



## **BID DOCUMENT**

**TENDER FOR: APPOINTING FIRMS OF CHARTERED ACCOUNTANTS FOR  
INTERNAL AUDIT OF WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT  
CORPORATION LIMITED.**

**Tender no. : EOT/COM/20-21/00079,    Date: 25.02.2021**

**Due Date: 11.03.2021**

TWO PART BID  
PART-1: TECHNO-COMMERCIAL BID  
PART-2: FINANCIAL BID

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION  
LIMITED**

**(A Govt. of West Bengal Undertaking)  
Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhannagar,  
Kolkata:-700091**

**NOTICE INVITING TENDER NO. : EOT/COM/20-21/00079, Date: 25.02.2021**

Sealed offers (in duplicate) are invited from reputed firms of Chartered Accountants for appointing internal auditors of the Corporation.

| Brief description of work  | Tender Document Money (Rs)  | Earnest Money Deposit (EMD) (Rs)  | Start date of Tender availability at Office | Last date and time of Tender submission | Date of opening of Tender (Technical Part) |
|--|---|---|---|---|--|
| INTERNAL AUDIT FOR WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED. | Rs.1,000/-<br>(In the form of DD in favour of WBEIDC Limited )  | Rs.15,000/-<br>(In the form of DD in favour of WBEIDC Limited Payable at Kolkata) | 25.02.2021                                  | 11.03.2021<br>( 3 P.M)                  | 12.03.21<br>(4 P.M)                        |
| <b>Bid Submission &amp; Venue for opening bids</b>                                   | <b>WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED<br/>(A Govt. of West Bengal Undertaking) Webel Bhavan, Block-EP &amp; GP, Sector-V, Salt lake, Bidhannagar Kolkata – 700091</b> |   |   |   |  |

The tender documents are available at WBEIDC's office on all working days from 10.30 AM to 4.00 PM, at the address given above, on submission of a Demand Draft of Rs.1,000/- (Rupees One Thousand only) in favour of **WBEIDC Limited** payable at Kolkata.

The bidder can also download the tender documents from WBEIDC's website [www.webel-india.com](http://www.webel-india.com) and submit the bid with a Demand Draft of Rs. 1,000/-(Rupees One Thousand only) in favour of **WBEIDC Limited** payable at Kolkata.

For technical queries regarding this tender and for other terms and conditions relating thereto, please contact Mr.Ashis Kumar Sasmal, General Manager(Finance), Phone- 9830109093 or by e-mail at mail ID [Ashis.Sasmal@webel-india.com](mailto:Ashis.Sasmal@webel-india.com) and / or Mr.Sudhin Ghosh, GM & Company Secretary, Phone-9874612186 or by e-mail at mail [Sudhin.Ghosh@webel-india.com](mailto:Sudhin.Ghosh@webel-india.com) on or before 15.00 Hrs of 01.03.2021. No queries will be entertained thereafter. If the Tender Committee considers it fit appropriate corrigendum will be hosted in our web site before 03/03/2021 for the information of all prospective bidders.

Canvassing in any form at any stage of the bidding process shall be liable for disqualification.

WBEIDC Limited reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

## **CONTENTS**

The Tender document comprises the following:

|             |   |
|-------------|---|
| SECTION – A | SCOPE OF WORK   |
| SECTION – B | ELIGIBILITY CRITERIA FOR BOTH WBEIDC AND ITS FOUR<br>SUBSIDIARIES FOR PARTICIPATION IN THE TENDER |
| SECTION – C | INSTRUCTION TO BIDDERS  |
| SECTION – D | GENERAL TERMS & GENERAL TERMS & CONDITIONS  |
| SECTION – E | SPECIAL TERMS & CONDITIONS  |
| SECTION – F | BID FORM  |
| SECTION – G | PRICE BID   |

## SECTION-A

### SCOPE OF WORK

#### (I) IN WBEIDC

The internal auditors are required to conduct a thorough transaction audit at Head Office and Divisions/Departments for the years under audit, with particular emphasis on propriety, accounting, disclosure and presentation of the financial information / statements in the light of the prevailing generally accepted accounting standards, policies, rules, regulations, delegation of power, budgetary provisions, etc. so as to provide periodically to the Corporation detailed and effective recommendations for improving operational efficiency and appropriate process controls based on a detailed evaluation of the attendant business, inherent and control risks identified as impacting the financial statement components / accounting and business functions.

#### I. SALES, RENTAL / SERVICE INCOME AND DEBTORS

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing quality / accuracy of information identifying of procedural weaknesses and strengthening of internal controls under the below mentioned business functions by a planned review of following accounting and business activities–

Customers' order/agreement – records maintained; land acquired for projects; development and lease of land, raising of sales invoice; accounting of sales; GST; concession/discount to customers – approvals; credit period; debit/credit note – approval; cash sale/collection; dishonor and return of cheques – accounting; permission fee; rental and service income bills; scrutiny of customers' account; ageing of customers' balance; confirmation of balance; control and follow-up of customers; advance from customers; system of receipt of payment from customers – records maintained; bank guarantee – records maintained, renewal and realization; discontinued customers; reconciliation of income reported by the units with that reported by finance and accounts.

#### II. PURCHASES AND CREDITORS

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing quality / accuracy of information identifying of procedural weaknesses and strengthening of internal controls under the below mentioned business functions by a planned review of following accounting and business activities–

Purchase procedure followed with reference to Government Orders, company's purchase procedure and delegation of power; approved list of suppliers/contractors; quotation of suppliers; awarding of contracts - selection of contractors, fixation of rate and other terms and conditions; bank guarantee – records maintained, renewal and discharge; issue of purchase/work order; payment to contractors/ suppliers including payment of advance;

Recovery of advance paid to suppliers/ contractors; scrutiny of outstanding advance to suppliers; examination of all cases of individual purchases of value above Rs.5, 00,000/-and all individual contracts awarded having value above Rs.5,00,000/-; cash purchases – approval; processing and accounting of suppliers'/contractors' bill; payment against bill – adjustment of advance; coordination, co-operation and communication between purchase and other departments.

### **III. SERVICE, EXPENSES AND CREDITORS**

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing quality / accuracy of information identifying of procedural weaknesses and strengthening of internal controls under various divisions / verticals like:

Expense process approved list of suppliers/contractors; selection and awarding of contract; vehicle expenses – agreement, terms and conditions of agreement for hire, deduction of TDS; repairs – quotation process for major repairs; fuel consumption – log book review for recording the mileage of the vehicle; vehicle log book review and procedures; repairs and maintenance expenses process; traveling expenses and approval procedures; insurance – review of processes aimed at assessing adequacy of value of assets insured, risks covered, records maintained; staff welfare expenses procedures and accounting; legal expenses process and procedures – review and evaluation of particularly status of long-pending cases; scrutiny of creditors' accounts; review and audit of approval, processing, payment and accounting of bills.

### **IV. STATUTORY COMPLIANCES**

Review of status, procedures and monitoring system for accounting, recording and reporting of information relating to -  
TDS, VAT/Sales Tax, GST, PF, profession Tax etc. – tax deduction, tax deposit, tax return, litigation, assessment, contingent liability recognition, recording, monitoring and accounting, related party transaction, etc. compliance on a monthly/quarterly basis of various statutory compliances & Government Orders with recommendations on correction after timely and real time identification of legal consequences for non-compliances, if any.

Internal Auditor should review and report compliance of GST in each quarterly report right from calculation of output, input and actual payment. All the returns needs to be checked and confirmed in compliance with schedule date and a deviation report if any. Method/process of preparation of all the above also needs to be confirmed by internal audit. For lapses if any, specific guideline for improvement of the same to be guided in the report.

### **V. CAPITAL EXPENDITURE, CAPITALISATION INCLUDING UTILISATION OF GRANT AND FIXED ASSETS REGISTER**

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to -

Capital expenditure budget - approval; approval of expenditure incurred, processing, payment and accounting of bills; maintenance of fixed assets register; sale/disposal/transfer of assets; status of unutilized assets; compliance with CARO, etc.

## **VI. SALARY AND BENEFITS**

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to –

Recruitment; attendance; leave records; preparation of payroll and disbursement; deductions; pay fixation; retirement benefits; leave encashment; final settlement; reimbursement of medical/vehicle/telephone, etc. expenses; loan/advance to employees – payment and recovery.

## **VII. CASH AND BANK**

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to -

Verification and accounting of cash/bank payment vouchers; approval of payment voucher; cash verification; cash payment exceeding ₹10,000/-; money receipt to customers; receiving of cheques - records maintained; direct credit by bank; deposit of cheques – regularity; post-dated cheques – custody, deposit and accounting; direct payment by bank; money receipts from payee; cancellation of cheques; stop payment advice; fixed deposit; bank reconciliation; fund management.

## **VIII. INVENTORY**

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to -

Maintenance of stores records including receipt and issue documents, utilization of stores, slow-moving/ non-moving stores, and physical verification of stores.

## **IX. INFORMATION SYSTEMS ENVIRONMENT**

The Firm is expected to provide necessary expertise in auditing in a computerized environment and will be required to present its recommendations on strengthening and improvement of all processes and controls in an ERP environment. The internal audit plan should address the intricacies of the ERP enabled IS environment which runs on a MS Dynamics Navision platform.

## **OTHERS**

1. The scope of internal audit mentioned above is illustrative and not exhaustive. The objective is not to put any restriction on the scope of internal audit. The internal auditors may add other activities/areas as they deem appropriate by communication and consultation with the audit committee of the Corporation.
2. The internal auditors are expected to review the systems in operation, SOP as well as adequacy and adherence of the system, internal control, etc.
3. For the purpose of quarterly internal audit, the above scope of work will be divided and related to each quarter so that at least all the areas would be covered in one financial year with related appropriate recommendations. However, few areas like statutory compliance, bank reconciliation etc. are required to be covered in every quarter.

4. Internal Audit (IA) should review and comment on the strength and weakness on Internal Financial Control (IFC) of WBEIDC and all its Subsidiaries to enable statutory audit to comment in their Audit Report required as per section 143 of the Companies Act, 2013. IA should also advise necessary steps required to be initiated by WBEIDC to improve / initiate needful action for improvement on the weakness area of internal control as well.
5. IA should review and report in each quarter on the status of outstanding receivables on the WBEIDC. They should review each item of receivables and their health and comment on each of them. They may suggest / advise steps to be initiated to recover old outstanding. They should prepare their report separately for each department to enable the Management to take up the same with each HODs separately.
6. Detection of fraud risks and/or any manifest systemic deficiencies that are likely to enhance fraud risks
7. Review and regular reporting of the tender process across all divisions and entities for all procurement of all goods and services
8. Advice on SOPs that are issued and / or amended from time to time
9. Recommendation of operational improvements by rationalization in areas of common/duplication of resources across WEBEL, inter se.

## **SECTION – B**

### **ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER**

Criterion to be considered for selection of the firms of Chartered Accountants-

1. The Firm must have a minimum of 3 Partners holding full time Certificate of Practice of whom at least one should be proficient in auditing in a computerized / ERP environment.
2. The firms shall have a minimum of 5 years' experience the firm / any partners should working experience with Govt. Enterprise at least in 15 years.
3. Currently, the firms must have the assignments of Audit of at least 3 (three) companies having turnover exceeding ₹200.00 crore for each of such clients.
4. The firm should have all statutory clearances in place.

In absence of any one of the above, the offer will be treated as non-responsive and will be summarily rejected.



## SECTION – C

### INSTRUCTIONS TO BIDDERS:

Interested Bidders are required to submit their technical proposals and commercial proposal in two separate sealed envelopes as per instructions given below: -

The firm shall seal & mark various parts of the proposal as follows:

- A. Techno Commercial Bid in one envelope super- scribed with words: -  
“Techno Commercial Bid for appointment of internal auditor for WBEIDC Limited”. This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in separate small envelope inside it.
- B. Financial Bid in one envelope super- scribed with words “Financial Bid for appointment of internal auditor for WBEIDC Limited. “Tender no. EOT/COM/20-21/00079, dated 25.02.2021“.
- C. All the envelopes shall be sealed in a covering envelope super scribed with words “Techno Commercial Bid & Financial Bid for appointment of internal auditor firm for WBEIDC Limited”.

The sealed envelope containing the sealed Techno Commercial Bid and Financial Bid should be addressed to the General Manager (Commercial) , WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake, Kolkata -700 091, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept in the WBEIDC Limited office . No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.

#### (B.1) TECHNO COMMERCIAL BID

The Techno Commercial Bid should consist of the following documents:

1. Proposals submission cover letter on the letterhead of the firm clearly indexing the enclosures. This proposal submission cover letter should bear the reference no. and date, without which the bid will be treated as non-responsive.
2. Details of Experience of the firm in Audit.
3. Details of the Partners viz. name, qualification, membership no. and auditing experience in detail (i.e. name of organization served, capacities in which worked, nature of job done, No. of years served in each capacity, Experience as practicing Accountant, Experience in Internal Audit, experience in the electronics, information technology and in the auditing of the Government Departments and Enterprises, etc.)
4. Details, qualifications and experience of full time paid assistants / professional staff with appropriate evidence of such staff being in continuous employment of the Firm.
5. Copies Acknowledged Income Tax Return of the last 3 preceding financial years to be submitted.
6. Bid Form duly filled and signed as per format on the letterhead of the bidder.
7. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
8. Detailed profile of the Firm.
9. Copy of PAN Card, Service Tax Registration Certificate, GST Registration, Professional Tax Certificate and Firm's Registration Certificate. The Firm should operate in the same name and style at least for the last three years.
10. Tender Document Fees (if downloaded from the web site) in a separate envelope.

**(B.2) FINANCIAL PROPOSAL**

Financial Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the tender document. Insertion of Financial bid in the techno-commercial proposal will lead to summary cancellation of the bid.

## SECTION – D

### GENERAL TERMS AND CONDITIONS

#### **1. Schedule of the Tender**

The tender document shall be submitted on or before 11.03.2021, at 15.00 Hrs. to The Company Secretary, WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake Electronics Complex, Kolkata -700 091.

#### **2. Amendment of Invitation**

At any time 3 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Financial Bid).

#### **3. Clarification Regarding Tender Document**

A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned aforesaid in the Notice Inviting Tender.

#### **4. Awarding of Contract**

Short listed Firms fulfilling the eligibility criteria and on successful completion of the Techno Commercial Bidding evaluation of WBEIDC Limited will be required to make a Presentation on their credentials before the Audit Committee of the Company.

The Committee thereafter will then decide upon the Firms whose Financial Bids will be opened. The Firm offering the lowest Bid among such shortlisted Firms will be selected for appointment. However, Committee may decide otherwise if they think necessary to do so with the approval of competent authority showing proper justification.

#### **5. Amendment of Proposals**

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WBEIDC Limited may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WBEIDC.

#### **6. Language of Proposal & Correspondence**

The proposal submitted by the Bidder should be in the English language only. All the documents relating to the proposal (including brochures) supplied by the firms should also be in the English language and the correspondence between the Bidder & WBEIDC will be in English language too. A duly signed formal copy must subsequently confirm any correspondence by fax / e-mail.

#### **7. Proposal Currency**

Prices shall be quoted in Indian Rupees as in the Financial Bid.

#### **8. Period of Validity of Proposals**

The price offers as in the Financial Bid shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 Days from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason.

Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

#### **9. Formats and Signing of Proposals**

The original proposal shall be neatly typed and shall be signed by an authorized signatory / Signatories on behalf of the Bidder. The authorization shall be provided by written Power of Attorney and as per notarized copy of the Registered Deed of Partnership accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except

for un-amended printed literature. The proposal shall contain no interlineations, erasures or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

**10. Sealing and Marking of Proposals**

Bidder shall seal & mark various parts of the proposal as mentioned in the Instruction to bidders above.

Every envelope and forwarding letter of various parts of the proposal shall be addressed as follows:

General Manager (Commercial)

WBEIDC Limited Block – EP & GP, Sector-V Salt Lake Electronics Complex, Kolkata-700 091.

Signing across all joints & pasting with good quality transparent adhesive tape on top of such joints & signatures with Firm's seal shall seal the envelope without which the bid will be summarily rejected. The envelope should bear the name and address of the bidder very neatly written in the left lower corner, without which the bids cannot be recognized and hence will be summarily rejected. Proposals sent through telex / telegrams / fax / e-mail shall not be accepted. WBEIDC Limited shall not be responsible for delay on account of delivery by the postal authorities as well as of courier companies. Such delivery shall be at the risk and cost of the vendor / bidder.

If the envelopes are not sealed and marked as required above, WBEIDC Limited shall assume no responsibility for the proposal's misplacement or premature opening with the bid being summarily rejected.

**11. Deadline for Submission of Proposals**

Proposals will be received by WBEIDC at the specified address not later than 11.03.2021, at 15.00 Hrs. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

**12. Late Proposals**

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above shall not be accepted.

## SECTION – E

### SPECIAL TERMS AND CONDITIONS

#### 1. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before 7 days of opening of the bid.

#### 2. Payment Terms

Payment will be made within 30 (Thirty) days of submission of bills after completion of each quarter, on submission of bills along with the Quarterly/Final Report of all segments described in the scope of work.

#### 3. Preparation of Tender

Tender shall be submitted in accordance with the following instructions:

- a) Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- b) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- c) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- d) Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- e) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- f) Each and every page of the tender document must be signed with date and Firm's Seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

#### 4. Withdrawal from Tender

Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

#### 5. Opening of Tender

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives are invited to be present and to put their signatures on the records of tender opening as each tender is opened.

#### 6. Assignments

No Consortiums will be allowed.

#### 7. Deduction of Tax at Source.

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

#### 8. Tax Registration Certificate

Bidders submitting a tender shall produce up to date VAT, Service Tax / GST, Income Tax and Professional Tax registration as well as copy of latest returns submitted in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance

certificates shall remain valid on the last date of permission and should be attested by a Gazetted officer.

**9. Canvassing**

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the panel of Firms as may be maintained by WBEIDC Limited.

**10. Delivery**

Quarterly Internal Audit report of all segments as described in the SOW, to be submitted within 45 days of completion of each quarter to Managing Director, WBEIDC.

**11. Acceptance of Tender**

The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject any or all tender(s) received.

**12. Withdrawal from Tender**

If any bidder withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any tender of this organization for a minimum period of 2 (two) years.

**13. Non escalation of Price**

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

**14. Price Validity**

The quoted offer and/ or rate must be valid for a minimum period of 180 Days from the date of opening the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder.

**15. Price**

- a) Price should be quoted in the Financial Bid format only in Indian Rupees
- b) No deviation in any form in the Price Bid sheet is acceptable.
- c) Price quoted should be firm.
- d) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise WBEIDC Limited reserves the right to reject such offer.
- e) The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.
- f) No extra cost, other than that mentioned in Price Bid would be taken into account.

**16. Discrepancies and Adjustment thereof**

In the event of any discrepancy between description in words and figures, that which is in words quoted by the bidder, shall be taken as correct.

Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

**17. Disputes and Arbitrations**

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Firm will have no objection in any such appointment and that the arbitrator so appointed being

an employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

**18. Governing Laws**

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

**19. Force Majeure Condition**

If the execution of the contract is delayed beyond the period(s) stipulated in contract as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood, natural calamities', terrorism or any such act of nature, then WBEIDC LTD may allow such additional time by extending the execution timeframe in respective intervals of reporting deliverables as considered to be justified under the circumstances and its decision will be final. If additional time is granted by the WBEIDC Limited, contract shall be read and understood as if it had contained since its inception with the execution date(s) as if extended.

**SECTION - F**

**BID FORM**

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No: (Mandatory) Date : (Mandatory)  
To,  
The General Manager (Commercial) WBEIDC Limited  
Webel Bhavan  
Block EP & GP, Sector-V  
Salt Lake Electronics Complex Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "Appointment as an independent audit firm ----- " as per the Tender No. ----- dated ----  
We agree to abide by this bid for the period of 6 (six) months from the date fixed for the opening of the Financial Bid and it shall remain binding upon us for acceptance at any time before the expiry of the aforesaid period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC Limited reserves the right to accept in full / part or reject any or all the bids received or split the successful bids without any explanation to bidders and its decision on the subject will be final and binding on the Bidder. We also understand that WBEIDC Limited is not bound to accept the lowest price quote viz. L-1 bid as qualifying for placement of order.

Dated, this .....day of 2021  
..... Signature

.....  
(In capacity of duly authorized to sign bid for and on behalf of (Name and Address of the Bidding Firm)  
(Affix Official Seal)



**SECTION – G**  
**FINANCIAL BID**

(Bidders have to submit the price bid strictly in this format, otherwise the bid will be rejected)

Ref . No. ( Mandatory)

Date : ( Mandatory)

Tender for Appointment of an audit firm \_\_\_\_\_

Tender No....

Dated .....

To,  
The General Manager (Commercial)  
WBEIDC LTD

in response to the above tender , we offer our price as below :-

| Sl. No.         |            | Job Description as per SOW | Amount (Rs.) | GST (%) | GST Amt. (Rs.) | Total Amount (Rs.) |
|-----------------|------------|----------------------------|--------------|---------|----------------|--------------------|
| A               | For WBEIDC |                            |              |         |                |                    |
|                 |            |                            |              |         |                |                    |
|                 |            |                            |              |         |                |                    |
|                 |            |                            |              |         |                |                    |
|                 |            |                            |              |         |                |                    |
|                 |            |                            |              |         |                |                    |
| Grand total (A) |            |                            |              |         |                |                    |

Grand Total In Words: -

[Signature and Seal of authorized signatory as per instructions in Section C clause (x)]

Note: For selection of L1 bidder the grand total will be considered.