. All Vouchers have been entered properly in and vouchers are properly authorized and supported by bills/invoices etc.</p> <p>30. Voucher is prepared only in respect of original Bills/Invoices.</p> <p>31. Bills/invoices are passed strictly as per the terms of purchase order /MoU /Contract/file approval.</p> <p>32. To check the correctness of the accounting head- expenses or income and report the discrepancy, if any.</p> <p>33. Ensure that input credit under GST is properly recorded in the books of accounts.</p>
VIII	Advance to employees	<p>34. Obtain list of Advance to employees to ascertain the amount outstanding in the name of each employee and the date since when the advance is outstanding to be settled. Enquire and report cases where advances have not been settled for a long period along with the reasons thereof.</p> <p>35. Ensure that no further advance is given to an employee unless the previous outstanding advance is cleared by him.</p>

IX	Purchases / Payments	To check and report whether: 36. Purchases are made as per the approved purchase manual /policy /prescribed procedures/sanction of authorized person. 37. Payments made for expenses comply with propriety.
X	Sales	To check and report whether: 38. Sales are made as per the approved sales policy/prescribed procedures. 39. Ensure that the weighing of the outgoing material are made properly and correctly at the dispatch section.
XI	Work Contracts	To check and report whether: 40. There was any lacuna in procedure adopted for award of work contract, which was not beneficial to WBMDTCL. 41. The rates for carrying out the jobs work was finalized after a proper comparison of the rates and further negotiation.
XII	Inventory	To check and report whether : 42. Age-wise analysis of finished stock giving details for finished stock lying : <ul style="list-style-type: none"> • Less than 06months • 06-12 months • More than12months 43. Age-wise summary of obsolete/damaged, non-moving and slow moving stock has been prepared and reported to Head Office for further instructions. If so, then report the details along with the amount thereof. 44. Physical verification of inventory is carried out by the management atleast once in a year. 45. Unused Stores & spares lying within a particular department are properly recorded /accounted.
XIII	Statutory Compliances	46. To check and report whether the provisions of Income Tax/GST/PF / CMPF /Professional Tax have been complied with. 47. To check and report whether tax payments are made and returns are filed within the due date. 48. To report month wise payment of dues in the format given as Annexure 'A'.
XIV	Personnel	49. Review the personnel service files of employees kept by the Personnel Department to check whether– <ul style="list-style-type: none"> • All the copies of certificates / testimonials have been taken from the employees at the time of joining. • Copies of appointment advice/appointment letters/confirmation letters etc are kept in the service files. • Verification of special increments given to employees for acquiring additional qualifications in compliance of procedures as per Rules & regulations of the corporation. • Nomination in case of Gratuity/Pension/PF/superannuation etc has been collected from the employees. • All other documents like increment letters / promotion letters etc are properly filed in the service files. 50. Ensure that the Personnel Department is taking due care in case of

		<p>contract labour employed by it to ensure that legal and statutory obligation like PF / CMPF are taken care of.</p> <p>51. Check that the various licenses are renewed in time.</p> <p>52. Ensure that the various provisions of industrial and labour laws like The Apprentices Act / Payment of wages Act / Minimum wages Act etc. are duly complied with.</p> <p>53. Ensure that proper attendance / leave records are maintained by the Personnel Department in respect of all the workmen / staff / officers/managers/ higher management and ensure Salary/Wages are computed based on the basis of attendance and after considering approved leaves.</p> <p>54. Verify proper authorization in respect of those employees shown in attendance register performing duties outside on regular basis.</p> <p>55. Whether salary/wages paid to an employee having unauthorized absent.</p> <p>56. Verify system of settlement of terminal dues.</p> <p>57. To check and report whether the system of marking attendance has adequate checks and controls. Point out the lacunae / weakness in the internal control system.</p>
XV	Additional points	<p>58. To assess adequacy of internal checks & internal controls in the organization.</p> <p>59. To comment on the adequacy of laid down procedures.</p> <p>60. To evaluate Mine Developer and Operator(MDO) or Mine Developer, Operator and Purchaser(MDOP) agreements and transactions and monitors its result to ensure commitments of the strategic milestones.</p> <p>61. Scrutinizing tenders / contracts of high value (Rs. 5Lakhs &above).</p> <p>62. To comment whether rules of Government of West Bengal (WB Financial Rules) are followed, wherever applicable.</p>

STATEMENT SHOWING PAYMENT OF DUES FOR THE PERIOD FROM TO

S. No.	Particulars	Amount Due	Amount Paid	Due Date of Payment	Date of Payment	Remarks, if any
1	<u>Provident Fund</u>					
	a. Employees' Contribution					
	b. Employers' Contribution					
2	<u>Coal Mine Provident Fund</u>					
	c. Employees' Contribution					
	c. Employers' Contribution					
3	Professional Tax					
4	TDS					
5	TCS					
6	GST					
7	GST TDS					
8	GST TCS					
9	Others, Please Specify					
	Total					

Annexure 'I'

<<To be submitted on the letter head of the Firm>>

Technical Bid for Internal Auditor

Contact details of the Firm	Name: _____ Office Address: _____ _____ City: _____ Pin Code: _____ Office Telephone No: _____ Mobile No: _____ Email: _____ Website: _____
Income tax Permanent Account Number (Self attested Copy of the same shall be enclosed)	
GST No. (Self attested copy of the same shall be enclosed)	
Details of the Firm: 1. Whether LLP or Partnership firm; 2. Date of establishment / incorporation of firm; (as partnership firm/ LLP) 3. No. of partner(s): 4. No. of qualified audit staff: 5. No. of articled clerk:	
Whether firm is having certificate of practice for not less than 5 years as partnership firm or LLP. If Yes, then enclose Self attested copy of the registration certificate.	Yes / No

Details of Earnest Money Deposit Amount	Rs. 10,000/- (Rupees ten thousand only) drawn on _____ vide DD / PO / BC No. _____ dated _____ in favour of 'West Bengal Mineral Development and Trading Corporation Limited', payable at Kolkata.
Whether engaged as internal / statutory / cost /GST auditor of this Corporation in the last three years prior to FY 2022-23.	Yes / No
If Yes, then give details thereof (Nature of the assignment and FY under audit).	
Whether any partner of the firm has retired from the services of WBMDTCL in the last two years prior to FY 2022- 23. If Yes, then give details thereof (Name of such partner and date of retirement from WBMDTCL).	Yes / No
Whether having experience in internal audit of Public Sector companies during the last 5 years. (Preference to be given to a firm having experience in mining sector). If Yes, then give number of such assignment along with short brief thereof and enclose stamped copy of completion certificate of assignment issued by PSU or Central / State Govt. Department.	Yes / No
The firm / any partner should not have been convicted in any disciplinary proceedings / criminal case by regulatory authority / court in connection with professional work. Bidder should not be in black list of any PSU or Central / State Govt. Department. Bidder to submit an undertaking in this respect as per attached format.	Undertaking attached : Yes / No
The firm should have office / branch office in Kolkata. (Complete address of the branch office along with the details of contact person and his phone number should be submitted on letter head of the Firm).	Complete Address and other details attached : Yes / No
Details of Bank for refund of EMD: Name of Account holder; Account number; Name of Bank; Name of Branch; IFSC code; (enclose a copy of cancelled cheque)	

Signature and seal of tenderer:

Name:

Capacity /authority to sign:

Full address:

<<To be submitted on the letter head of the Firm>>

Format of Undertaking to be submitted along with Technical-Bid Undertaking

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by WBMDTCL, without any deviation/ exception/ comments/ assumptions.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that firm / any partner has not been convicted in any disciplinary proceedings / criminal case by regulatory authority / court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / WBMDTCL/ The Institute of Chartered Accountants of India. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:

Signature with seal of the firm

Place:

Name & Full address of the firm:

