



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
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106
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Visit us at: www.wbcampa.org & www.westbengalforest.gov.in



Memo No.: 404 /CAMPA/2C-156/2021-22

Dated, Kolkata. 27.10.2021

Notice Inviting Tender: - Tender NIT No: 03/CAMPA/2C-156/2021-22

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 Tenders from eligible Chartered Accountant Firms for the following work as detailed in the table below:-

1. Schedule of Work:

Tender No.	Name of the Work	Estimated Amount (₹)	Location of Work	Earnest Money* and Tender Fees**	Price of Technical & Financial Bid documents	Period of Completion of work (days)
NIT No. 03/CAMPA/2C-156/2021-22	Internal Audit of WB CAMPA for Financial Year 2020-21	₹ 2,30,000/- (inclusive of all taxes and charges)	In o/o the PCCF & CEO, WB CAMPA, Aranya Bhawan, 3 rd Floor, Block-LA, 10A, Sector-III, Kolkata-700106 & 47 nos. of Forest Divisions (approx.)	EMD: 2% of ₹ 2,30,000/- = ₹ 4,600/- Tender Fee: ₹ 500/-	Download the Tender document at free of cost. Tender document and Forms available at www.wbcampa.org & http://westbengalforest.gov.in/	1 (one) month from the date of issuing of work order.

*EMD amount is to be submitted by bank draft in favour of PCCF & CEO, WB CAMPA.

** Tender fee is required to be deposited by all intending bidders through GRIPS portal.

2. Nature and Scope of the work: The Accounts of WB CAMPA are mostly maintained in IFMS and Tally ERP system in Head Office, Kolkata and in 47 Forest 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.
- 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) Verification of Trial Balance periodically.
- ix) Any other observations.
- x) Documents related to tender / quotation.
- xi) 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 every Forest Divisions is compulsory for execution of this Assignment.

3. IMPORTANT POINTS OF REFERENCE:

Sl. No.	Item	Date & Time
1	Date of Publication of Tender – Newspaper, Online & Download of tender documents start date	29-10-2021
2	Date of Pre Bid Meeting	03-11-2021, 11.30 A.M.
3	Venue of Pre Bid Meeting	Office of the Principal Chief Conservator of Forests & Chief Executive Officer, WB CAMPA Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector - III, Kolkata: 700106.
4	Last Date of submission of Bids	16-11-2021, up to 05:00 P.M
5	Office to where Tender Paper / Form to be submitted by bidders	Office of the Principal Chief Conservator of Forests & Chief Executive Officer, WBCAMPA Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector - III, Kolkata: 700106.

6	Date of Opening of Technical Bid	17-11-2021, 11:30 A.M.
7	Place of Opening of Technical Bids	Office of the Principal Chief Conservator of Forests & Chief Executive Officer, WBCAMPA, Aranya Bhawan, Block-LA-10A, Sector-III, Salt lake City, Kolkata-700106.
8	Declaration of the results of Evaluation of Technical Bids	18-11-2021, 11.00 A.M.
9	Date of Opening of Financial Bid	18-11-2021, 1:00 P.M.
10	Declaration of Final result	Subject to Approval of the Authority.

Note: 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates or any emergency for the officer responsible for opening bid, 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, lockdown or conditions of force majeure.

3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Amount of Earnest Money:

₹ 4600/- (Rupees Four thousand Six hundred only).

EMD is to be deposited by bank draft in favour of PCCF & CEO, WBCAMPA.

Amount of Security Deposit (SD):

3% (Three Percent) of the contracted value of work.

SD to be submitted by L1 bidder under proper Head of Service along with proper format for transferring the **Security Deposit to operator code of DDO CAMPA in PAO-III.** (Operator ID will be communicated to L1 bidder).

Tender Fees:

₹ 500/- to be deposited 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).

4. GENERAL TERMS AND CONDITIONS

1. Earnest Money Deposit (EMD):

A. Mode of Payment: 'Earnest Money Deposit (EMD)' of ₹ 4,600/- (Four thousand Six hundred only) is required to be deposited by bank draft in favour of **PCCF & CEO, WB CAMPA**. The same must be enclosed with the Tender Form in Original & without it Tender Form will not be accepted by the undersigned.

B. There is no exemption, in general, for any of the eligible tenderers towards cost of tender document fee & EMD. The bidder seeking EMD exemption, must submit valid supporting document for the relevant category.

C. Refund of EMD: The EMD deposited by the unsuccessful Tenderers will be refunded without any interest on receipt of application addressed to the Principal Chief Conservator of Forest & Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority.

D. The Earnest Money of all other Tenderers shall be refunded after release of acceptance letter in favor of the qualified lowest bidder on receipt of application from Tenderers, except the bidder who is awarded the contract work EMD shall be retained as until signing of an agreement, submission of Security Deposit and issue of work order.

2. Submission of Tender Paper:- The Tender shall be required to be submitted in sealed cover, by official designation, i.e. **Office of the Principal Chief Conservator of Forests & Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority (WB CAMPA), Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector-III, Kolkata- 700106**, super scribing the Tender Notice Number. Two bid system of submission of Tender shall be followed. Financial bids of the bidders shall only be opened if the intending bidders qualify in the technical bid to be decided by the Tender committee.

The sealed envelope should consist of another two sealed envelopes.

A. Technical Bids and Other Documents and

B. Financial Bid

A. In Technical Bid, the following documents are required to be furnished duly signed and certified by any one of the Partners /Proprietor. The Statutory Documents should consist of following documents/ Papers related to Firm/Bidder's details such as:

SL NO.	Details	Documents
1	Statutory Documents	i. Copy of GST Registration ii. Copy of PAN CARD iii. Certificate of Practice issued from ICAI iv. Firm Profile v. Year of Establishment vi. Registered under AGWB

		vii. Details of Proprietor/Partners viii. Photo copy of Membership certificate ix. Details of fully qualified Assistant (CA) along with membership no. x. Details of Semi qualified Staffs CA (Intermediate). (if any)
2	Partnership (If Applicable)	Copy of Deed
3	Experience of the Firm	Copy of Work Order / Completion Certificate in Statutory / Internal Audit assignments of Forest and non-Forest establishments of Central Govt./ State Govt./ PSU/ Autonomous bodies under the Administrative control of the Govt. and others for the last ten years.

B. Financial Bid: The financial quote should be comprehensive including travelling, lodging and out of pocket expenses, statutory Tax like GST etc (if applicable). The Financial Bids will be opened for successful tenderers of Technical Bid. **Only one rate (both in figures and words) shall be quoted for the entire work.**

3. Opening of Bids:

Opening of Technical Proposal

Intending Bidders may remain present (if they so desire) in the office of the CAMPA, West Bengal at Aranya Bhawan, Block-LA-10A, Sector-III, Saltlake City, Kolkata-700106 at the time of opening of Technical Proposal, to be held on the date and time declared.

4. Norms for Finalization of the Bids:

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

The details of the process are described below:

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

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned or are 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 requirement etc.

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

* Work Orders / 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 the purpose of technical evaluation.

6. Opening and Evaluation of Financial Bids: Financial proposals of the bidders declared technically eligible will be opened. Intending Bidders, if they so desire may remain present in the office of the CAMPA, West Bengal at Aranya Bhawan, Block-LA-10A, Sector-III, Salt lake City, Kolkata-106 at the time of opening of Financial Proposal, to be held on the date and time declared.

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

- The total financial score for evaluation of financial bids is 100.
- The list of 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 ₹ 200/- and that of L2 is ₹ 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.

8. Award of Contract and issue of Work Order: After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority. The successful bidder should submit an acceptance 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.

9. Duration and Extension of Work Order:

The work order for the arrangement will initially be for one year from the date of issuance of work order, and may be extended subject to satisfaction of WBCAMPA authority and approval from competent authority.

10. 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.

11. Time to complete the work- Internal Audit for FY-2020-21 should be completed within 1 Month after issuing of work order to the L1 bidder. Final Internal Audit Report should be submitted latest by **30th December 2021**. Allowing extension of time 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 of security deposit etc., if undersigned deems fit.

12. Security Deposit:

a) The successful Tenderer to whom a Letter of Acceptance will be issued shall submit **Security Deposit which is 3 % (Three Percent)** of the contracted value of work, within 10 (ten) days from the date of Letter of Acceptance through Treasury Challan **under Head of Service: '8443-00-109-003-07- Security Deposits'** (Operator ID will be communicated to L1 bidder) **in PAO-III**. Failure in depositing this amount shall render the contract liable to termination without reference to the organisation. After submission of Security Deposit an agreement as per given format shall have to be signed on Stamp Paper (cost of Stamp Paper shall be borne by Tenderer) and signed agreement shall have to be notarized from Public Notary. After that formal work order will be issued.

b) Security Deposit will be released without any interest on receipt of application addressed to the PCCF and Chief Executive Officer, West Bengal, from Firm after laps of Security Period- i.e. three (03) months after completion of the work.

c) In case of any irregularity or violation of the terms and conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal actions as deem fit & required.

13. The **PCCF & CEO, WB CAMPA**, reserves the right to place work order for the proposed work as per availability of fund.

14. The **PCCF & CEO, WB CAMPA** reserves the right to cancel the Tender, if necessary, without assigning any reason whatsoever.

15. The Tenderer will submit bills in triplicate with a copy of work order, bank details, work accomplishment certificate etc. duly signed.

16. All works are required to be carried out as per estimate subject to the modification by the undersigned at any point of time during execution of the work duly notified to the Firm, within the cost mentioned in NIT.

17. The successful Tenderer will not assign any part of the proposed work to any other Firm.

18. Rate offered in the financial bid is final and Tenderer will not have any further claim.

19. The terms and conditions of this "Notice Inviting Tender" is part and parcel of the contract form.

20. In case of any dispute in execution of the work, an application may be made to the **PCCF and CEO, West Bengal Compensatory Afforestation Fund Management and Planning Authority** who will act as Appellant Authority and the decision is final and binding.

21. The Firm shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen's Compensation Act, The Employer's Liability Act, The industrial Disputes Act, The Employees' Provident Fund Act,

Employees' State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The Firm shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.

22. The Firm shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case the Tender Inviting Authority makes any such payment, it shall be recovered from the bill of Firm.

23. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such bids shall be rejected without any prejudice, bidder would not be allowed to participate in the Tender.

The **CF and Jt. CEO, West Bengal Compensatory Afforestation Fund Management and Planning Authority**, Government of West Bengal reserves the right to cancel the N.I.T. due to unavoidable circumstances on approval of PCCF & CEO, WB CAMPA and no claim in this respect will be entertained.

24. If any of the Firm's documents on verification are found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis Tender.

25. The decision of **PCCF and CEO, West Bengal Compensatory Afforestation Fund Management and Planning Authority** shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.

26. Deduction of TDS on Income Tax, TDS on GST & Other tax etc, if applicable shall be made as per rule in vogue. **The Tender value inclusive of all direct & indirect taxes.**

27. Validity of the Tender will be 01 (one) year from the date of submission of the Tender or up to the end of financial year, as may be decided by the appropriate authority.

28. All these terms and conditions along with such other terms and condition as the undersigned deems fit shall form a part of the agreement which is required to be made by the successful bidder with the undersigned.


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

5. ADDITIONAL TERMS & CONDITIONS.

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the Firm.
2. The **PCCF & CEO, WB CAMPA** reserves the right to reject any or all Tenders without assigning any reason thereof.
3. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating the rates as will be in force from time to time.
4. Conservator Forests and Joint Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority or his authorized representative shall not entertain any claim whatsoever from the Firm for payment of compensation.
5. Imposition of any duty/tax rules etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the Tenderer.
6. **No mobilization/ secured advance bill will be allowed.**
7. GST, Cess, Income Tax, Ferry Charges and other Taxes if any are to be paid by the Firm. No extra payment will be made for these. The rate of supply and finished work items are inclusive of these.
8. All logistics will have to be arranged by the Firm at his own cost.
9. In case any clarification is required, the interpretation of the Officer-in-Charge will be final.
10. The final acceptance of the Tender will be subject to the receipt of approval of higher authorities.
11. **PCCF and 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.
12. The successful Tenderer will not assign any or part of the work(s) to any other Firm/agency.
13. **PCCF and CEO, WBCAMPA** or his authorised 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 authorised representative shall also be valid. In case of dispute, the decision of Officer-in-Charge shall be final and binding.


Conservator of Forest &

Jt. CEO, WBCAMPA

Copy forwarded for wide circulation & information to:-

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


**Conservator of Forest &
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-2020-21 two accounting procedures were followed in the HQ and Divisions-


i) Through the Ad-hoc CAMPA fund. ii) Through the Treasury and IFMS.

In the first quarter of 2020-21 most of the Divisions transferred the balance amount lying in their bank A/C (opened for CAMPA works) to the bank account of WBCAMPA (Head Quarter). Since the transaction is made through Treasury a general cash book is maintained for incorporating all the schematic expenditures which were paid through respective Treasuries. A separate register showing Head of Account wise fund status (allotment, expenditure and balance) is maintained for CAMPA works in the Divisions.

1. The auditors shall conduct the internal audit based on the accounting data and records available in HQ and at the 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 wrong doing 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, Saltlake 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 Forest Division Office i.e. Divisional Forest Officer (DFO) before finalization of the internal 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 latest by **30th December, 2021**. 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 should be signed by the partner / proprietor of the Firm.


**Conservator of Forest &
Jt. CEO, WB CAMPA**

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	Parks & Gardens Circle	Howrah Division
28		Parks & Gardens (North) Division
29		URF Division
30	Wildlife North Circle	Darjeeling Wildlife Division (WL-I)

31		Gorumara Wildlife Division (WL-2)
32		Jaldapara Wildlife Division (WL-3)
33	Northern Circle	Jalpaiguri Division
34		Coochbehar Division
35		Baikunthapur Division
36		Jalpaiguri Social Forestry Division
37	Buxa Tiger Reserve (BTR)	Buxa Tiger Reserve (East)
38		Buxa Tiger Reserve (West)
39	Sundarban Tiger Reserve	Sundarban Tiger Reserve (STR)
40	Research & Development Circle	Silviculture South Division
41		Silviculture North Division
42		Silviculture Hill Division
43	Monitoring Circle	Monitoring South Division
44		Monitoring North Division
45	Working Plan	Working Plan (North) Division
46		Working Plan (South) Division -I
47		Working Plan (South) Division -II


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

FORM-I
APPLICATION

To

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

Subject: (Name of the Work) _____

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-I)

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

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 as required as per requirements of Tender by <Name of the Firm> -

Sl. No.	Financial Year	Turnover rounded up to ₹ in lakhs (two digit after decimal)
1	2017-2018	
2	2018-2019	
3	2019-2020	
Total		

Average Annual Turnover of Last Three (3) Years: ₹ lakhs

Stamp & Signature

FORM - IV
EXPERIENCE PROFILE

[Statutory / Internal Audit of Forest Establishment]

LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE OF WORK AS
STATED IN **POINT 5B OF GENERAL TERMS AND CONDITIONS** OF THE TENDER
DOCUMENT

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price (in ₹)	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 COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE OF WORK AS
STATED IN POINT 5C OF GENERAL TERMS AND CONDITIONS OF THE TENDER
DOCUMENT.**

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price (in ₹)	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:

AFFIDAVIT

(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 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 5 (five) 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 Forest & Jt. CEO, WBCAMPA herein referred to as the Tender Inviting 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 Tender Inviting & Accepting Authority.

(V) Certified that I have applied in the 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

FORM-VI**FINANCIAL BID FORMAT**

Name of Work Tender	Amount Put to Tender (Inclusive of all taxes and charges)	Rate Quoted by the Bidder (% above or less or at par)	Tendered Amount (both in Figure & in Words)
(1)	(2)	(3)	(4)
Internal Audit of WB CAMPA for Financial Year 2020-21	₹ 2,30,000/- (inclusive of all taxes and charges)		

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit & rate is inclusive of all taxes and charges.

Signature of the Tenderer with
Seal & Date