WEST BENGAL STATE ELECTRICITY TRANSMISSION CO. LTD.
(A Govt. of West Bengal Enterprise)
CIN U40101WB2007SGC113474

RFP: - TCL/IA/RFP/2026/01

Office of the GM (F&A), Internal Audit Department, WBSETCL

Invites Request for Proposal through E-Tender [Domestic Open Competitive Bidding] from reputed Professional Firm(s) including LLPs of Chartered / Cost Accountant(s) for empanelment to assist Internal Audit Department towards conductance of Internal Audit at different units under WBSETCL

Address: Vidyut Bhavan, 9th Floor, 'B' Block
Block-DJ, Sector-II, Bidhannagar,
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These documents are meant for the exclusive purpose of bidding against this RFP and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.

WEST BENGAL STATE ELECTRICITY TRANSMISSION CO. LTD.

(A GOVT. OF WEST BENGAL ENTERPRISE)
Regd. Office: Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata – 700 091,
Telephone No. 033 23598399, website: www.wbsetcl.in CIN: U40101WB2007SGC113474

RFP No. TCL/IA/RFP/2026/01 **DATED: February 06, 2026**

NOTICE INVITING REQUEST FOR PROPOSAL THROUGH E-TENDER [DOMESTIC OPEN COMPETITIVE BIDDING] FROM REPUTED PROFESSIONAL FIRM(S) INCLUDING LLP(S) OF CHARTERED / COST ACCOUNTANT(S) FOR EMPANELMENT TO ASSIST INTERNAL AUDIT DEPARTMENT TOWARDS CONDUCTANCE OF INTERNAL AUDIT AT DIFFERENT UNITS UNDER WBSETCL

West Bengal State Electricity Transmission Co. Ltd. (WBSETCL), a Govt. Of West Bengal Enterprise, engaged in the business of transmission of electricity across the state of West Bengal. It is also the State Transmission Utility as stated under Section 14 of The Electricity Act, 2003. In the financial year ended on 31st March, 2025, WBSETCL has reported a turnover around ₹ 2288 crore with a profit after tax of ₹ 573 Crore (including other comprehensive income) as per audited financial statement. The gamut of Audit Universe here covers around 146 Auditable Units spread across the state. WBSETCL, invites the Request for Proposal through E-Tender [Domestic Open Competitive Bidding] in single stage two folder mode i.e., Technical (Part-I) and Financial (Part – II) from reputed Firm(s) including LLP(s) of Chartered Accountant(s) /Cost Accountant(s) specialised in Internal Audit under ERP environment preferably in Power Sector for empanelment to assist Internal Audit Department towards conductance of Internal Audit at different units under its jurisdiction for the Audit period 2026-27. The RFP documents embodying details related to eligibility criteria, scope of the work and other instructions can be downloaded from the website of the Company, i.e., https://www.wbsetcl.in/tender.php and online e-tendering portal https://wbtenders.gov.in .

The last date of submission of this e-tender is on 05th March, 2026, 15:00 Hrs

Sd/-
GM (F&A), Internal Audit
WBSETCL

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Section-1 [Details of RFP]

DETAILED TERMS & CONDITION AND IMPORTANT DATES REGARDING INVITATION FOR REQUEST FOR PROPOSAL FROM REPUTED PROFESSIONAL FIRM(S) INCLUDING LLP(S) OF CHARTERED / COST ACCOUNTANT(S) FOR EMPANELMENT TO ASSIST INTERNAL AUDIT DEPARTMENT TOWARDS CONDUCTANCE OF INTERNAL AUDIT AT DIFFERENT UNITS UNDER WBSETCL

1. Schedule of date & Critical Information

Sl. No.	Particulars	Date/Time
1	Date of publication (online uploading) of RFP and other documents	06th February, 2026 from 10:00 A.M. The RFP documents embodying details related to eligibility criteria, scope of the work and other instructions can be downloaded from the online e-tendering portal https://wbtenders.gov.in
2	Documents download start date (Online)	06th February, 2026 from 12:00 P.M
3	Pre-RFP Queries from intending Bidder.	That should be sent to email I.D.: agmiawbsetcl22@gmail.com within 13th February, 2026 up to 16:00 Hrs.
4	Pre-bid meeting	18th February, 2026 at 11.30 A.M
5	Bid submission start date (Online)	23rd February, 2026 from 10 A.M
6	Bid Submission closing date (Online)	5th March, 2026 by 3.00 P.M
7	Last date of submission of valid original Power of attorney of the signatory of bid etc.	6th March, 2026 by 2.00 P.M
8	Last date of submission of RFP in in single stage two folder mode; Part-I as Technical Bid & Part-II as Financial Bid. (Online).	5th March, 2026 / 15.00 Hrs
9	BID Opening date for Technical part (Online)	9th March, 2026 / 16.00 Hrs*
11	Opening of Financial Proposals (Online)	The bidders shall be informed of the date & time of the opening of the price bid at a later stage after Technical evaluation.
12	Bid Validity	180 days from Bid Due Date i.e next day of the Price bid opening date.

Sl. No.	Particulars	Date/Time
13	Method of Selection	The method of selection is: **Quality-cum-Cost Based Selection (QCBS)**. Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria and **score at least 70% in the (given) defined scoring mechanism would be considered technically qualified**. The Bidder shall be selected on the basis of QCBS Method, whereby **technical proposal will be allotted weightage of 75% and financial proposal will be allotted weightage of 25%.**

*If the date mentioned above for opening of RFP is declared as a Government holiday or a holiday declared under NI Act, the RFP will be opened on the next working day at the same time as mentioned in the schedule.

2. **Scope of Work**

Brief Scope of Work

Type of Job	Description
Internal Audit	**<u>Audit Universe -</u>** The firm will be engaged for internal audit of around 146 units (as per current status subject to further addition/alteration) out of which **28** no. of Area Office, **84** nos. of Nodal/sub divisional store, **26** nos. Auditable unit i.r.o HQ and **8** no. Field Zonal Office. The allotment of audit in each unit is based on Audit Plan as approved by Audit Committee. *There are **8 Mega Processes** having **36 Major Processes** attached which are subject to modification*. The following steps to be taken by the Internal Auditors while conducting audit:
	1) Preparation of the Audit Programme ensuing adequacy with Risk Universe in place as regards to Key Business Processes.
Internal Audit	2) The Audit Programme being formed as basis of scope of work for each audit assignment may vary depending upon the different processes to be audited and at different locations. It is expected that prudence shall be exercised by the concerned audit team going beyond such programme for necessary completion of the audit observation wherever the circumstances demand & in consultation with Supervising Officer.

	3) Preparation of the Audit Programme Sign off Checklist giving details of the audit steps that were taken, the sample size, observations, working paper reference number and other relevant details.
	4) To assist in conductance of Internal Audit of the existing business processes in identifying & testing of design and operating effectiveness of internal controls under Financial Risk Reporting Framework and management reporting of required risk mitigation and / or control development aspects.
	5) Check status of implementation of recommendation made in previous Internal Audit (IA) reports, Reports of the Office of the Comptroller and Accountant General of India, if any.
	6) Concurrent progress adherence with regards to the status of execution and audit closure before Project Administrator & Supervisor.
	7) The Internal Audit being a dynamic activity and scope of audit depends upon criticality of the processes to be audited, the Rights and Obligation of Auditor & Auditee of each engagement will be guided by the provision of this RFP and the Contract.
	8) Preparation of Internal Audit report along-with reporting on Internal Financial Control by indicating probable development path (if any) and other relevant details (Effectiveness and Adequacy of existing control mechanisms).
	9) The Audit firm to be engaged to assist the conductance of Internal Audit of the Company will not render an attestation or assurance report or assurance report opinion under the engagement, but may include:- a) An audit, review or examination of financial statements in accordance with generally accepted accounting standards, b) An examination of prospective financial statements in accordance with applicable professional standards, c) A review to detect fraud or illegal acts d) A review, examination, inspection, assessment, evaluation, detection and analysis of various business processes i.r.o various IT & Controls application systems under SAP regime viz. recording of financial transactions & reporting assets, liabilities, income & expenditure etc. as may be required including any such required procedure to test compliance with the Laws & Regulations.

3. **A. Qualifying Criteria (Eligibility conditions) – Technical**

S.N.	Criteria	Particulars	Documents
1	**Form of Entity**	Firms of Chartered Accountants, Cost Accountants	Certificate of Incorporation
2	**Tenure of Establishment**	Minimum 5 Years	Certificate of Incorporation
3	**Office**	Head /Branch Office should be situated in the State of West Bengal	Certificate of Incorporation
4	**No of Partners**	Minimum 5(Five) full time whole-time working partner in the immediately preceding three financial years should be upto 31.03.2025	Certificate of Incorporation Certificate of Practice of all Partners, Firm Registration Number and Date of Establishment, Partnership Deed, Agreement Copy
5	**No of Qualified / Semi-Qualified Staff**	Minimum 6 (Six) [(2 X 2=4) + (1+1) extra] full time staff in the immediately preceding three financial years and should be upto 31.03.2025	Copies of Appointment letter Documentary Evidence
6	**Turnover of Firm (Professional Receipts)**	Minimum Average Annual turnover (comprising the last three immediately preceding financial years) of ₹ 30 lakhs.	Audited Balance Sheet and Statement of Profit & Loss OR Income Expenditure A/c and Receipt Payment A/c Return of Income Tax, GST Returns
7	**Experience**	Minimum of 5 no. Audit Assignments in total during last Five Financial Year (FY) excluding the FY of bidding preferably in Power Sector under ERP Environment and having minimum turnover of ₹500 Crores (in total). Same Assignment in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only.	Engagement Letter along with terms of reference and type of audit.
8	**Other**	Valid PAN , Valid GSTIN Registration No Criminal Proceedings are pending w.r.t the Firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI/ ICAI (Erstwhile ICWAI)/ ICSI or any other professional institutes/ bodies.	Copy of PAN Card Partnership Deed Copy of Registration Certificate GSTN Certificate Affidavit

B.Qualifying Criteria (Eligibility conditions) - Audit Team

Team requirements to fulfil projected minimum Professional Person days

The RFP shall indicate only the projected minimum professional Person-days required for the entire assignment. The table below sets out minimum team requirements and minimum projected professional person days:

Sl No	Key Professionals	Description of Services to be provided	Experience	Projected Minimum no. of person days required to carry out the whole assignment	Remarks
1	Partner	Overall coordination, & planning, team leadership, reporting, liaison with Project Administrator & Supervising officer.	Sufficient expertise in the area of Internal Audit planning, execution and reporting preferably in Power Sector under ERP Environment.	**148**	**a) For Audit Assignment Comprising Area Office and stores under its jurisdiction: -** 1 person-day may be considered for Partner for finalisation of audit report from Office and upto 2 person-day (for entire assignment i.e Accounting units/Key Business process units along-with Store units under its jurisdiction if any) as per Actual Site visit. **b) For Audit Assignment at Head Quarter Units and Field Zonal Office: -** 1 person-day may be considered for Partner for finalisation of audit report from Office and 1 person-day (for entire assignment) as per Actual Site visit.

Sl No	Key Professionals	Description of Services to be provided	Experience	Projected Minimum no. of person days required to carry out the whole assignment	Remarks
2	Audit Team Leader	Responsibility to lead the audit teams in the field, planning and execution of the audits, discussion with head of office.	Qualified Chartered Accountant / Cost Accountant/ Electrical or Certified Information System Auditor (CISA) / Certified Internal Auditor (CIA) with at least 5 years experience in Internal audit/I T/IS/Energy Audit • Experience in procurement audit desirable and • Ability to lead the team and interact with senior level Public Sector officials.	**822**	**a) For Audit Assignment Comprising Area Office and stores under its jurisdiction: -** 5 person-day may be considered for Team Leader & Team Member each for performing Internal Audit in the Field i.r.o Store units and the same is 7 person-day for Area Office as per Actual Site visit. **b) For Audit Assignment at Head Quarter Units: -** 7 person-day may be considered for Team Leader & Team Member each for performing Internal Audit in the HQ as per Actual visit. **c) For Audit Assignment at Field Zonal Office: -** 3 person-day may be considered for Team Leader & Team Member each for performing Internal Audit in the FZO units as per Actual visit.
3	Team member (Audit Assistant)	Field level audit (including visits to various units).	Inter CA/Inter ICWA / Inter CS or persons with graduation (Science / Commerce/ Management) and having experience in Internal Auditing for 5 years.	**822**	

N.B: 1) Actual person-days may vary up to (+ / -) 20% from the estimated person-days.

The members of the core team cannot be changed / replaced without prior consent of the Project Administrator. The formation of the team shall have to be confirmed by the Partner well in

advance of the particular assignment and the corresponding credentials / curriculum vitae to be sent to Project Administrator before issuance of work order / Purchase Order. It is desired that Partner of the Audit firm may not be the Audit Team Leader. An authorization or identity proof dully issued by authorized signatory of the firm engaged to assist in conducting Internal Audit is to be provided in case of Team Leader as well as Team Members at the time of audit.

4. **Evaluation Criteria and Process for Selection of Professional Firms to assist in conductance of Internal Audit**

A. <u>Technical Evaluation:</u>

Bids found to be substantially responsive after the preliminary scrutiny and fulfilment of the minimum qualification criteria will be taken up for detailed evaluation. Criteria for evaluation of technical have been specified in table below: -

S.N.	Criteria	Marks over the Minimum Eligibility	Total Marks	Supporting Documents
1	**Tenure of Existence of Firm**	More than 5 and less than 10 Years: **2 Marks** More than 10 years and less than 15 years: **5 Marks** More than 15 years and less than 20 years: **7 Marks** More than 20 years: **10 Marks**	**10**	Certificate of Incorporation
2	**No of Partners**	**1 Marks** per per Partner Additional **1 Marks** for qualification as DISA/ CISA Partners continuing for last 1 years shall be considered	**10**	Membership Certificate from ICAI/ ICWAI DISA/CISA Certificate From ICAI of Individual Partner
3	**Qualified Personnel (Employee)**	**1 Mark** for each Qualified Staff Qualified Professional continuing for last 1 year shall be considered	**5**	Copies of engagement/ Appointment letter & final pass certificate issued by the Institute.
4	**Semi-Qualified Personnel (Employee's not Article's)**	**0.5 Marks** for each Semi-Qualified Staff Semi Qualified Professional continuing for last 1 year shall be considered	**5**	Documentary Evidence

S.N.	Criteria	Marks over the Minimum Eligibility	Total Marks	Supporting Documents
5	**Office**	**2 Marks** per Branch in West Bengal and **1Mark** per Branch outside West Bengal (Minimum one branch in West Bengal is mandatory).	**5**	Certificate of Incorporation/ approval from ICAI/ICWAI
6	**Average Annual Turnover of Firm (Professional Receipts)**	Average Annual Turnover comprising of last 3 immediately preceding financial years Rs 30.00 lakh to Rs 50.00 lakh: 8 Marks Rs 50.01 lakh to Rs 100.00 lakh: 12 Marks Rs 100.01 lakh to Rs 200.00 lakh: 16 Marks More than Rs 200.00 lakh: 20 Marks	**20**	Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c Return of Income Tax GST Return
7	**Experience**	Audit Experience in Power Sector Utilities having turnover of ₹ 500 crore or more. 4 Marks per Assignment. The Experience of preceding 5 years shall only be considered. Same Assignment in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only. **(Maximum– 20 Marks)** Audit Experience in Other Companies/ Corporation/ PSUs/ Limited Companies – 3 Marks per Assignment. The Experience of preceding 5 years shall only be considered. Same Assignment in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only. **(Maximum– 15 Marks)** Audit Experience in ERP Environment – 1 Mark per Assignment. The Experience of preceding 5 years shall only be considered. **(Maximum– 10 Marks)**	**45**	1. Work Order, and 2.Completion Certificate / Proof of Final Payment Received
Total Marks= Tp (Score Technical)			**100**	

To become technically qualified the bidder must possess minimum requirement under each qualification criteria and should score at least 70 marks in Technical Evaluation.

B. Financial Evaluation:

The Minimum Fees/Person-day in respect of Key Professionals viz. Partner, Audit Team Leader and Team Member for the assignment is fixed at ₹3,500/-, ₹2,500/- and ₹1,500/- respectively excluding applicable taxes.

The lowest Financial Bid will be allotted a Financial Score of 100 marks. The Financial Score of other Bidder(s) will be computed by measuring the respective financial bids against the lowest proposal.

The formula for determining the Financial Score (Fp) is as below:
Fp = 100 x Fm/F
Where, Fm: Price of L-1 bidder &
F: Price of the concerned bidder

C. Computing the Combined final ("T1-F1") Score:

Weights given to the Technical Bid (T) is 75 % and to the Financial Bid (F) is 25%

'T1-F1' = 0.75xTp+ 0.25xFp
Where, 'T1-F1' = Combined Final Score
Tp = Technical Score out of 100 as per technical bid evaluation.
Fp = Financial Score out of 100 as per Financial Proposal evaluation.

D. Selection Process:

The selection is based on QCBS model where in technical bid have 75 percent and financial bids have 25 percent weight.
All the responsive bidder, who fulfil minimum qualification i.e., score at least 70% on technical evaluation will be declared as technically qualified. The Financial Bids of only the responsive and technically qualified Applicants will be opened for further processing.

Further, Firm(s) including LLP(s) shall be considered disqualified in the event of quoting the professional fee exclusive of taxes less than the fee as specified at 3.B above, even though such firm has obtained highest rank, i.e., R-1 in technical evaluation.

The bidder who scores maximum marks combined evaluation mentioned above i.e based on Final(T1-F1) score will be ranked '1st' (R1) and considered as eligible for Empanelment to assist Internal Audit Department towards conductance of Internal Audit at different units under WBSETCL subject to fulfillment of contractual formalities.

The ranking of other qualified bidders will be assigned on the basis of QCBS score in descending order and one or more of these Firm(s) of Chartered/Cost Accountants would accordingly be considered for empanelment as per evaluation and review made by Screening Committee.

i) If same marks/rank obtained by two Firm(s) after combined evaluation then the proposal with the highest technical score will be ranked higher and the next technical score will be ranked lower. Further, if technical score is also equal of two or more firms,

then their candidature shall be determined upon the higher technical score - as may be obtained by taking into consideration, the cumulative total marks scored by each Firm(s) in experience and turnover criteria together.

ii) After the Final Ranking, the highest ranked Firm along with other selected Firm(s) may be invited for Contract Negotiations (Financial), if required.

iii) As more than one firm may be shortlisted for empanelment, option to provide services for conducting internal audit by way of matching R-1 price shall be offered to other firms. The written confirmation stating acceptance of matching R-1 price of the Professional Fees (**in case where quoted fees are higher than R1 price**) duly signed by the authorized person of the firm, who has signed the RFP documents, must be submitted at the office of **'The General Manager (F&A) - Internal Audit, WBSETCL,** Vidyut Bhavan, Block-B, 9th Floor, Salt Lake City, Sector-II, DJ-Block, Kolkata-700091' within **10 (Ten) working days** from the date of finalizing the R-1 price. The confirmations so received from the firms, shall only be considered for subsequent selection and empanelment.

iv) The selected firms shall be issued a Letter of Engagement/Appointment by WBSETCL and, upon acceptance of the same by such selected Firm, will be appointed to assist the Internal Audit Department in conductance of Internal Audit in WBSETCL.

v) Audit assignment will be done as per internal criteria that may be adopted by Screening Committee in the most equitable manner.

vi) The tenure of the engagement may be for a period of one year renewable on a year-to-year basis upon satisfactory performance and subject to the approval of Audit Committee of WBSETCL, up to a maximum period of three consecutive financial years. However, it is expressly stated here that the said tenure is not to be construed as assurance for appointment and the Company reserves the right to appoint any of the empanelled firm(s) at a stretch for 3 (three) years or on yearly basis at its sole discretion without assigning any reason thereof. WBSETCL reserve the right to cancel the empanelment any time before maximum period engagement i.e the expiry of 3(three) years without assigning any reason thereof.

5. **Submission of RFP**

a) RFP documents may be downloaded from website and submission of Technical Bid and Price Bid will be done by uploading the same in respective designated folder as per Time Schedule stated in Sl. No.1 to Part -1 of Detailed RFP. Both Technical Bid and Price Bid are to be submitted concurrently duly digitally signed in the website **https://wbtenders.gov.in** using the Digital Signature Certificate (DSC). The virus scanned documents are to be uploaded duly digitally signed. Subsequently, the documents will get encrypted (transformed into non readable formats).

Technical Proposal:

Technical proposal should consist of the documents as given below and be uploaded in the manner given below:

- **Technical Packet Cover**: Containing the following documents:

- ***<u>Documents to be uploaded in the subfolders provided under "Fee/Pre-Qual / Technical" Cover)</u>***

<u>1st Folder Name:-></u> (Bid Proposal, Power of Attorney and Declaration regarding Eligibility)

<u>Documents:</u>

- Bid Form as per **Annexure: 1** of Section 2 and **Annexure:4** of Section 3.

- A scanned copy of Original Power of Attorney, as per **Annexure: 3** of Section 2 duly attested by a Notary Public, authorising that the person(s) signing the bid has/have the authority to sign the bid and to make the bid binding upon the bidder is to be uploaded. (*While the original Affidavit regarding Eligibility shall be submitted physically (offline) to the Office of The General Manager(F&A) Internal Audit, WBSETCL under sealed cover on or before the scheduled date & time as specified in the detailed RFP*).

- A scanned copy of Original notarized Declaration regarding Eligibility as per **Annexure: 2** of Section 2 affirming the eligibility of the bidder is to be uploaded. (*While the original Affidavit regarding Eligibility shall be submitted physically (offline) to the Office of The General Manager(F&A) Internal Audit, WBSETCL under sealed cover on or before the scheduled date & time as specified in the detailed RFP*).

<u>2nd Folder Name</u>:>(Annexures)

<u>Documents:</u>

- Filled in Annexures (**1-3 of Section-2 and 4 of Section-3**) is to be submitted.

<u>3rd Folder Name</u>:-> [RFP, QR., Corrigendum (if any)]

<u>Documents:</u>

- RFP
- Qualifying Criteria
- Corrigenda published (if any).

- **<u>Other Important Document (OID) Cover</u>:** containing the following documents:

- Other requirement specific to instant Empanelment/Engagement mentioned against Annexure-4 under Section -3.

❖ THE ABOVE STATED OID /TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST registration certificate, Professional Tax Clearance Certificate, E.S.I and E.P.F registration numbers, PAN and/or TAN Card.
B.	Company Detail(s)	Company Detail	Certificate of Incorporation /Documentary evidence regarding category of the manufacturer (Micro / Small / Medium / Large) like Registration Certificate issued by SSI / NSIC / Directorate of Industries etc. Certificate of Practice of all Partners, Firm Registration Number and Date of Establishment, Partnership Deed, Agreement Copy
C.	Credential	Credential	Work Order and Completion Certificate / Proof of Final Payment Received Engagement Letter along with terms of reference and type of audit.
D.	Declaration	Declaration	As per Annex-2
E.	Financial Info	P/L and Balance Sheet	Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c, Return of Income Tax, GST Return
F.	Manpower	Professional Personnel	Membership Certificate from ICAI/ ICWAI. DISA/CISA Certificate From ICAI of Individual Partner. Copies of engagement/ Appointment letter & final pass certificate issued by the Institute. Documentary Evidence

❖ Click the check boxes beside the necessary documents in the “My Document” list and then click the tab “Submit Other Important Document (OID)’ to send the selected documents to OID folder.

❖ Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

N.B: Failure of submission of any of the above-mentioned documents as stated under the head "**Technical Packet & Other Important Document Cover**" will render the tenderer liable to be rejected for both Technical Packet & Other Important Document Cover.

Price Proposal:

Price proposal should consist of the documents as given below and should be uploaded in the manner detailed as under:

- **Documents to be uploaded in the subfolders provided under "Financial" Cover**

  Folder name:-> (BOQ)

  Documents:

  BOQ. (As per Annex- 5 "**REQUEST FOR PROPSAL- Part-2 PROFESSIONAL FEES CUM PRICE BID")**

b) The bid shall be duly digitally signed by the person duly authorized by the bidder. A scanned copy of original power of attorney of the signatory of bid as per the format given in **Annex-3 of Section 2** in favour of Signatory of the Bid has to be uploaded by the bidder.

c) Any interlineations, erasures, overwriting, cutting or alteration shall only be valid if they are digitally singed by the authorized signatory to the bid.

d) Bids may be uploaded within the scheduled time frame as mentioned in the Sl. No.1 Part -1 of Detailed RFP. The WBSETCL shall not be responsible for any delay in submission of the bid in the online e-tendering portal.

e) Bids shall be submitted in the manner specified here under:

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been appended below for assisting the Firm(s)/LLP(s) to participate in e-Tendering: -

i. Registration of Bidder:

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to **https://wbtenders.gov.in** the web portal.

ii. Digital Signature certificate (DSC):

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.

iii. The bidder can search & download RFP & Detailed RFP Document(s) electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of RFP Documents.T h e intending bidder may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate on or before the scheduled date & time as specified above.

f) Uploading of bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder. No request for sending the bid documents by post or by Courier Service shall be entertained. Bid documents are not transferrable.

g) The purpose of the pre-bid meeting will be to clarify the scope of Service, and any issues regarding the bidding documents, if raised at that stage by the bidders. The WBSETCL shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the prospective bidders during the pre-bid meeting or thereafter.

h) Prices quoted by the bidder shall remain valid for six months within which the evaluation will be done. There will be no provision for escalation of the prices.

i) The quoted Professional Fees cum price Bid has to be written in figures as well as in word. In the event of any difference, lower of the two prices would be considered.

j) All the sections of price offer are to be quoted and nothing should be left blank. If any of the sections of the offer is left blank, then it will be considered as zero for evaluation.

6. **Responsibility of Bidder**

a) The timely delivery of the application is the responsibility of participant firm. The offer shall have to be sent in sealed envelope by registered post/speed post/courier.

b) Before the last date for the receipt of RFP, WBSETCL may amend any of the RFP conditions as may be desired if such an amendment is necessary and the same shall be uploaded as a corrigendum and will be made available on the website i.e., https://www.wbsetcl.in/tender.php and online e-tendering portal https://wbtenders.gov.in. Hence, the participants in RFP are advised to keep visiting the above website for any updates in this regard.

c) The bidder is expected to examine and confirm to all instructions, forms, terms and specifications in the RFP document before submission of RFP. Failure to furnish and / or not complying with RFP conditions towards all the instructions, forms, terms and specifications in the bidding document may be treated as non-responsive and result into rejection of the RFP without seeking any clarification.

d) It shall be sole responsibility of the bidder to determine and satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this RFP

including, in particular, all factors that may affect the cost, duration and execution of the work.

e) The bidder shall entirely & exclusively bear all costs and expenses associated with attending Pre-RFP conference, discussions, presentations etc and providing any additional information, development, preparation and submission of RFP Document. WBSETCL will, in no case, shall be held liable for those costs and expenses regardless of the outcome of the bid.

7. **Language of RFP**

The offer must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.

8. **Rejection of RFP**

a) WBSETCL will examine the applications to determine whether they are complete, have been properly signed, and whether the offer is generally in order. Any incomplete offer shall not be entertained and rejected without assigning any reason thereof.

b) Any application received by WBSETCL after the scheduled closing date and time will not be accepted.

9. **Formation of Cartel & Penal Measures**

a) Any form of canvassing / lobbying / influencing etc. by the bidder / participant will result into disqualification of such bidder.

b) Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc, as defined in various statues, will automatically disqualify the bidder / participant.

c) Occurrence of such evidence shall be viewed seriously by WBSETCL authority and penal measure as deemed fit barring from present & future bidding process, along with referring the matter to disciplinary committee of the respective Institute could be considered.

10. **Holiday Listing**

A firm will be placed in a Holiday List if the firm:

a) has submitted fake/false or forged documents/certificates

b) has committed breach of contract or has failed to perform a contract or has abandoned the contract

c) has revised/withdrawn price bid after opening technical bid until and unless it is sought for

d) has parted with, leaked or provided confidential/proprietary information of WBSETCL given to the firm only for its use (in discharge of its obligations against an order) to any third party without prior consent of WBSETCL

e) any other ground for which the opinion of WBSETCL makes it undesirable to deal with the firm.

f) has failed to mobilize finance/suitable expertise for closing the work as per pre-scheduled program.

11. **Project Administration**

A. Project Administrator

The WBSETCL designates G.M. (F&A) - IA as the Project Administrator; the Project Administrator will co-ordinate all the activities under this engagement viz; acceptance and approval of the reports and of other deliverables by the Professional Firms and receiving and approving bills for payment.

B. Supervising Officer

The WBSETCL designates Sr. Manager (F&A) – IA WBSETCL, as the Supervising Officer; who will supervise the entire job, liaison with the Auditees, Partner of the Audit Firm and/or Audit Team Leaders, as will be deputed by you for this work.

C. Reports

The reports shall be submitted in course of the assignment, and will constitute the basis for payments. The Audit issues should first be directly discussed with the Auditee so that risks & exposures from such Audit observations can be mitigated immediately. The following steps are to be taken by the Internal Auditors while conducting an Audit:

i) Conduct opening meetings with the process owners and document the discussions there at in 'MOM template'.

ii) Detailed understanding of the process, its documentation in the 'documentation template' and preparation of flow chart for the processes to be audited.

iii) Preparation of the Audit Program Sign off Checklist giving details of the audit steps that were taken, the sample size, observations, working paper reference number and other relevant details.

iv) IA execution as per audit checklists (Finance and Accounts & Stores management)

a) Conduct audit based on the checklist provided covering all the audit steps and maintain the evidences for performance of all the audit steps.

b) Completion of the Program Signoff Checklist before leaving the site ensuring that all the risks have been tested and the test results accurately reflect the status of control.

c) Provide updates to Project Administrator for revising IA checklists in order to incorporate the emerging risks and change in processes, if any

v) Check status of implementation of previous Internal Audit (IA) reports, if any

Review recommendations of previous IA reports not yet implemented the reasons for non-implementation, further action plan with timeline & responsibility.

vi) Preparation and sharing of IA Issue Summary with the process owners

a) Prepare Issue Summary on the basis of audit observations in the format provided

b) Maintenance of supporting working papers

c) Process gaps/design deficiencies/non compliances must be noted on the Issue Summary Sheet.

d) On-going sharing and discussion of Issue Summary with process owners (Auditee) and agreement on action plan, timeline & responsibility**.**

e) Prepare draft audit report and send to the IA Department for the consideration of the issues to be included or excluded in/from the Final Audit Report.

f) Obtain formal signoff from auditee on draft report and prepare and hand over to Controlling Officer the final list of pending issues. Replies against such pending issues should be collected within 10 days from completion of audit of the concerned Unit. Otherwise "No comments" may be recorded on those pending issues.

vii) Ongoing updation of Project Administrator & Supervisor with regard to the status of execution and audit closure.

viii) Preparation of IA report

Collate all observations from issue summaries and prepare an audit report in the prescribed format complete with root causes, recommendations, auditee response/Management Comment and agreed action plan. The final report should be submitted within the time frame as stated in the clause "Reports", under sub clause (X).

ix) Submit complete report duly supported by Audit Program Signoff Checklist and working papers (Original or photocopy) to the Project Administrator.

a) Assist Project Administrator/ Supervising Officer in meetings with senior management/ process owners/ auditees, wherever necessary.

b) Provide clarifications whenever/ wherever asked for.

x) The final report along with relevant annexures with monetary implication in support of the instances cited against the issue raised by the auditors should be submitted within 15 days of completion of audit of each respective Accounting Unit along with the sub-divisional store units under its jurisdiction (wherever applicable).

xi) In case, the report submitted by the firm is found to be incomplete in respect of supporting documents, or any deficiencies are found during review, the report will be returned for correction. The revised report after inclusion of necessary documents and/or rectification shall be resubmitted to the Internal Audit Department, WBSETCL within seven working days.

To comply with the above, following formats/ templates will have to be submitted:-

- ✓ Audit Programs / checklist.
- ✓ Audit program signoff checklist (APSC).
- ✓ Minutes of Meeting
- ✓ Issue summary.
- ✓ Audit Report.

N.B:- The total report along with all the above points shall have to be submitted both in a Soft copy (through email) and in Hard Copy (in triplicate).

11. **Performance Standard**

The firm is expected to perform Services with the highest standards of professional and ethical competence and integrity. It is expected that compliance to different standards of auditing as may have been issued time to time by professional institutes / bodies etc with particular emphasis on Risk Assessment & Internal Control including ITGC shall be harmoniously exercised while carrying the audit work under the engagement. Regular review of audit performances shall be conducted in assessment of improvement in quality of services and effective utilization.

12. **Confidentiality**

During the tenure of this engagement and within three years after its expiration, you should not disclose any proprietary or confidential information relating to the Services, this engagement or WBSETCL'S business or operations without the prior written consent from the Authorities of WBSETCL.

13. **Dedicated Core Team**

The firm should depute a Core Team Consisting of Partner, Audit Team Leader & Team Members. The Members of the Core Team cannot be changed without written consent of the Project Administrator. The CVs of the Core Team are to be submitted to the Project Administrator before commencement of Audit in all circumstances. Each Team will consist of One **Team Leader & One Team Member**.

Audit Team members & Audit Team leaders will be from your firm & you shall also designate one Partner for overall co-ordination. Attendance certificate should be signed by both Team leader & Team Member by inserting signature along with arrival time and departure time. The signature of the In-charge of the Auditee office should be there in the attendance sheet along with official seal.

14. **Ownership Of Material**

Any IA report, working papers, minutes of meetings or other material, graphic, software or otherwise, prepared by you for WBSETCL under the engagement shall belong to and remains the property of the WBSETCL. However, the firm may retain a copy of such documents and software.

15. **Terms of Payments**

i) Invoice for 100% of the Professional Fees, T.A, D.A, & other claims if any, should be submitted after submission of final Audit Report and payable on the basis of actual Man days worked. All the Invoices should be GST compliant. The report should be submitted along with the Executive summary of the Critical issues/ findings that require attention of the Senior Management. The Final Audit report should be submitted in triplicate. A soft copy **(In email)** of the said Internal Audit Report is also to be submitted at the time of submission of the hard copy of the same. Separate invoices should be raised for fees for professional services and for reimbursement of T.A / D.A etc.

ii) In case of the Partner visiting the Unit, he/she shall be entitled to claim One Person-day's fee for such visit where the total attendance by the audit team at unit office is upto 15 days w.r.t per set of assignment (i.e total person days involved in Finance & Accounts Process Audit in Accounting Unit at Area office plus Store Management Process Audit in Store unit) and he/she would be entitled to claim Two Person-days fee for visit where attendance by the audit team at unit office is more than 15 days w.r.t per set of audit assignment.

iii) Travel entitlements & reimbursements shall be made as per the following rules-

Travel beyond 50km. Reimbursement is subject to production of original tickets. Travelling by Bus is subject to the route is not connected with Rail.

	By Train	**By Bus**
Partner	AC First Class	As per actual
Team Leader	AC Two Tier	As per actual
Team Member	AC Three Tier	As per actual

Beyond 50 K.M s from the Auditor's office following charges will also be paid in accordance with Rules and Regulations of the Company in vogue for Auditors for carrying out Audit in the various Area Offices and Store units under its jurisdiction located across the state and corporate unit(s) –

To & fro journey from Residence to Station & Back (one time payable for Area Office including stores under the jurisdiction of a particular Area Office),**Station to Hotel & back** (i.e. i.r.o each Store Units and Area Office under relevant set of Audit Assignment and applicable only when change of Station is required during stay audit) provided Departmental Vehicle is not availed of (for which a self declaration, authenticated by the Auditee is to be submitted along with the Bills.) and **Local Conveyance** if Departmental Vehicle is not availed of (by them for which a self declaration, authenticated by the Auditee is to be submitted along with the Bills.).

Travel within 50km. Reimbursement is subject to production of original tickets.

	By Train	**By Bus (Non-AC)**
Partner	As per actual	As per actual
Team Leader	As per actual	As per actual
Team Member	As per actual	As per actual

iv) Daily allowances will be payable, in accordance with Rules and Regulations of the Company in vogue for Auditors for carrying out Audit in the various Area Offices and Store units under its jurisdiction located across the state and corporate unit(s), only in case of the audit locations (offices of Auditee) are beyond a distance of 50 km from the Head Office of Auditor and stay at audit location is required by the audit team.

v) Payment will be made in Indian Rupees **within 45 (Forty-Five) days from submission of bills along with documents submitted by you** ***provided all the necessary supporting are in order and complete in all respect.***

Payment Condition

i) The Bills should be submitted in triplicate complete in all respect.

ii) The tax invoices, for professional services i.r.o professional fees charged and TA/DA claims made, should be submitted in triplicate (one in original and other two are in photocopy) along with relevant supporting documents with each set.

iii) Original Vouchers should be raised against the Name of the team leader and/or team member with date and properly signed there on.

iv) Any incompleteness and /or mistake/misrepresentation in supporting documents as well as in the main body of the bill will be subject to rectification if possible and found necessary by the bill passing authority, WBSETCL, until which the payment shall not be released against such bills.

v) The Audit Reports which will be submitted by the firm will be subject to review by the Project Administrator and his team and if any deficiencies are found in the reports, the same may be returned back to the firm for rectification. As such the payment will be released to the firm only upon receipt of the revised audit report after rectification of the deficiencies.

Paying Authority

The Paying Authority shall be Asstt. Manager (F&A), Establishment Corporate, Vidyut Bhavan, 9th Floor, "B" Block, Kolkata-700091.

16. **Penalty**

For delay in submission of reports beyond 15 days of completion of audit of each respective Accounting Unit along with the sub-divisional store units under its jurisdiction (wherever applicable), penalty will be imposed at the rate of 0.5 % of the professional fees payable for such audit for every week or part thereof of delay, subject to a maximum deduction of 10 % of professional fees w.r.t each audit.

17. **Assignment**

You will not be able to assign any part of the services as contained in this engagement to a third party and Associates without the WBSETCL'S prior written consent.

18. **General Terms & Conditions**

a. All the sections of both; Part-1: Technical Bid & Part-2: Professional Fees cum Price Bid has to be filled in. Any section left blank would be considered as zero for evaluation. Please write "Not Applicable" wherever necessary.

b. Any RFP document submitted in a manner other than as set out in this RFP document and / or attaching any condition shall not be treated as eligible and rejected in the selection process.

c. This Request for Proposal (RFP) document has been prepared solely to enable WBSETCL for framing Risk Based Internal Audit model for further strengthening Internal Controls in the company. The RFP document is not a recommendation offer or invitation to enter into a contract, agreement or other arrangement in respect of the services.

d. As per company policy the firms who have been empanelled / engaged for assisting in conductance of Internal Audit during Audit Period 2023-24, 2024-25 & 2025-26 or part thereof, are not eligible to participate in the RFP.

e. Participation in this RFP in the form of a Consortium and/or Joint Venture is not allowed.

f. No binding relationship will exist between any of the Bidders and the Company until constitution of the contract.

g. The Internal Auditors engaged under this RFP will not be eligible to take-up any other Job/Services/Work for the Company till the continuance of the engagement.

h. No preference based on size and geographical location will be considered for the purpose of selection. All participants to the RFP will be treated with same status.

i. The Audit firm to be engaged to assist in conductance of Internal Audit of the Company will not render an attestation or assurance report or assurance report opinion under the engagement, but may include:

    i. An audit, review or examination of financial statements in accordance with generally accepted accounting standards,

    ii. An examination of prospective financial statements in accordance with applicable professional standards,

    iii. A review to detect fraud or illegal acts

j. Non-solicitation of Personnel: - During the tenure of engagement and for subsequent 12 (twelve) months following its termination for any reason, the Audit firm will not solicit for employment, or hire, any personnel of the Company. The Audit Firm, including any Partner or other personnel in the firm will not solicit for a position on the Company's Board of Directors, nor hire, any present professional employee of the Company, if such solicitation, hiring or employment may impair the independence of the Company under ANY other law, regulation, rule, listing requirement or professional standards governing the independence of accountants. Without limiting the foregoing, the Internal Auditors agrees not to solicit, hire or employ, without the prior written consent of the Company, any present professionally qualified employee of the Company.

k. The Company reserves the right to accept / reject any or all the RFPs without assigning any reason whatsoever.

l. The Company reserves the right to request additional submissions or clarification from one or more participant (s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

m. The Company also does not bind itself to accept the lowest quotation.

n. Overwriting / corrections / erase and / or use of white ink shall not be accepted and the offer shall be liable for rejection.

o. The application shall be signed by the person(s) on behalf of the organization having necessary Authorization/ Power of Attorney to do so. Each page of the application format, RFP document, testimonials and other documents shall be signed and copy of Power of Attorney / Memorandum of Authorization shall also be furnished along with application.

p. The RFP Proposal should be submitted strictly as per the terms & conditions laid down in the document. Proposal should not contain any conditions other than the prescribed ones. The proposal, which deviates from these terms and conditions, shall be liable to be rejected.

q. The Offer in the prescribed Format together with all relevant documents and testimonials must be submitted in physical form to the address as given above. Offers submitted in any other form shall not be considered.

19. **Dispute Resolution**

a) Applicable Law: This engagement shall be governed by, and construed in accordance with, the laws of India.

b) Notwithstanding the parties' agreement to arbitrate as set forth in this Engagement, either party may bring a claim limited solely to injunctive relief to enforce its rights with respect to the use or protection of (i) its confidential or proprietary information or materials, (ii) its names, trademarks, service marks or logos, or (iii) the Reports, as applicable, solely in the courts located in India, at KOLKATA.

c) Any dispute or claim arising out of or relating to the Services, this engagement or any other services provided by you shall be resolved. Arbitration shall take place in India, at KOLKATA. Judgment on any arbitration award may be entered in court of Law at Kolkata only.

20. **Outputs that will be required of the Internal Auditors**

The Firm should furnish Audit Reports to the G.M. (F & A) - IA (the Project Administrator) with an executive summary of the critical issues/ finding that requires attention of the senior management. The report should be structured as per defined template in a manner giving the observations/ weaknesses, the implications, root causes, suggestions for improvement and the management comments. The status of the actions taken by the management on the recommendations of the previous report should also be provided.

21. **Access to Records**

You will be given access to all legal documents entered into with the different Regulatory authorities & others, Project Implementation Plan, books of account, guidelines, Procurement Manual, Accounts Manual, Scheme books and any other information deemed necessary for conducting Audits at different locations.

22. **Force Majeure**

a) In the event of either party to the engagement under this RFP being rendered unable by Force Majeure to perform any obligation required to be performed by them, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

b) The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the engagement, Flood and Acts & Regulations of respective government of the either party to the engagement.

c) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, the Company shall have the option of cancelling the engagement in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

23. **Termination**

The duration of this engagement shall remain valid up one year. During this tenure of engagement if the Authorities of WBSETCL find that the services provided by you is not up to the requirements of the Company, the competent authority may terminate this engagement by giving 1 (one) Calendar Months' Notice to the Company**. Subject to satisfactory performance, the Audit Committee may consider renewal of the contract on the same term & conditions or with partial modification, if necessary, under the circumstances for a further period of one year at a time and maximum up to two occasions.**

24. In case of any queries pertaining to the RFP the participating firm may send email at **agmiawbsetcl@gmail22.com.** For any further clarification, the undersigned may be contacted at 033-23598399 / 23197494/23197838/23197721/9434910031/9434910337 during the business hour (10 A.M to 5.30 P.M) within 13th February, 2026 up to 16:00 Hrs.

25. **Disqualifications**

Firms falling under any of the following conditions would be liable for disqualification.

a. The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by the Chartered / Cost Accountants / Company Secretaries Institutes or any other professional institutes / bodies.

b. Any court case or arbitration relating to disciplinary case pending against the firm or any of its partners/ designated partner.

c. Any disciplinary action / disqualification taken by any Government Company / Govt. Body / Govt. Authority / State or Central govt. relating to any ground.

Further the Company reserves the right to cancel the empanelment / contract at any stage if the firm falls under the conditions mentioned above at 25 (a) to (c) subsequent to its empanelment/ award of contract.

GM (F&A),
Internal Audit Department
WBSETCL

Section – 2

Annex-1

APPLICATION AND DECLARATION FORMAT: -

INVITATION FOR REQUEST FOR PROPOSAL FROM REPUTED PROFESSIONAL FIRM(S) INCLUDING LLP(S) OF CHARTERED / COST ACCOUNTANT(S) FOR EMPANELMENT TO ASSIST INTERNAL AUDIT DEPARTMENT TOWARDS CONDUCTANCE OF INTERNAL AUDIT AT DIFFERENT UNITS UNDER WBSETCL

[on the letterhead of the firm]

Request For Proposal No.: TCL/IA/RFP/2026/01 **DATED:** 6th February, 2026

(1) Name of the Firm/LLP:

(2) Nature of the Firm/LLP (CA/CMA)

(3) Registered Address with Contact Telephone No. and email*

(4) Name of the contact person and designation:

(4) Contact no. of the contact person with email:

*If the firm has registered address outside Kolkata, then they are also required to provide the address and contact details of the branch office located at Kolkata with contact details of the partner-in-charge of Kolkata branch.

Signature of the Authorized signatory

Format of Declaration

Annex-2

Non-Judicial Stamp Paper – ₹ 10/- Duly Notarized

DECLARATION

I Sri ..... on behalf of M/s. ..... do hereby solemnly affirm as follows:

1. I along with my audit team have carefully perused the RFP in its totality and understood its implication.

2. I along with my audit team have carefully examined the entire RFP and having obtained all requisite information about the assignment. We do hereby propose to provide the desired professional service as detailed in the RFP.

3. I along with my audit team accept the professional fees earmarked for this assignment as stated in RFP and it should remain firm during the tenure of the audit.

4. I along with my audit team do state that if WBSETCL sustains any damages or loss as a result of negligence on our part, such loss or damages should be mitigated by indemnifying WBSETCL without any preconditions and pretext.

5. I along with my audit team do declare that no criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) /ICSI or any other professional institutes / bodies.

Signature of the Authorized signatory

Annex-3

Power of Attorney in favour of Signatory of the Bid

(To be executed on non-judicial stamp paper of ₹10)

KNOW ALL MEN BY THESE PRESENTS THAT WE, …… [insert the name of the Bidder] ……. a Firm/LLP incorporated under the Indian Partnership Act 1932/Limited Liability Partnership Act 2008 and having its registered office at …… [insert address] ……. (Hereinafter referred to as the Bidder) having been authorized by the Partners, inter alia, to execute contracts in the name of and for and on behalf of the Firm/LLP. I …… [insert name of the person giving the power of attorney] ……. presently holding the position of ……. (Insert designation of the person giving the power of attorney) ……in the Firm/LLP do hereby constitute, appoint and authorize Shri…… (insert name, designation and residential address of the person to whom the power of attorney is being given) …… as our true and lawful attorney to do in our name and on our behalf all such acts, deeds, things necessary and incidental for submission of our bid against RFP no. ……. floated by WBSETCL. I hereby further authorize the above attorney for signing and submission of the bid and all other documents, information related to the bid including undertakings, letters, certificates, declarations, clarifications, acceptances, guarantees, any amendments to the bid and such documents related to the bid, and providing responses and representing us in all the matters before the Purchaser in connection with the Bid for the said tender till the completion of the bidding process.

I accordingly hereby nominate, constitute and appoint above named …… severally, as my lawful attorney to do all or any of the acts specifically mentioned immediately herein above.

WE do hereby agree and undertake to ratify and confirm whatever either of the said Attorney shall lawfully do or cause to be done under and by virtue of this power of Attorney and the Acts of Attorney to all intents and purposes are done as if I had done the same on behalf of the Firm/LLP if these presents had not been made.

IN WITNESS whereof I, ……. have executed these presents this the ……. day of ……at ……...

…….
EXECUTANT
Designation...……...

Name of Firm/LLP…….……

…….
Specimen Signature of Attorney
Name……
Designation…….

Signature of the Attorney Attested
……
EXECUTANT
Name……
Designation……

Office Seal……

Section – 3

Annex-4

(In the Letter Head of Firm)

REQUEST FOR PROPOSAL- Part-1 TECHNICAL BID

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

Particulars	Details		
1a. Name of the Firm.			
1b. Date of establishment (in dd/mm/yyyy format)			
1c. Firm's Registration Number			
1d. Address of the Firm (Head Office) with contact details.			
1e. Address of the Branch Office (if any) with contact details.			
1f. Nature of the Firm (CA/CMA)			
2a. Total number of Partners (as on 31st March of respective year)	**FY-2022-23**	**FY-2023-24**	**FY-2024-25**

2b. Details of Partners as on 31.03.2025 (enclose required documents in the manner as specified in the RFP)

Full Name of the Partner	Membership number with date (dd/mm/yyyy)	FCA/ ACA	DISA/ CISA	Date of admission as Partner in the current firm (dd/mm/yyyy)

3. Details of Qualified Staff (enclose required documents in the manner as specified in the RFP)

Full Name of the Staff	Qualification	Month of Qualification (mm/yyyy)	Date of appointment as Employee in the current firm (dd/mm/yyyy)

4. Details of Semi-Qualified Staff (enclose required documents in the manner as specified in the RFP)

Full Name of the Staff	Qualification	Membership number with date (dd/mm/yyyy)	Date of appointment as Employee in the current firm (dd/mm/yyyy)

5. Annual Turnover (Professional Receipts only) of the firm (in ₹ and as per audited financial statements & Return of Income)	FY-2020-21	FY-2021-22	FY-2022-23	FY-2023-24	FY-2024-25

6a. Audit Experience in Other Companies/ Corporation/ PSUs/ Limited Companies –(enclose required documents in the manner as specified in the RFP)

Name of the Auditee Organization	Type of Organisation	Date of engagement (please mention from most recent)		Concerned Financial Year	Under ERP environment? (Yes/No)	Turnover of concerned Financial Year	Is the Auditee Organisation engaged in Power Transmission/Distribution? (Yes / No)
		From	To				

6b. Audit Experience in Power Sector Utilities having turnover of 500 crore or more. (enclose required documents in the manner as specified in the RFP)

Name of the Auditee Organization	Date of engagement (please mention from most recent)		Concerned Financial Year	Under ERP environment? (Yes/No)	Turnover of concerned Financial Year
	From	To			

7. PAN number of the Firm:

8. GST Registration number of the Firm:

9. Whether any criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) / ICSI or any other professional institutes / bodies: YES/NO [Please Tick (√) appropriately]

10. List of documents uploaded attested with name & designation under common seal of the Firm.

Please Tick (√) appropriately:

a) Copy of Incorporation Certificate and / or Constitution Certificate by the institute YES / NO

b) Copy of Firms Registration Certificate YES / NO

c) Copy of Certificate of Membership (refer point 2 & 4 above) YES/ NO

d) Copy of Certificate of Practice of all the Partners (refer point 2 above) YES / NO

e) Copy of latest Certificate of Reconstitution of Firm (if any) YES/ NO

f) Copies of Qualification certificates of the fully qualified and semi qualified staff (refer points 3 & 4 above) YES/NO

g) Copies of Appointment letter issued to the fully qualified and semi qualified staff (refer point 3 & 4 above) YES / NO

h) Copies of Audited Financial Statements

1. FY 2020 – 21 YES / NO
2. FY 2021 – 22 YES / NO
3. FY 2022 – 23 YES / NO
4. FY 2023 – 24 YES / NO
5. FY 2024 – 25 YES / NO

i) Copies of Income Tax Returns for the period –

1. FY 2020 – 21 YES / NO
2. FY 2021 – 22 YES / NO
3. FY 2022 – 23 YES / NO
4. FY 2023 – 24 YES / NO
5. FY 2024 – 25 YES / NO

j) Copy of PAN card YES / NO

k) Copy of GST Registration Certificate YES / NO

l) Affidavit in original (duly notarized in non-judicial stamp paper of ₹10) in support of no criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) / ICSI or any other professional institutes / bodies as per template given in RFP (refer point 9 above) YES / NO

m) Copies of Engagement Letter along with terms of reference/ Work Order in support of Internal Audit/ Statutory Audit experience of the firm (refer point 6 above) YES/NO

n) Copies of Certificate for Turnover from Auditee Organisation / Audited Financial Statement of Auditee Organisation (refer point 6 above) YES/NO

o) Copy of work completion certificate/ proof of final payment received by the Organisation (refer point 6 above) YES/NO

Date:

Place: (Signature of the authorized signatory with name & designation under common seal of the Firm/LLP)

Annex-5

REQUEST FOR PROPSAL- Part-2 PROFESSIONAL FEES CUM PRICE BID

Sl No.(A)	**Key Professionals (B)**	**Projected Minimum no. of person days required to carry out the whole assignment (C)**	**Fees / Person-Day [Excl. Taxes] (D)**	**Projected Cost (E = C x D)**
1	Partner	**148**		
2	Audit Team Leader	**822**		
3	Team member (Audit Assistant)	**822**		
TOTAL PRICE (F) = E (1+2+3)				

Note:

1) GST will be paid on actual basis. However present rate of applicable GST may be indicated by the bidder.

2) The bidder is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work and conditions related to its performance.

Date:

Place:

(Signature of the authorized signatory with name

& designation under common seal of the Firm/LLP)