



**GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS**

**Office of the Principal Chief Conservator of Forests & Chief Executive Officer,  
West Bengal Compensatory Afforestation Fund Management and Planning Authority**

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Memo .No. **183** /CAMPA/2C-156(Vol-II)

Date: **29** .05.2025

**Notice Inviting e-Tender: - e-Tender NIT No:01/CAMPA/Internal Audit 2024-25 (2<sup>nd</sup> Call)**

The Conservator of Forests & Joint Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority, on behalf of the Governor, Govt. of West Bengal invites e-tenders from eligible Chartered Accountants firms for the following work(s) as detailed in the table below:

**Schedule of Works for which the e-Tender is invited**

NIT No.	Name of the Work	Estimated Amount (Rs)	Location of Work	Tender Fees (Rs.)	Earnest Money and Tender Fees	Period of Completion of work (days)
<b>E-tender NIT No.01/CAMPA/Internal Audit 2024-25 (2<sup>nd</sup> Call)</b>	<b>Internal Audit for Financial Year 2024-25 of WBCAMPA</b>	<b>Rs. 2,60,000/-</b> (Inclusive of all taxes and charges)	In O/o the PCCF & CEO, WB CAMPA, Aranya Bhawan, 3 <sup>rd</sup> Floor, Block-LA, 10A, Sector-III, Kolkata-700106 & 51 nos. (approx.) of Forest Divisions in West Bengal.	<b><u>Tender Fees:</u></b> <b>Rs. 500/-to be deposited through GRIPS Portal,</b> [Please refer para <b>2.2.A.i</b> of <b>Instructions to Bidders</b> in this regard.]	<b>EMD:2% of Rs. 2,60,000/- = Rs. 5,200/-</b>	60 (Sixty) Days from the date of issuing of work order.

**Important points of reference**

Sl. No.	Items	Date & Time
1	Date of uploading N.I.T. Document Online (Publishing Date)	03/06/2025
2	Documents download start date (Online)	03/06/2025, 10.00 am
3	Documents download end date (Online)	11/06/2025, 5.00 pm
4	Bid submission start date (Online)	03/06/2025, 10.00 am
5	Bid submission closing date (Online)	11/06/2025, 1.00 pm
7	Bid opening date for Technical Proposal (Online)	13/06/2025, 2.00 pm
8	Date of uploading technically qualified bidders(Online)	To be notified in due course
9	Date of opening Financial Bids (Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
10	Date of uploading of list of bidders along with final rate, after negotiation with all e-Tenderers if necessary(Offline)	To be notified in due course.

**Last date & time of submission of bids online is: 11/06/2025 at 1:00 pm.**

**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 Financial Proposal or both, if required.

# **INSTRUCTIONS TO BIDDERS (ITB)**

## **Section – A**

### **1. General Guidance for e-Tendering**

**1.1** Instructions / Guidelines for e-Tenderers for electronic submission of the e-Tenders online have been shown in Web site <https://wbtenders.gov.in>

#### **1.2 Registration of Bidders**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System.

#### **1.3 Digital Signature Certificate (DSC)**

Each bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of e-Tenders.

#### **1.4 Collection of e-Tender Documents**

The bidder can search and download NIT and e-Tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of e-Tender documents.

#### **1.5 Participation in proposed Internal Audit work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm or registered company.

### **2. Submission of e-Tenders:**

#### **2.1 General process of submission:**

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, 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 all the addendum/corrigendum related to the e-Tender and upload the latest documents as part of the e-Tender.

#### **2.2 Technical Proposal**

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

#### **A. Technical File (Statutory Cover) containing**

- i. NOTICE INVITING E-TENDER (NIT) (to be submitted in “NIT” Folder).
- ii. Section B (Form I, Form II, Form III, Form IV, Form V and AFFIDAVIT – Y)(to be submitted in “FORMS” Folder), as the proposed tender will be evaluated under QCBS method.
- iii. Earnest Money Deposit (EMD) by the Tenderer as mentioned in the NIT document in favour of “The Conservator of Forests & Joint Chief Executive Officer, WB CAMPA”.
- iv. Instructions to Bidders. (to be submitted in “ITB” Folder)
- v. General Terms & Conditions of Contract. (to be submitted in “GT AND CC” Folder)
- vi. Technical Specification. (to be submitted in “TS” Folder)

- i) Tender fee of Rs.500/- (Rupees Five hundred only) which is non-refundable and is required to be submitted by all intending bidders through GRIPS Portal. (<https://wbifms.gov.in/GRIPS/makePaymentInt.do>)

Select <Forest Department> - <Receipt of Tender Fees relating to works under CAMPA>.

Select 'Circle' as WB CAMPA (HQ).[Bidders who applied in 1<sup>st</sup> call and have already paid tender fees of Rs.500/- are not required to pay again. Kindly enclose Challan of previous payment at the time of bid].

**Earnest Money Deposit (EMD) @2% on estimated value of the tender (i.e., Rs. 2,60,000/-) amounting to Rs. 5200/- (Rupees Five thousand two hundred only) is required to be paid by all intending bidders through ICICI Payment Gateway. Under any circumstances the Earnest Money so deposited shall not bear any interest.**

(Detailed procedure is described in order no. 3975-F(Y) dated 28<sup>th</sup> July, 2016 of Finance Department, Govt. of WB).A copy of challan / receipt obtained after deposition of tender fee and EMD should be submitted along with tender documents.

- ii) **Addenda/Corrigenda, if published:** Bidder are to keep track of all the Addendum/Corrigendum issued with a particular e-Tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

**A. My Document (Non-Statutory Cover)**

Sl. No.	Category Name	Sub-Category Description	Document Name
			(For details see Clause 3 of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 Copy of Professional Tax Registration Certificate.
			2 GST Registration Certificate.
			3 Income tax return for last three years.
			4 I.T. PAN Card.
			5 Copies of valid Certificate of practice issued by the Institute of Chartered Accountants of India (ICAI).
			6 Firm Profile <b>-Proof of Empanelment with CAG for the year 2025-26</b> [Till date, if the CAG has not provided the same, then copy of application for the same may kindly be enclosed along with Empanelment Certificate of F.Y 2024-25]. Without having valid proof of CAG empanelment; bids of Chartered Accountant firms/Limited liability Partnership firms (Firms) etc., if submitted will be treated as technically disqualified].
			7 Year of Establishment.
			8 Photo copy of Membership certificate.
			9 Details of fully qualified Assistant (CA) along with membership no.
			10 Details of Semi qualified Assistants (If any).
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Firm Detail / Trade License.
			2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade license.

C.	CREDENTIAL	CREDENTIAL	1	Experience Profile- List of completed Projects of similar nature.
			2	Copy of Work Order / Completion Certificate in Statutory/ Internal Audit Assignments of Forest and non-Forest establishment of Central Govt., State Govt. / PSU / Autonomous bodies under the administrative control the Govt. and others for the Last ten financial years.
D.	FINANCIAL (INFO)	TURN OVER	1	Authenticated copy of the Income Tax RETURNS last three years.
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate.
E.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organization ITB Section B Form III.
		AFFIDAVIT	2	An affidavit made that no adverse report against the bidder
		TECHNICAL STAFF	3	An affidavit mentioning the name of the technical staff as described in Clause 3(l).

### 2.3. Financial Proposal

- i) The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The bidder is to quote the rate in the space marked for quoting rate in the B.O.Q. The financial quote should be Comprehensive including travelling, lodging and out of pocket expenses, statutory Tax like GST etc.
- ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the bidder.

### 3. Eligibility Criteria for participation in e-Tender:

(a) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, and Trade license in respect of the prospective Tenderer. In addition to the above, any bidder who has executed any type of e-Tender works in Directorate of Forests, Govt. Of West Bengal, should submit previous credentials for his past performance, completion certificate from respective employer, the completion certificate and credentials should be signed by the officer not below the rank of Deputy Conservator of Forest, any other certificate signed by other officials will not be entertained (Non-Statutory Documents).

(b) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any e-Tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such e-Tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Non-statutory Documents).

(c) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any e-Tender by Forest Dept., P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or

C.P.W.D. or M.E.S or Railways during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

(d)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.

(e)A prospective Tenderer 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.

(f)No conditional / incomplete e-Tender will be accepted under any circumstances.

(g) The Financial Eligibility:

The bidder should have a minimum average annual turnover of least 100% of estimated project cost of the e-Tender in the last three 3 preceding years (the turnover of the lead member will be considered in case of joint venture).

#### **4. Opening of Technical Proposal& Finalization of Bids:**

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending Tenderers may remain present, at the time of opening of e-Tender, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Documents, the e-Tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the e-Tender Evaluation Committee (constituted for evaluation of e-Tenders).

**The Evaluation of the tender will be done on the principle of Quality and Cost Based Selection (QCBS).**

The details of the process are described below:

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

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received by the unsigned incomplete (i.e. when the required bid formats and /or supporting documents, proof of deposit of requisite tender fees, EMD etc. have not been submitted along with Covering Letter) will be summarily rejected as non-responsive. Then technical documents of firms will be evaluated amongst qualifying bidders.

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

The weightage assigned for bids is:- Technical bids: Financial Bids = 60: 40. The final assessment will be based on the 60 % of Technical scores +40% of financial scores.

Any proposal of 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 requirements etc.

**Evaluation of Technical Bids:** The Technical Bid will be examined by the tender committee. Evaluation will be done on the basis of the evaluation criteria and scoring pattern as mentioned below:-

Sl No	Criteria / Sub-Criteria	Max. Marks	Documentary Proof to be enclosed
A	<p>Establishment of the firm relevant to the assignment</p> <p>Date of establishment  (&lt;3years= 4 marks)  (&gt;3 –5years= 8 marks)  (&gt;5 –7years=12 marks)  (&gt;7 –10years=16 marks)  (&gt;10years= 20 marks)</p>	20	Constitution / Certificate of practice issued By the Institute of Chartered Accountants of India
B	<p>Experience of the firm in Statutory/Internal Audit of <b>Forest Establishment</b> of Central Govt./State Govt./PSU / Statutory Bodies under the Administrative control the Govt. during the last 10 Years**</p> <p><b>5 marks for each project (Max.40 marks)</b></p>	40	Copies of the Work Orders /completion certificates *
C	<p>Experience of firm in statutory / internal audit (Other <b>than Forest Establishment</b>) of Central Govt./State Govt., /PSU /Statutory Bodies under the Administrative control the Govt. and others during last 10 Years</p> <p><b>[2 marks of each completed project (Max.20 marks)]</b></p>	20	Copies of the Work Orders /completion certificates *
D	<p>Name of the Proprietor / Partner with membership no. and name of qualified staffs (membership no) / semi qualified (CA Intermediate) staff with Experience (in years) in Audit who will be deputed for Internal Audit</p>	20	Max.4 marks for each qualified person,1 marks (maximum) for each semi qualified persons having more than 3 years of experience along with Firm profile
	<b>TOTAL</b>	<b>100</b>	

**\* Work order completion certificates received in multiple years from an organization for same work shall be considered as a single work for the purpose of technical evaluation.**

**\*\* Statutory / Internal Audit of Forest Establishment of Private Sector will be evaluated under Sl. No. C above for purpose of technical evaluation.**

## **5. Uploading of summary list of technically qualified Tenderers (1st round)**

Pursuant to scrutiny and decision of the e-Tender Evaluation Committee (TEC), the summary list of eligible Tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.

While evaluation, the Committee may summon the Tenderers and seek clarification / information or additional documents 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.

## **6. Final publication of summary list of technically qualified Tenderers**

Date of opening of financial bid will to be intimated in the final summary list.

## **7. Evaluation of Financial Bids:**

Financial proposals of the Tenderers declared technically eligible by the e-Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2(two) working days of date of publication of final summary list of the e-Tenderers.

The encrypted copies will be decrypted and the rates will be read out to the bidder remaining present at that time.

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 Bidders 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 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 bidder and points will be assigned accordingly. For example, if L1 is Rs. 200/- and that of L2 is Rs. 400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded  $(200/400) \times 100 = 50$  Points.

Total Score Secured = 60 % of Technical Score (achieved) + 40 % of Financial Score (achieved).

In case if Total Score Secured (calculated as above) by more than one bidders ties, then lowest bidder having head quarter in Kolkata will be given precedence.

After evaluation of Financial Proposal, by the Tender Inviting Committee, Final summary result will be uploaded after evaluating the bids under QCBS method.

## **8. Procedures to be followed when one / two technically qualified Tenderers participated in any e-Tender:**

Financial bid of technically qualified single / two Tenderers may not be opened. Re-Tender may be invited immediately in the process of evaluation as per norms of e-Tender as per G.O. No. 2320/F(Y) dated 07/06/2022.

## **9. Acceptance of e-Tender (Technically eligible/qualified)**

The Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the e-Tenders, for valid reasons and also reserves the right to distribute the work to any other technically qualified Tenderer (L2, L3 and so on) at the L1 rate if the L1 bidder fails to accept the audit work within the stipulation time period.



#### 10. Penalty for suppression / distortion of facts

If any of the e-Tenderers fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation 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 e-Tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **WEST BENGAL FOREST DEPARTMENT** may take appropriate legal action against such defaulting Tenderer.

#### 11. Brief details on the nature of work:

a)	Name of the project	:	<b>Internal Audit for Financial Year 2024-25 of West Bengal CAMPA.</b>
b)	Nature of Work	:	<b>Internal Audit for Financial Year 2024-25 of West Bengal CAMPA.</b>
c)	<b>Bidder eligible to submit the e-Tender</b>	:	<b>As stated in item 3 (a) to 3 (g) of this ITB.</b>

#### 12. Earnest Money Deposit (EMD):

- a) Mode of EMD Payment: Payment by NET BANKING (any listed bank) through ICICI bank payment gateway:
- On selection of net banking as the payment mode, the bidder will be directed to ICICI bank payment gateway web page (along with a string containing a unique ID) where he will select the bank through which he wants to do the transaction.
  - Bidder will make the payment after entering his unique ID and Password of the bank to process the transaction.
  - Bidder will receive a confirmation message regarding success or failure of the transaction.
  - If the transaction is successful, the amount paid by the bidder will get credited in the respective pulling Account of the state Government/ PSU/ autonomous body/ local body/ PRIs etc. maintained with the focal point branch of ICICI bank at R.N. Mukherjee Road, Kolkata for collection of EMD or Tender fees.
  - If the transaction is a failure, the bidder shall again try for payment by going back to the first step.

#### 13. Opening of e-Tender:

- (a) The Technical Bid shall be publicly opened by the authority receiving e-Tender or by his Authorized representative, as per the Date & time Schedule mentioned in NIT.
- (b) Prospective Tenderers or their authorized representatives may be present during the opening process.
- (c) Financial Bids of only those Tenderers who would qualify in the Technical Bid evaluation will be opened.
- (d) The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of e-Tender, no cost of e-Tendering shall be reimbursable by the Government. The **CF & JT. CEO, WB CAMPA**, reserves the right to reject any e-Tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.

- (e) The acceptance of the Tender rests with the **CF & JT. CEO, WB CAMPA** who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the Tenders received without assigning any reason thereof.
  - (f) Intending Tenderers are encouraged to inspect the site of work and get themselves thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform **CF & JT. CEO, WB CAMPA** about the time and date of the visit.
14. The selected bidder must arrange to procure all materials required for the proper completion of the work (as per the Technical Specifications of the e-Tender document). The Employer will not on any account be responsible for procuring the same.

**15. Validity of Bids:**

Bid shall remain valid for one year from the starting date of execution of works. Bid validity for a shorter period shall be rejected by e-Tender Accepting Authority as non-responsive.

If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submission of e-Tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year.

**16. Verification of credentials/onsite projects:**

Before issuance of the work order, the e-Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

**17. Cancellation of e-Tender:**

The **CF & JT. CEO, WB CAMPA** reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**18. Security Deposit:**

The successful Tenderer has to deposit Security Deposit 10% (Ten Percent) security money through Treasury Challan under H/S:- 8443-00-109-003-07-Security Deposit (Operator ID 155 & Scheme ID-999997) by the Tenderer himself, within 7 (seven) days from the date of acceptance of Tender and a contract paper has to be signed otherwise the earnest money shall be forfeited to the State. Under any circumstances the Security Deposit so deposited shall not bear any interest.

**19. Deduction of Taxes Etc.:**

Deduction of Income Tax, GST and any other extant taxes as applicable from the Bidder's Bill will be made as per Govt. rules.

**20. Removal of Discrepancy:**

If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence: -

- a. Form of Agreement
- b. e-Tender Form
- c. Technical Specifications
- d. General Terms and Conditions
- e. Instructions to Bidders
- f. N.I.T.

## **21. Mobilization Advance/ Cost Over Run:**

No Mobilisation Advance and Secured Advance will be allowed.

22. Canvassing in connection with the e-Tender is strictly prohibited.

23. The successful Tenderer will have to start the work as per the work order. The Firm has to complete different stages of work as per time frame specified in the NIT/work order. However, **CF & JT. CEO, WB CAMPA** may subsequently alter time frame.

24. The bidder shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of modification of work

25. A Tenderer is to quote in figures as well as in words, his rates in the following forms in his cases against the estimated value put to e-Tender.

26. In the event of a e-Tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

27. The Tenderer must sign at the bottom of each page of the e-Tender documents as a proof of acceptance of terms and conditions of the e-Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.


28. The estimated cost is inclusive of the GST (CGST & WBGST) & all other Taxes. The intending bidder should quote their rate accordingly.

29.

a. Additional Performance Security @10 % of the tender amount shall be obtained from the successful bidder if bid value is 80% or less of the estimated value. Successful bidder will submit Bank Guarantee of any scheduled bank vide WB Finance memo no.4608-F(Y), dtd.18.07.2018.If the bidder fails to submit the Additional Performance Security within scheduled time his Earnest Money will be forfeited along with other necessary action as deemed fit by the tender inviting authority.

b. The Bank Guarantee shall be returned on successful bidder of the contract. If the bidder fails to Complete the work successfully, the Additional Performance Security shall be forfeited.

**RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. IN CASE ANY ABNORMAL DEVIATION IS OBSERVED DURING THE COURSE THE E-TENDER ACCEPTING AUTHORITY MAY REFER TO THE APPROPRIATE HIGHER AUTHORITY OF DIRECTORATE OF FORESTS, GOVT. OF WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).**

  
**Conservator of Forests  
&  
Jt. CEO, WBCAMPA**

**Section – B**  
**FORM-I**  
**APPLICATION**

**To**  
**The Conservator of Forests**  
**& Jt. CEO, WBCAMPA**

Subject: (Name of the Work with Tender reference no.)\_\_\_\_\_

Reference :( N.I.T. No.)\_\_\_\_\_

Dear Sir/Madam,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above

I/We understand that

(a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the Contract bid under this project

(b) Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf of \_\_\_\_\_in the

capacity of \_\_\_\_\_duly authorized to submit the tender.

Enclosure:

(1) Technical Proposal (Sealed Envelop-I /Folder)

(2) Financial Proposal (Sealed Envelop-II /Folder)

Date:\_\_\_\_\_

Signature of authorized officer of the firm

Title & Capacity of the officer:

Name of the Firm with Seal

**FORM – II**  
**STRUCTURE AND ORGANISATION**

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data as per format given below.

Date: \_\_\_\_\_

Signature of authorized officer of the firm

Title & Capacity of the officer:

Name of the Firm with Seal

\_\_\_\_\_

**List of team members with experience**

SL. NO.	NAME	QUALIFICATION	EXPERIENCE IN YEARS	NATURE OF EXPERIENCE
1				
2				
3				
4				
5....				

**Stamp & Signature**

**FORM-III**

**Average Annual Turnover Certificate**

This is to certify that the following statement is the summary of the Average Annual Turnover of the Firm as per requirements of Tender (Name of the Firm)--

Sl. No	Financial Year	Turnover rounded up to Rs in lakh (two digit after decimal)
1	2021-2022	
2	2022-2023	
3	2023-2024	
Total		

Average Annual Turnover of Last Three (3) Years: In Rs.                      lakhs

**Stamp & Signature**

**FORM-IV**  
**EXPERIENCE PROFILE**

[Statutory/Internal Audit of **Forest Establishment**]

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE OF WORK AS STATED IN POINT 4B  
OF THE TENDER DOCUMENT.

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Work order/ Completion Certificate from the employers to be attached .

b) Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm:

Title & Capacity of the officer:

Name of the Firm with Seal:

**FORM-V**  
**EXPERIENCE PROFILE**

[Statutory / Internal Audit other **than Forest Establishment**]

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE AS STATED IN POINT 4C OF THE  
TENDER DOCCUMENT.

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Work order/ Completion Certificate from the employers to be attached

b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm:

Title & Capacity of the officer:

Name of the Firm with Seal:



## Section-B

### AFFIDAVIT – Y

**(To be furnished in non-judicial stamp paper of appropriate value duly notarized)**

- (I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- (II) The undersigned also hereby certifies that neither our firm M/S\_\_\_\_\_ nor any of constituent partners had been debarred to participate in e-Tender by the Directorate of Forests, Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 3 (three) years prior to the date of this N.I.T.
- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Conservator of Forests & Jt. CEO, WB CAMPA herein referred to as the e-Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the e-Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the e-Tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: \_\_\_\_\_

Signature of authorized officer of the firm: \_\_\_\_\_

Title & Capacity of the officer: \_\_\_\_\_

Name of the Firm with Seal: \_\_\_\_\_

## **GENERAL TERMS & CONDITIONS OF CONTRACT**

### **1. Interpretations:**

In constructing these conditions, the specifications, the schedule of quantities, e-Tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

- I) The term Tender Inviting Authority shall mean CF & Jt. CEO, WB CAMPA and include its successor and assigns or the Officers authorized to deal with any matters which those presents are concerned on its behalf.
- II) The term REPRESENTATIVE shall mean Authorized Official of the CF & Jt. CEO, WB CAMPA.
- III) **Tenderers** shall mean the firm or company or person whose e-Tender has been accepted by the Tender Inviting Authority and includes his (their) heirs, legal representative assigns and successors.
- IV) **ACT OF INSOLVENCY** shall mean any act of insolvency as desired by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any amending statutes.
- V) **THE WORKS** shall mean the work or works to be executed or done under this contract.
- VI) The **SCHEDULE OF QUANTITIES, BILL OF QUANTITIES** shall mean the Schedule or Quantities as specified and forming part of contract.

### **2. Nature and Scope of the works:**

The Accounts of the CAMPA are mostly in IFMS and Tally ERP system in Head Office, Kolkata and in 51 Divisions (Approx.) of Forest Directorate. The Accounts are consolidated at Head Office of WB CAMPA. The list of Divisions is annexed herewith (Annexure-II). The scope of internal audit is broadly classified below:

- i. Verification of Cash Book related to WBCAMPA.
- ii. Verification of payment / receipt vouchers related to WBCAMPA.
- iii. Checking of relevant approval from competent authority for project expenses.
- iv. Checking of Bank Statements / Bank Reconciliation Statements / Treasury Bills / Scroll.
- v. Checking of Project Expenses as per the scheme & Annual Plan of Operation (APO).
- vi. Checking of Grant Receipt under relevant heads and utilization thereof in adherence to related policies & guidelines.
- vii. Matching and reconciliation of Division wise records at H.O. with Division office. Verification and checking of Fixed Deposits / Auto-sweep A/cs. and Interest credit accounting and Monthly Classified Abstract of Expenditure i.e., FORM-14 & Monthly Progressive Statement of Expenditure.
- viii. Any other observations.
- ix. Documents related to tender / quotation.
- x. Store Register (permanent and Consumable stores).

However, the above list is only indicative. The Internal Auditor is required to supplement the area based on their independent assessment and due diligence. Please refer Annexure-I for the Modus Operandi.

**Visit to most of the Forest Divisions is compulsory for execution of the Assignment.**

**3. Variations:**

The L1 bidder may when authorized and shall when directed, in writing by the e-Tender Inviting Authority may for that purpose appoint, shall be bound to add or omit from or vary the works shown. A verbal authority or direction by the Tender Inviting Authority, if confirmed by the L1 bidder in writing within seven days, be deemed to have been given in writing. No claim for an extra shall be allowed unless it shall have been executed by the L1 bidder on specific direction on the Tender Inviting Authority as herein mentioned any variation i.e., additions, omissions or substitutions shall vitiate the Contract.

- (a) For the rates for the additional, altered or substituted work for items mentioned in the e-Tender, the e-Tender at quoted rates will be applicable.
- (b) For the rates for the additional, altered or substituted work for items not mentioned in the e-Tender, the bidder shall, within 7days of the date of receipt of the order to carry out the work, inform the Tender Inviting Authority of the rates which it is his intention to charge for such class of work, supported by required documents, vouchers etc. and analysis of rates claimed and the Tender Inviting Authority shall determine the rates on the basis of the prevalent market rates and certify for the payment accordingly.

However, the Tender Inviting Authority, by notice in writing, will be at liberty to cancel their order to carry out such work and arrange to carry out as they may consider advisable. But under no circumstances, the bidder shall suspend the work on the plea of non-settlement of the rates of item falling under this clause.

- 4. Deviations:** No deviation from the contract will on any account be allowed unless an order in writing is obtained from the Tender Inviting Authority.

**5. Agreement:**

The successful Tenderer shall have to enter into an agreement with the Tender Inviting Authority. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful Tenderers.

**6. Award of Contract and Issue of Work Order:**

After selection of the successful Tenderer, 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 within two weeks from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender may be held as non-responsive. Work Order will be issued to the successful bidder within one week after receipt of the acceptance from the successful bidder.

**7. Duration and Extension of Work Order:**

The work order for the arrangement will initially for one financial year from the date of issuance of work order, and may be extended **one (1) more year** subject to satisfaction of WB CAMPA authority and approval from competent authority.

## **8. Affidavit:**

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (three) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive and be submitted along with technical bid. Format is enclosed.

## **9. Time to complete the work:**

Internal Audit for FY-2024-25 should be completed within two (2) Months after issuing of work order to the L1 bidder. Audit Report for the year 2024-25' should be submitted within the stipulated time period. Allowing time extension shall be the discretionary power of the Tender issuing authority. In case of delay penalty may be imposed after initiating other legal means like forfeiting the security etc, if undersigned deems fit.

## **10. Payment:**

**The payment shall be accomplished after completion of the work and submission of the Final Internal Audit Report with Audit report and Balance sheet of WB CAMA for the year 2024-25.**

The security money shall be refunded after successful completion of the work to the satisfaction of the Tender Inviting Authority.

## **11. Termination of Contract by Tender Inviting Authority:**

If the Tenderer (being a Proprietorship Firm or an Partnership Firm) commit any act of insolvency or shall be adjusted as an insolvent or shall make an assignment or composition of the greater part in number or amount of his creditors or shall enter into a deed of assignment with his creditors, or (being incorporated company), shall have an order made against him or pass an affective resolution for winding up either compulsorily or subject to the supervision of the court or voluntarily, or if the official assignee of the bidder shall repudiate the contract, or if the official assignee or the liquidator in any such winding up shall be unable within 7 (Seven) days after notice to him requiring him to do so, to show to the responsible satisfaction of the employer that he is able to carry out and fulfill the contract and if required by the employer to give security or if the bidder (whether in individual form or incorporated company) shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the bidder or if the bidders shall assign or sublet the contract without the consent in writing of the employer first obtained if the bidder shall change or encumber this contract or any payment due to which may become due to the bidder their under or if the employer shall certify in writing of that in his opinion the bidder :

- a) has abandoned the contract, or
- b) has failed to commence the work, or has without any lawful excuse under these conditions suspended the progress of the work for 14 days after receiving from the Employer written notice to proceed, or
- c) has failed to proceed with the work such due diligence and failed to make such due progress as would enable the work to be completed within the time agreed upon, after receiving from Employer to employ more men, or,
- d) has failed to remove materials from site or to pull down and retained work within 7 days after receiving from the Employer as written notice that the said materials or work were condemned or rejected by the Employer under those conditions, or,
- e) has neglected or failed persistently to observe and perform all or any of the acts, matter or things by this contract to be observed and performed by the bidder for 7 days after written

notice shall have been given to the contract requiring the bidder to observe or perform, the same, or

- f) has to the detriment of good workmanship or define of the Employers instruction to the contrary sub-let any part of the contract.

Then and in any of the said causes the employer notwithstanding any previous order after giving 7 (Seven) days notice in writing to the bidders, determine the contract, but without thereby affecting the powers of the employer of the obligations and liabilities of the bidder, the whole of which shall continue to be in force as fully as if the bidder has not been so determine and as if the works subsequently executed has been executed by or on behalf of the bidder and further the employer, his agents or representative may enter upon and take possession of the works and all plants, tools, shades, machinery and other power tools, utensils and materials, lying upon the premises or the adjoining land or roads and use the same as his own property or may employee the by means of his own representative and workman in carrying on and completing the work or by employing any other bidders or other persons or person to complete the work, and the bidder shall not in any way interrupt, or do any matter or thing to prevent or hinder such other bidder or other person or persons employed for completing and finishing or using the materials and plant for the work when the works shall be completed or as soon thereafter as convenient, the employer shall give a notice in writing to the bidder to remove his surplus materials and plant and should the bidder failed to do so within a period of 14 (Fourteen) days after receipt thereof by him the employer may sell the same by public auction and shall give credit to the bidder or for the amount so realized.

The employer shall thereafter ascertain and certify in writing under his hand that (if anything) shall be due or payable to or by the employer, for the value of the said plant and materials so taken possession of by the employer and the expense or loss which the employer shall have been put to in getting the work to be so completed and amount if any owing to the bidder and the amount which shall be certified shall there upon be paid by the employer as the case may be and the certificate shall there upon be paid by the employer, as the case may be and the certificate of the employer shall be final and conclusive between the parties.

- 12. **The CF & Jt. CEO, WB CAMPA** reserves the right to cancel the agreement at any point of time during the execution of the work if it not done as per the specifications or any terms & conditions are violated by the Firm.
- 13. The successful bidder will not assign any or part of the work(s) to any other Firm/agency.
- 14. **The CF & Jt. CEO, WB CAMPA** or his authorized representative will be the Officer-in-Charge in respect to the contract and all correspondences concerning rates, claims, change in specification and/or designation similar important matters will be valid only if made by the Officer-in-Charge. If any correspondence of above Tender is made with Officers other than the Officer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Officer-in-Charge and approved by him. The instruction given by the field units who has been authorized to carry out the work on behalf of the Officer-in-Charge and his authorized representative shall also be valid. In case of dispute, the decision of Officer-in-Charge shall be final and binding.

#### 15. **Settlement of dispute, Arbitration**

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, designs, drawings and instruction herein before mentioned and as to the quality of workmanship or materials used on the work, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, design, drawings, specifications estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Principal Chief Conservator of

Forests & Chief Executive Officer, West Bengal CAMPA, be for any reason unwilling or unable to act as such arbitrator, such questions and disputes shall be referred to an arbitrator to be appointed by the DIRECTORATE OF FORESTS, GOVT OF WEST BENGAL. The award of the arbitrator shall be final, conclusive and binding both parties to this contract and no suit shall lie in Civil Court in respect of the award by the Arbitrator.



Conservator of Forests  
&  
Jt. CEO, WBCAMPA

Memo No. 184 /CAMPA/2C-156(Vol-II)

Dated, Kolkata, the: 29 /05/2025

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests & CEO, WB CAMPA, West Bengal.
2. The Deputy CEO, WBCAMPA
3. The Financial Advisor & Chief Account Officer. WBCAMPA.
4. The Deputy Conservator of Forests, MIS, requesting for uploading the Tender through Departmental Website.
5. The Divisional Forest Officer, Publicity Division, requesting to display in Notice Board and circulation in local office.
6. Office Notice Board.
7. The Accounts Section.



Conservator of Forests  
&  
Jt. CEO, WBCAMPA

## **ANNEXURE-I**

### **Modus Operandi**

The method adopted for the inspection of the Divisions shall be clearly stated in the report. The Percentage checks applied for Internal Audit of the various areas of activities, documents and records shall also be specified in the report. Record of transaction checked on sample basis should be maintained and shall be produced if asked by the Authority.

The auditor has to conduct the internal audit with standard audit methods and verify the system and procedures which are in vogue and point out the weaknesses prevailing in the system. Further, the practices followed by the organization are also required to be verified and commented from the point of view of generally accepted accounting practices. During the FY-2024-25 two accounting procedure were followed in HQ and the Divisions-

#### **Through the Treasury and IFMS.**

No separate cash book on CAMPA works is maintained. Since the transaction is made through Treasury a general cash book is maintained for incorporating all the schematic expenditures which were paid through respective Treasures. A separate register showing the fund status (allotment, expenditure and balance) H/S wise is maintained for CAMPA works in the Divisions.

1) The auditors shall conduct the internal audit based on the data and records available in HQ and at the accounting divisions. In the course of audit, it is expected that all queries /doubts pertaining to any area shall get satisfied at field division only. If any irregularity or misdeed or wrongdoing or unconformities are observed during the audit then, Pre-Observation Memo (POM) shall be issued for each observation immediately (on the same day) to the respective division. The compliance of the same should be ensured during the audit period. If the compliance to the audit observation is not possible within audit period in that case, time for complying the observation / Para should be obtained and suitably mention in the final inspection report. In general, report should comment on the lacuna observed in the systems and procedures and weak areas where internal control needs to be intensified. The report should also give the attendance of the audit persons.

The final report should be submitted to the Principal Chief Conservator of Forests & CEO, WB CAMPA, Aranya Bhawan, Block-LA-10A, Sector-III, Salt Lake City, Kolkata-700 106 in hard as well as soft copies.

- 2) The Audit teams, after completing the audit should discuss their observations/findings with the In-charge of the Division office i.e. Divisional Forest Officer (DFO) before finalization of the half yearly audit report.
- 3) Final Report in respect of unresolved observations along with replies together with comments on the working of the division, improvements if any, deterioration etc. to be submitted before the final report submission. This report **is required to** be submitted to PCCF & CEO, WB CAMPA.
- 4) The Internal Auditor should also give their observations and suggestions to improve the effectiveness of internal control system.
- 5) Internal Audit Report along with Balance sheet for the year 2024-25 should be signed by the partner / proprietor of the Firm.




**Conservator of Forests  
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**ANNEXURE - II**  
**List of Circles & Divisions**

SL NO.	CIRCLE	DIVISION
1	Hill Circle	Kurseong Division
2		Kalimpong Division
3		Darjeeling Division
4	Central Circle	Bankura North Division
5		Bankura South Division
6		Panchet Division
7	Sundarban Biosphere Reserve	24 Parganas South Division
8		24 Parganas North Division
9		Nadia-Murshidabad Division
10	Western Circle	Rupnarayan Division
11		Medinipur Division
12		Kharagpur Division
13		Purba Medinipur Division
14		Jhargram Division
15	South -West Circle	Kangsabati North Division
16		Kangsabati South Division
17		Purulia Division
18		Purulia Extension Forestry Division
19	South- East Circle	Birbhum Division
20		Burdwan Division
21		Durgapur Division
22	Soil Conservation Circle	Kurseong Soil Conservation Division
23		Jalpaiguri Soil Conservation Division
24	North-West Circle	Malda Division
25		Raiganj Division
26		Siliguri Social Forestry Division
27		Jalpaiguri Social Forestry Division
28	Parks & Gardens Circle	Parks & Gardens (North) Division
29		URF Division
30		Howrah Division

31	Wildlife North Circle	Darjeeling Wildlife Division (WL-I)
32		Gorumara Wildlife Division (WL-2)
33		Jaldapara Wildlife Division (WL-3)
34	Northern Circle	Jalpaiguri Division
35		Coochbehar Division
36		Baikunthapur Division
37		NTPP
38	Buxa Tiger Reserve (BTR)	Buxa Tiger Reserve (East)
39		Buxa Tiger Reserve (West)
40	Sundarban Tiger Reserve	Sundarban Tiger Reserve (STR)
41	Research & Development Circle	Silviculture South Division
42		Silviculture North Division
43		Silviculture Hill Division
44	Monitoring Circle	Monitoring South Division
45		Monitoring North Division
46	Development Circle	SFTI, Hijli
47		WBFS, Dowhill
48	CF Wildlife	Wildlife (HQ)
49	Working Plan	Working Plan (North) Division
50		Working Plan (South) Division -I
51		Working Plan (South) Division -II

  
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