

# West Bengal State Warehousing Corporation

(A Government Undertaking)

11A, MIRZA GHALIB STREET, KHADYA BHAVAN, BLOCK – B, 4<sup>TH</sup> FLOOR,  
KOLKATA-700087

Website : [www.warehousingwb.com](http://www.warehousingwb.com)

E- mail : [warehousing\\_corporation@rediffmail.com](mailto:warehousing_corporation@rediffmail.com)

Ref No. 484/A(III)-12B/2017-18

Dated : 18.05.2017

## NOTICE INVITING EXPRESSION OF INTEREST FOR INTERNAL AUDIT

West Bengal State Warehousing Corporation, incorporated under The Warehousing Corporation Act, 1962 and under the Administrative control of Food & Supplies Department, Government of West Bengal, intends to appoint experienced practicing CA Firm for a term of one year to conduct the Internal Audit of Financial Operation and Financial Control of the Corporation for the Financial Year 2016-17 of its Head Office, Fields Centers (Warehouses) and RIDF Godowns scattered all over the state of West Bengal.

The practicing CA firms situated at Kolkata fulfilling the conditions may submit their Expression of Interest together with requisite documents as per schedule below at the address given above super-scribing the envelope "EOI for Internal Audit".

To know more about our Corporation please visit our website [www.warehousingwb.com](http://www.warehousingwb.com).

<b>Schedule of Tender</b>	<b>1.Date of publication of Tender Notice</b>	<b>19.05.2017</b>
	<b>2.Last Date of Submission of bid</b>	<b>29.05.2017 upto 2.00 PM</b>
	<b>3.Date and time of tender bid opening</b>	<b>29.05.2017 at 4.00 PM</b>
	<b>4.Date and time of final selection</b>	<b>31.05.2017 at 2.00 P.M.</b>

SCOPE OF WORKS - SEE ANNEXURE – III

A) Mandatory Conditions:

1. The Partners/Proprietors shall possess a Certificate of Practice from the Institute of Chartered Accountants of India.
2. The Partners/Proprietors should not be convicted of any offence or debarred or imposed punishment on by any court/statutory authority/ICAI, for which a separate declaration is required from the Partners/Proprietors.
3. An individual or a firm should not be associated with the Company other than on the ground of professional assignment or any of its directors/key managerial personnel/senior management in any manner during a period of two years immediately preceding the date of appointment, for which a separate declaration is required from the Partners/Proprietors.

4. The applicant / Firm should have Headquarter/Branch Office in Kolkata.
5. Minimum Average Annual Turnover of the Firm in the last 3 Years :Rs. 25 Lakh per year.
6. Empanelment with C & AG.
7. One of the Partners/Proprietors must be DISA / CISA qualified.

All the information furnished are to be supported by authenticated documentary evidences, which will be checked with originals by competent authority before awarding the assignment. For any wrong information, the application will be liable for "Rejection".

#### B) SELECTION CRITERIA

1. Rather than automatically accepting the lower price, the tender evaluation process applies weighting for skills, quality, experience and previous performances in a manner to ensure value of money.
2. Tender bids will be opened as per schedule (page no. – 1)
3. a) Minimum standing of firm should be at least 3 years.  
b) Experience of auditing at least 3 PSU/ Govt. Organisation in last 2 (two) years.  
c) Key profession staff must be at least two i.e. full time CA Employee.  
d) Skilled staffs qualifies in group - II of IPCC should be at least 5.
4. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Managing Director, WBSWC, will be final and binding on both the parties to the Contract.

Note : If any firm does not possess above mentioned criteria from 3a to 3d along with mandatory conditions mentioned in A, the firm will not qualify for bidding.

#### C) CRITERIA NOTIFICATION

Selection criteria which will be used in the tender evaluation process must be included in the Conditions of tender, together with the weighting to be assigned to each criterion. The tender documents may also required that additional information is to be provided for used in the tender evaluation.

#### D) WEIGHTING

When assigning weights, the Tenderer must ensure that :

- All selection criterion to be used are assigned a weight;
- Criteria weightings are to be within the range outline below, and
- The sums of all weights totals 100%.

The weighting range for selection criteria would be within the following:

	Criteria	<u>Score</u>
Non-Price	a) minimum standing of firms	
	3 to 5 years	05
	6 to 10 years	10
	11 to 15 years	15
	Above 15 years	20
	b) Experience of auditing at least 3PSU/Govt. Organisations in last 2 years.	
	3 to 5	5
	6 to 07	10
	8 to 10	15
	Above 10	20
	c) Key profession staff i.e. full time CA Employee	
	2 to 5	5
	6 to 07	10
	8 to 10	15
	Above 10	20
	d) Skilled staff qualifies in Gr – II of IPCC	
5 to 10	5	
10 to 15	10	
16 to 20	15	
Above 20	20	

#### E) TENDER EVALUATION

A Tender evaluation committee will assess the tender bids in accordance with the procedures noted below.

The tenderers are scored according to the information provided. Only that information submitted at the time of close of tender or lodged with the tender bid shall be used in the evaluation.

#### Scoring non-price criteria:

The evaluation procedure are as follows:

1. Add the individual score for each non price criteria.
2. The sum of non price scores for each tender is then normalized to 100. Normalising is a transformation applied uniformly to each element in a set of data so that the set has some statistical property.

3. The following formula is applied to normalized the non price score  

$$= \text{Sum of non price score for each tender} \times 100 / \text{Highest sum of non-price scores.}$$
4. The highest non-price total score is given a score of 100 and the other sums are ranked accordingly in proportion.
5. Weigh the individual scores for each non-price criteria according to the pre-determined weightings. The weighted is calculated by multiplying the score by the weight.
6. The score is then adjusted for the total weighting of all the non-price criteria to obtain the overall weighted non price score.

### Scoring Price

Scores for price are based on the following method : (Note that the lower the price, the higher the score)

- i) Normalised price score  $= \text{lowest tender price} \times 100 / \text{tender price}$
- ii) Weigh the individual scores for price criteria according to the determined weightings.

### Total Score

The Total Score will be obtained adding weighted non price score plus weighted price.

### NOTES

1. Applications are invited from the eligible Practicing CA Firms in the formats as given in the Annexure –I (Format of Application) and Annexure –II (Price Bid).
2. Information and documents as per Annexure-I and Annexure-II are to be submitted in two separate sealed envelopes containing the following marking:  
  - [1] Envelope No.1– Application and Compliance of Eligibility Criteria & Terms and Conditions.(Annexure-I).
  - [2] Envelope No.2 – Price Bid (Annexure-II)
and  
shall be inserted in one big sealed envelope named “Application for Internal Audit for the year 2016-17 of WBSWC”.
3. Applications (by Post/courier/hand delivery) should reach the Company on or before as per schedule mentioned in page – 1 at the address stated herein below:

To  
The Managing Director,  
W.B. State Warehousing Corporation,  
11A, Mirza Ghalib Street, Block - B (4<sup>th</sup> Floor),  
Khadya Bhavan  
Kolkata-700 087.

4. The management reserves the right to select a firm based on the criteria as mentioned and their decision shall be full, final and binding.
5. While sending the application, the applicant should write "Application for Internal Audit of WBSWC" on the sealed envelope.
6. A copy of this tender document, duly signed and stamped by the Firm, has to be submitted along with the application in token of acceptance of the terms and conditions.
7. Date of opening of Tenders shall be displayed on the Notice Board/Website of the Corporation.
8. The selected firm shall also be required to perform similar works in other SWC managed warehouses not included in the current tender documents at the same rate, terms and conditions within the contract period as per discretion of the Corporation and the same will be binding on the selected firm.
9. For any queries or clarification, the tenderer may contact Audit Officer of WBSWC on any working days in between 11-30 a.m. to 4-30 p.m. till closing date (Contact No. 9434402157).

Dated: .....

Sd/-  
Managing Director

FORMAT OF APPLICATION

1. Name of the Firm
2. Registration No. of the Firm:
3. Date of Registration with ICAI :
4. Details of Office/(S):
  - i) Address :
  - ii) Date of Establishment:
  - iii) Contact No.:
  - iv) E-mail
5. Details of empanelment with C.& A.G. :
  - i) Empanelment/ Registration No.:
  - ii) Year of Empanelment with C.&A.G. :
6. Details of Partners/Proprietors in the Firm:

Sl. No.	Name of the Partner	Membership no.	Membership Status,i.e. ACA / FCA	CISA/DISA/ISA or equivalent qualification	Date of Joining of the Firm as Partner

7. Details of Qualified Assistants:

Sl. No.	Name of the Assistant	Membership no. in case of member of ICAI/ICMA/ICSI	ACA / FCA; ACMA/FCMA; ACS/FCS; Or MBA	CISA/DISA/ISA or equivalent qualification	Date of Joining of the Firm as Qualified Assistant

8. Details of Semi-qualified Assistants:

Sl. No.	Name of the Assistant	Whether Chartered/Cost/Company Secretary Intermediate	Date of Joining of the Firm as Semi-qualified Assistant

		Qualified	

9. Details of Experience in PSU / Govt. Org. Audit:

Sl. No.	Name of the PSU/ Govt. Org.	Year of Audit	Type of Audit- Whether Statutory/Internal

10. Details of Experience in Other assignments:

Sl. No.	Name of the Company	Year of Audit	Type of Audit

Note : Satisfactory completion certificate of audit must be submitted.

11. Income Tax PAN No. :

12. Service Tax Registration No.:

13. Turnover of the Audit Firm in Last 3 Years:

- i) Audit Fees  
(Statutory/ Internal/Concurrent/Special Audit)
- ii) Other Fees
- iii) Total Fees

Date : ( Signature of the Partner/Proprietor) \_\_\_\_\_

1. Name of the Partner/  
Proprietor :

2. Membership No. :

**Consolidated Rates may be quoted for Professional Fees (including T.A. & D.A.) of the internal Audit Officials for the scheduled centers.**

Internal Audit Works for the Financial Year 2016-17 for Head Office, 29 Field Centres (Warehouses) and 56 RIDF Godowns as given under Schedule A & B will be allotted on yearly basis.

**Schedule-A (Field Centres/Warehouses)**

1	Sealdah	16	Beliaghata
2	Dakshindari	17	Jessore Road-I
3	Paharpur	18	Hide Road
4	Taratala-I	19	Taratala-II
5	Shibpur	20	Naskarpara
6	Ranaghat	21	Jessore Road-II(Badu)
7	Krishnanagar	22	Memari-II(Burdwan)
8	Cossimbazar	23	Memari-I
9	Bankura	24	Malda
10	Garbeta	25	Kaliaganj
11	Raiganj	26	Dianhata
12	Balurghat	27	Alipurduar
13	Siliguri	28	Jalpaiguri
14	Tarakeswar	29	New Jalpaiuri
15	Tollygunj	30	Head Office

**Schedule-B**

**List of RIDF Godowns all over West Bengal**

SI No.	Name of RIDF Godown	District	Date of takeover of RIDF Godown	Storage capacity MTs.
1	Guskara	Bardhaman	15/12/2014	5000
2	Memari	Bardhaman	15/12/2014	5000
3	Ketugram	Bardhaman	16/12/2014	5000
4	Katwa	Bardhaman	16/12/2014	5000
5	Bhatar	Bardhaman	16/12/2014	5000
6	Habra	North 24 paraganas	17/12/2014	5000
7	Basirhat	North 24 Paraganas	17/12/2014	5000
8	Bharatpur	Murshidabad	18/12/2014	5000
9	Rampurhat	Birbhum	18/12/2014	5000
10	Suri	Birbhum	18/12/2014	5000



11	Sainthia	Birbhum	19/12/2014	5000
12	Bolpur	Birbhum	19/12/2014	5000
13	Mathabhanga	Cooch behar	22/12/2014	5000
14	Falakata	Alipurduar	22/12/2014	5000
15	Krishnanagar	Nadia	06/01/2015	5000
16	Nari, Burdwan	Bardhaman	20/01/2015	5000
17	Purbasthali	Bardhaman	20/01/2015	5000
18	Monteswar	Bardhaman	21/01/2015	5000
19	Balurghat	Dakshin Dinajpur	29/01/2015	5000
20	Dubrajpur	Birbhum	03/03/2015	5000
21	Nanoor	Birbhum	03/03/2015	5000
22	Hariharpara	Murshidabad	09/03/2015	5000
23	Khargram	Murshidabad	10/03/2015	5000
24	Kandi	Murshidabad	10/03/2015	5000
25	Islampur	Uttar Dinajpur	24/03/2015	5000
26	Old Malda	Malda	01/04/2015	5000
27	Gazole	Malda	02/04/2015	5000
28	Panskura	East Medinipur	07/04/2015	5000
29	Contai	East Medinipur	07/04/2015	5000
30	Saktia	East Medinipur	11/05/2015	5000
31	Dhaniakhali	Hooghly	09/04/2015	5000
32	Mongolkot	Bardhaman	15/05/2015	5000
33	Deganga	North 24 Pgs.	04/05/2015	5000
34	Kalna (Not functioning)	Bardhaman	15/05/2015	5000
35	Golsi – I (Not functioning)	Bardhaman	20/05/2015	5000
36	Golsi – II (Not functioning)	Bardhaman	20/05/2015	5000
37	Golsi – III (Not functioning)	Bardhaman	20/05/2015	5000
38	Golsi – IV (Not functioning)	Bardhaman	20/05/2015	5000
39	Golsi – V (Not functioning)	Bardhaman	20/05/2015	5000
40	Egra	Purba Medinipur	08/06/2015	5000
41	Gaighata	North 24 pgs	10/06/2015	5000
42	Sitalkuchi	CoochBehar	25/06/2015	5000
43	Basirhat –II	North 24 pgs	16/07/2015	5000
44	Kumarganj	Dakshindinajpur	17/11/2015	5000
45	Tapan	Dakshindinajpur	17/11/2015	5000
46	Bankura Sadar	Bankura	20/11/2015	5000
47	Haripur	Purba Medinipur	18/12/2015	5000
48	Uluberia	Howrah	18/12/2015	5000
49	Singur	Hooghly	07/01/2016	5000
50	Balagar	Hooghly	07/01/2016	5000
51	Chanchal	Malda	13/01/2016	5000
52	Tehatta	Nadia	16/02/2016	5000
53	Jangipara	Hooghly	23/02/2016	5000
54	Itahar	Uttardinajpur	26/02/2016	5000
55	Bongaon	24 Pgs. (N)	04/03/2016	5000
56	Bagdah	24 Pgs. (N)	04/03/2016	5000

Note : Security Money @ 8% of tender value should be deposited before issuing the work order.

PRICE BID

Annexure-II

Subject : Internal Audit of WBSWC for the F.Y. 2016-17

I/We hereby quote Rs.....(Rupees.....) for Schedule A and Schedule B (combined) yearly remuneration inclusive all incidental and out of pocket expenses but exclusive of Service Tax as applicable rate for conducting Internal Audit of W.B. State Warehousing Corporation, 11A, Mirza Ghalib Street, Khadya Bhavan, Block – B, 4<sup>th</sup> Floor, Kolkata-700 087 in respect to Expression of Interest invited on .....

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Date :( Signature of the Partner/Proprietor of the Firm)

1. Name of the Partner/  
Proprietor :
2. Membership No. :
3. Name of the Firm :
4. Firm Registration No. :
5. Address :

\* \* \* \* \*

**WEST BENGAL STATE WAREHOUSING CORPORATION**

6a, Raja Subodh Mullick Square

Kolkata-700 013

**Scope of Internal Audit of Head Office**

- 1) Routine Checking of the Following Books of Accounts
  - i. Cash Book
  - ii. General Ledger
  - iii. Bill Register
  - iv. Suspense Register
  - v. Salary Bill
  - vi. Debtors Schedule
  - vii. Various Advance Account
  - viii. Warehouse Statement of Accounts
  - ix. Bank Reconciliation Statement
  - x. Journal – Both H.O. & Warehouse
- 2) Verification to be made in respect of the following
  - i. Title Deeds of our property
  - ii. Lease Deeds of our property
  - iii. Acquisition letter / Deed of Land
  - iv. Fixed Deposit Receipts
  - v. Title Deeds of the property against which various loans have been sanctioned to the employees.
  - vi. Agreement with the landlords in respect of the hired godowns.
- 3) Checking of H&T contractors bills with reference to the following
  - i. Agreements with the depositors
  - ii. Agreements with the Contractors
  - iii. Realisation from the depositors vis-a-vis payment to Contractors.
  - iv. Unadjusted advance accounts with the Contractors.
- 4) Insurance
  - i. Position of outstanding insurance claims from various Insurance Co.
- 5) Legal Cases
  - i. Position of legal cases of the corporation and to ensure that all liabilities against those cases have been properly dealt in the accounts.
- 6) Other Advance
- 7) To check the monthly net liability towards P.F. Trustee.
- 8) Whether the storages bills are made in accordance with the storage schedule.
- 9) Any other works as may be allotted by the management from time to time.

### **SCOPE OF INTERNAL AUDIT ( WAREHOUSES )**

1. Physical verification of Cash, Assets and Stocks including Damage Stocks, Empty Gunny and Dead Stocks particularly Locks and Keys of the Centres of all the warehouses and H.O. with reference to book balances and to detect whether there is any discrepancy. Whether cash balances shown in Cash Books have been duly authenticated by the Office-in-Charge daily at the end of day's transactions. They should tally with the Bank statement, whether cash/cheque have been deposited properly in the Bank or not (including Bank Lodgment Register).
2. Checking of Money Receipt, Bills, Challans and cancelled copies thereof with reference to books of A/cs.
3. Checking of Warehouse Receipts issued with the deposit and withdrawal applications, Stock Registers and Party-wise Ledger Accounts.
4. Checking of withdrawal applications and delivery orders along with the Stock Ledger and Stock Registers, Insurance Register & Money Receipts in case of Actual Occupancy Stocks.
5. Checking of return of original copy of Warehouse Receipts where final delivery of the stock have been made against those Warehouse Receipts.
6. Checking of the value of stocks lying over the expiry period mentioned in the Warehouse Receipts with accrued storage charges.
7. Checking of the increase and decrease of the value of stocks due to receipt and delivery and to ensure that they have been given effect in the Insurance Register Daily and monthly under intimation to the Insurance Co. and H.O. Also checking of whether the last value of the stocks shown in the Insurance Register is in agreement with the values of stocks shown in the Stock Register.
8. To check whether the Storage Charges Bills have been drawn regularly as per rate schedule or as per the rates mentioned in the agreement and whether they have been submitted to the depositors in time under intimation to the H.O. including proper allotment and re-allotment of space time to time (Self Operation & Guaranteed Occupancy).

9. To Check whether calculation of the Storage Charges made in the Storage Bills or realized for delivery of stocks against Warehouse Receipts is correct or not and in time.
10. To Check whether the Books of Accounts and Records have been maintained as per instructions and guidelines issued by the H.O.
11. To check whether the official-in-charge of the warehouse have verified the stocks physically and submitted the reports thereof regularly at the H.O. with counter signature of the staff available at the Warehouse (if any).
12. To check whether Attendance Registers are regularly maintained and signed by the Officials of the concerned centres and whether the Officer-in-Charge counter-signed it or not.
13. To check whether booking of staff for overtime work (OT) has been made in the prescribed OT Register of the Corporation and whether there is any overwriting on the timings of the OT work in the Attendance Register.
14. To check whether Leave Register in respect of all the employees of the Centre is maintained regularly and systematically with reference to absences, leave applications and Leave Rules.
15. To check whether cash in excess of permissible limit of the Centre has been deposited in the Bank promptly or not.
16. To check whether claims for any loss of stocks properties and/or infrastructure occurring due to theft, burglary or any catastrophe has been promptly lodged with the Insurance Co. under intimation to H.O. or not.
17. To check whether Bill Register is properly maintained or not with full details of collection.
18. To reconcile Debtors Account and submit reports thereof to in details (party-wise & bill-wise) H.O.

19. To check whether Service Tax has been properly claimed in the Storage Charges Bill/Warehouse Receipts and whether the actual collection of Service Tax has been correctly shown in the Service Tax collection (monthly) report submitted to H.O.
20. To check whether TDS Certificates has been collected against short realization of storage / warehousing charges and to prepare a list of outstanding TDS Certificate for submission to HO.
21. To check whether self operation space has been allotted with prior approval of H.O. and whether its validity still exists.
22. To check whether Dak Receipt Register and Letter issue Registers are maintained daily. Please report the dates of last entries with serial nos of both Registers.
23. To check Railway Receipt Register (if applicable) and Bond Register (if applicable). Warehouse Receipt, Money Receipt, Bill Book, Gate Pass Register, Revenue and Postage Records.
24. Inspection of Bungalow Register ( if relevant).
25. Any other works as may be allotted by the Management from time to time.

### **SCOPE OF INTERNAL AUDIT ( RIDF Godowns )**

1. Stocks including Damage Stocks, Empty Gunny and Dead Stocks particularly Locks and Keys of the Centres of all the warehouses and H.O. with reference to book balances and to detect whether there is any discrepancy.
2. Checking of withdrawal applications and delivery orders along with the Stock Ledger and Stock Registers.
3. Checking of the increase and decrease of the value of stocks due to receipt and delivery and to ensure that they have been given effect in the Insurance Register Daily and monthly under intimation to the Insurance Co. and H.O. Also checking of whether the last value of the stocks shown in the Insurance Register is in agreement with the values of stocks shown in the Stock Register.
4. To check whether the Storage Charges Bills have been drawn regularly as per rate schedule or as per the rates mentioned in the agreement and whether they have been submitted to the depositors in time under intimation to the H.O.
5. To Check whether calculation of the Storage Charges made in the Storage Bills is correct or not.
6. To Check whether the Books of Accounts and Records have been maintained as per instructions and guidelines issued by the H.O.
7. To check whether the official-in-charge of the RIDF Godowns have verified the stocks physically and submitted the reports thereof regularly at the H.O.
8. To check whether Attendance Registers are regularly maintained and signed by the Officials of the concerned centres and whether the Officer-in-Charge counter-signed it or not.
9. To check whether Leave Register in respect of all the employees of the Centre is maintained regularly and systematically with reference to absences, leave applications and Leave Rules.

10. To check whether claims for any loss of stocks properties and/or infrastructure occurring due to theft, burglary or any catastrophe has been promptly lodged with the Insurance Co. under intimation to H.O. or not.
11. To check whether Bill Register is properly maintained or not with full details of collection.
12. To check whether TDS Certificates has been collected against short realization of storage / warehousing charges and to prepare a list of outstanding TDS Certificate for submission to HO.
13. To check whether Dak Receipt Register and Letter issue Registers are maintained daily. Please report the dates of last entries with serial nos of both Registers.
14. Any other works as may be allotted by the Management from time to time.

\*\*\*\*\* END \*\*\*\*\*