



**Government of West Bengal**  
**Office of the Chief Project Director**  
**Project for Forest and Biodiversity Conservation**  
**for Climate Change Response in West Bengal**  
**Block LB-2, Sector III, Salt Lake City, Kolkata -700106**  
**E-Mail ID- wfbcccr@gmail.com, Website- www.wfbcccr.in**  
**Phone Number: 033 2335 2247**

**NIQ No. 19/WBFBCCCR of 2023-24 vide no. 218/WBFBCCCR/1-7(3)/23-24 dated.**  
**19.02.2024**

**Internal Audit for Financial Year 2023-24 of PMU of Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR)**

**1. Sealed Quotations**

Sealed Quotation are invited from bonafide companies for providing Internal Auditor for conducting Internal Audit of the accounts of Project Management Unit (PMU) of Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR)) during Financial Year 2023-24.

**2. Pre-Qualification Criteria**

- a. Chartered Accountant Firm with at least Ten years' experience.
- b. Chartered Accountant Firm with at least five partners.
- c. Chartered Accountant Firm with branches at Kolkata.
- d. Empanelment with CAG.
- e. Average Annual turnover should be Rs. 25.00 Lakh and above.
- f. Experience as Internal Auditor in Government Organisation, PSU and Externally aided projects on PAN India basis.

**3. Exclusion Criteria**

The CA Firms or any other organisation who are associated with WB-FBCCCR as Statutory Auditor or Maintenance of Accounts or in any other form in account related matter are not eligible to participate.

**4. Eligibility Criteria**

Only firms meeting **ALL** the following criteria should apply.

**Note:** Please note that the documents to be submitted as indicated in the table below has to be scanned and submitted in the Technical Folder

Criteria	Details	Document to be submitted
1. Age of the Firm	Must have been formed on or before 1 <sup>st</sup> January 2007	Firm Constitution Certificate issued by Institute of Chartered Accountants of India not earlier than 1 <sup>st</sup> October 2017.

2. Minimum Partners	5 (Five) Full Time Chartered Accountants	Certified copy from Institute of Chartered Accountant, India
3. Qualified Chartered Accountants	2 (Two) Full Time Qualified Chartered Accountants * <b>Excluding Partners</b>	Same as above
4. Location of Head Office/ Branch Office	Kolkata	Same as above
5. Turnover	Average Turnover in the last 3 financial years must be Rs. 25.00 lakh	Audited and Balance Sheet of the last 3 Financial Years.

**5. Nature of Work:**

To conduct Internal Audit of the accounts of the Project Management Unit (PMU), WB-FBCCCR during the Financial Year 2023-24.

**6. Important Details of the Quotation:**

**Detailed Scope of Work:** The illustrative (but not exhaustive) list of tasks to be performed for Internal Audit by Practicing Chartered Accountants (CA) Firm in given as under:

- i) To audit the books of accounts, including cash book, bank book, Bank guarantees, vouchers, Journals, Ledgers and other account related reports and to ensure that the transactions are recorded as per the Regulations of the Society, guidelines of JICA, Govt. of India and Govt. of West Bengal and on the basis of proper authority.
- ii) To audit the transactions related to taxes etc., and to provide necessary guidance and assistance with regard to compliance of TDS requirements, computation and filing of returns such that the transactions are in accordance with the notification and guidelines of the Government.
- iii) Verification of matters related to the deductions from bills including salary bills, viz: GPF, GIS, P-Tax, I-Tax etc.
- iv) Auditing of the fund utilization of the sanctioned activities including the reimbursement claim and disbursement of loan.
- v) Checking the maintenance of books of accounts and records of PMU and suggesting modifications and/or corrections as may be required.
- vi) Checking the Bank deposits, interest in bank, TDS receivables, Bank Reconciliation Statements and suggesting modification and/or corrections as may be required.
- vii) Suggesting corrective course of action with regard to the maintenance of accounts from time to time.

**7. Deliverables:**

The consultant shall provide the following reports:

The Internal Audit will be carried out the following offices of WB-FBCCCR as per agreed audit plan:

Offices/Unit	No of Unit	Location	Frequency of audit
Project Management Unit (PMU)	1	Kolkata	Quarterly (Q1,Q2,Q3,Q4)

8. Estimated Rate is ₹ 20,000/- (Twenty Thousand) (inclusive of all taxes).
9. **Submission of Quotation:** The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned in their own Letter Head of the Firm/Agency, containing two separate sealed envelopes, i.e; Technical Bid and Financial Bid may either be dropped in the quotation box in the office of the **Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal, LB-2, Sector- III, 2<sup>nd</sup> Floor, Salt Lake, West Bengal, Kolkata-700106.** Notice Inviting **Quotation Number & Date must be written in bold on the sealed envelope** and submitted **on or before 27<sup>th</sup> February, 2024 at up to 02:30 PM.**
10. The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participating in the Quotation process does not under any circumstances imply any commitment for work order from the undersigned.
11. The sealed quotation will be opened on **27<sup>th</sup> February, 2024 at 03:30 PM** in the office chamber of the undersigned.

**Sd/-**  
**Chief Conservator of Forests and**  
**Project Director**  
**(Administration, Finance & Coordination)**  
**WB-FBCCCR**

No: 219/WBFBCCCR/1-7(3)/23

Date: 19.02.2024

Copy to Notice Board of the Office of:

1. The Chief Project Director, WB-FBCCCR

**Sd/-**  
**Chief Conservator of Forests and**  
**Project Director**  
**(Administration, Finance & Coordination)**  
**WB-FBCCCR**