NOTICE INVITING QUOTATION

Memo No. 1256 / PAMCL /111/ Dated 21/01/2024

NIQ No: …231./PAMCL/2024-25 Dated …21st January 2025

Title of Consulting Services **INTERNAL AUDIT of PAMCL & Sufal Bangla PMU**

Section 1.

Notice Inviting Quotation

The PASCHIMBANGA Agri Marketing Corporation Ltd (hereinafter referred to as PAMCL) invites TENDER from reputed audit firms (except those that are in any manner related/ engaged in any work directly or indirectly under PAMCL) to provide the following consulting services: **Internal Audit of PAMCL including Sufal Bangla, Project Management Unit (PMU) along with its all hubs** for the Financial Year (F/Y) **2023-24**

More details on the services are provided in the Terms of Reference condition or under such terms as may be decided by the authority.

1. The firm will be selected under Least Cost Selection Method as per procedures described in this and the procurement rules of Government of West Bengal.
2. **The total audit fees for 2023-24 will not be more than of Rs. 80,0000/-(Rupees Eighty Thousand) only inclusive of applicable GST.**
3. This Notice Inviting quotation (NIQ) includes the following documents:

   Section : 1 – Notice inviting quotation

   Section : 2 - Instructions to Consultants - Data Sheet

   Section : 3- Submission of Proposal -

   Section : 4 - Terms of Reference

   Section : 5 Miscellaneous

The details of the said notice inviting quotation is also available on our website: *https:// www.sufalbangla.in*

MANAGING DIRECTOR

Paschimbanga Agri Marketing Corporation LtdSection

Section 2 : Instructions to quotationers – Data Sheet

Sl. No.	Particulars and Instructions
1.1	Name of the organization: PASCHIMBANGA Agri Marketing Corporation Ltd Method of selection: Least Cost Selection (LCS) method
1.2	Financial Proposal to be submitted - Yes Name of the assignment is: **Internal Audit and allied Works of PAMCL & Sufal Bangla PMU**
1.3.	The Proposal submission address is: The office of PASCHIMBANGA Agri Marketing Corporation Ltd (PAMCL) *Prospective consultants or Firms may refer to Point no. 1.9 to 1.11 for details for submission of proposal and tender cost.
	PAMCL will provide the following inputs and facilities: PAMCL will share only the documents available with it regarding the assignment. No other support or facilities will be provided by the
1.4	Proposals shall remain valid 45 days after the submission date.
1.5	Proposals shall be submitted in the following language: English
1.6	**The estimated time required for the assignment is: Preparation of half-yearly and Annual Accounts of PAMCL as well as Conduct of Internal Audit on half yearly and on annual Basis .The same must be prepared <u>within 45 days from the end of each / half-yearly period as the case may be</u>**
1.7	Amounts payable by the PAMCL to the Consultant/ Tenderer: **Only all-inclusive will be accepted (inclusive of all taxes as applicable by the law of the land) as quoted by the Consultant in Form FIN 2. Payment will be made only after satisfactory receipt of Audit Reports for all the quarters**
1.8	Expected date for commencement of consulting services at: immediately on appointment or as may be directed by the PAMCL.
1.9	Cost of Tender :- Rs. 500 (Rs. Five Hundred only) **The amount of cost of Tender should be deposited separately through Demand Draft in favour of the Managing Director, PASCHIMBANGA Agri Marketing Corporation Ltd.** **Non-submission of Cost of Tenders documents (Demand Draft) in "Cost of Tender" Folder shall be treated as non-responsive and the bid shall liable to be rejected.**

1.10	**Submission of proposal**:- Proposal in two separate envelops marked Technical and Financial proposal must be submitted in seal cover within seven (07) days from the date of publication of the
1.11	**Date Sheet :** • **Date of Publication of tender :22nd January 2025** • **Date of Pre-bid meeting : AT 12 NOON ON 28th January 2025 at the conference Room of PAMCL** • **Last date and Time of Submission of Bid : 30th January 2025 upto 12 noon.** • **Date and time of opening of Bid: 30th January 2025 at 2.00 pm** • **Place of business in respect of the above points: Office of the PAMCL**

IT SHOULD BE NOTED THAT INCOMPLETE, DELAYED OR NON-RESPONSIVE PROPOSAL / BID WILL BE SUMMARILY

2. <u>Eligibility Criteria</u>:

a) Experience of CA Firms – **The firm should have a minimum professional experience of 10 (TEN) years.**

b) Annual Turnover of the Firm – The firm should have minimum annual turnover of 25 lakh (Twenty Five Lakh) during each of last three years.

c) No. of Internal Audit / Statutory Audit – The firm should have experience of carrying out minimum 03 (Three) nos. of Internal Audit/ (Statutory) Audit of Government Organisation/Undertaking having minimum turnover of 50 crore in each of the last 3 Financial Years.

d) No. of qualified Chartered Accountants/Cost Accountants with the Firm - The firm should have at least **TWO** Chartered Accountants on the date of submission of TENDER.

e) No firm or individual that are directly or indirectly in any work / assignment / employment under PAMCL can participate in this NIT for engagement of Internal Auditor at PAMCL.

f) **The firm must have valid empanelment with CAG of India.**

g) The office of the firm must be located In Kolkata Municipal Corporation / Bidhannagar Municipal Area.

h) The firm should have a valid and up-to-date Trade License, GST registration, Professional Tax Registration.

Section 3 – Submission of Proposal – Standard Forms

(The Quotationer shall be submitted in two envelopes: **Technical Proposal and Financial Proposal with appropriate Heading on the covering envelope.**

Technical Proposal shall be evaluated first. Then Financial Proposal of technically qualified firms shall be opened and evaluated only.)

❖ **Documents to be submitted in Envelope I (Technical Bid)**: - (May please revise this section for documents to be submitted)

i. In respect of eligibility criteria Serial No(. 1 & 2) photocopy/scanned copy of Certificate issued by The Institute of Chartered Accountants of India / Institute of Cost Accountant of India on or after **1st January, 2024** duly certified.

ii. In respect of eligibility criteria Serial No.2, Copy of IT Return for three consecutive years 2020-21,2021-22 and 2022-23.

iii. List of companies audited as on 31st March, 2021, 31st March, 2022 and 31st March, 2023 supported by documentary evidences are to be submitted.

Sl. No	Name of the Company	Whether as Internal Auditor/ (Statutory) Auditor	Year of auditing	Turnover of the Company Audited	Documents attached

iv) Self attested copies of up-to-date (at least 30th September, 2024) challans of EFP, ESI, GST, & P.Tax deposits.

v) Copy of valid CAG Empanelment Certificate.

vi) Copy of valid trade license.

vii) Demand Draft as proof of Cost of Tender

❖ **Documents to be submitted in ENVELOP-2 to be marked as Financial Proposal: 1. Form-1 & Form-2 as appended below.**

Form-1

Declaration about Financial Proposal –

FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To

MANAGING DIRECTOR

PASCHIMBANGA Agri Marketing Corporation Ltd

Dear Sir:

I / We, the undersigned, offer to provide the consulting services PAMCL in accordance with your Notice Inviting Quotation (NIQ) number [*Insert TENDER number*] dated [Insert Date]. We have attached Financial Proposal in FORM FIN 2: Summary of Costs. We understand that this amount is inclusive of all taxes (as per applicable rates from time to time), and nothing extra will be extra except the quoted the mentioned amount.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

We undertake that if our Proposal is accepted, we will immediately initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet or as may be asked by the authority.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: ______________________________

Name and Title of Signatory: ______________________________

Name of Firm: ______________________________

Address: ______________________________

FORM FIN-2 SUMMARY OF COSTS

Item	*Costs*
Total Cost of Financial Proposal	**A SINGLE LUMP SUM ALL INCLUSIVE RATE FOR CONDUCTING INTERNAL AUDIT OF PAMCL FOR THE FY 2023-24 (BOTH IN WORDS & FIGURES)**

Note:-If there is discrepancy between the price quoted in figures and in words, the proposal shall be summarily rejected.

Section 4. Terms of Reference

Definitions:-

i. "Consultant" means any entity or person that will perform the work as described in Terms of Reference (TOR).

ii. "PAMCL" means Paschimbanga Agri Marketing Corporation Ltd. represented through the

Managing Director or any Officer duly authorized by him.

iii. "Proposal" means the Technical and Financial Proposal to be submitted by the Consultant as per Section 3 of this NIQ

iv. "Terms of Reference" (TOR) means the document included **in Section 4, which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities PAMCL**

A. <u>**Objective of Audit**</u>

1. The objective & Scope of the audit is (Terms of Reference)

i. **to prepare half-yearly Accounts and Yearly accounts at the** end of each six monthly period and at the end of the Financial Year with all the required Schedules as per Standard Accounting norms.

ii. to examine the Annual Financial Statements (Balance Sheet, Income and Expenditure, Receipts and Payments, Fund Flow, Fund Utilization Statement and checking of fund received year wise and payment there of as per Government Orders and accounting of the Accounting Standard 12 (AS12) for Government Grant to be made.

iii. to express a professional opinion on the financial position of the PAMCL at the end of each financial year and of the funds received and expenditures for the accounting periods ending On 30th September and on 31st March respectively as reported by the Financial Statements including the fund received from GOWB or any other authority under different heads of Accounts as well as income generated through own or other sources).

The PAMCL Accounts (books of account) and Sufal Bangla, PMU will provide the basis for preparation of the Financial Statements and are established to reflect the financial transactions in respect of the project.

iv. The consultant / the Internal auditor shall ascertain and valued professional opinion on the following:-

a. Whether all items of income and expenditure has been properly accounted for under proper authority from authorized officer.
b. Whether the expenditure is in accordance with Govt. rules, regulations, orders and legal provisions.
c. Whether there is any instance of fraud, errors, omissions or unauthorized expenditure, understatement or leakage of revenue.
d. Whether the books of accounts truly reflect the financial positions of PAMCL & Sufal Bangla, PMU
e. Whether there is scope of optimization of revenue income of the authority.

f. Whether the schemes have been implemented, loans have been sanctioned, disbursed and recovered and fund has been utilized as per govt rules and regulations, budgetary provisions and other statutory provisions.

g. Whether all the tender formalities were duly followed.

h. The Internal Auditor will also prepare the following registers, documents and reports

- Fixed Asset Register (Both moveable and immovable) w.e.f 01/04/2024
- Register for stale and uncashed cheques.
- Preparation of monthly BRS
- TAX liability both direct & indirect taxes

i. The audit will study the financial as well as the operational performance and comment on the functioning and performance of each division under PAMCL..

j. The audit will be carried out in accordance with Audit & Assurance Standards of Auditing issued by the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India and will include such tests and controls as the auditor considers necessary under the circumstances.

k. An assessment of the adequacy of the financial management arrangements, including Internal controls. This would include aspects such as

(i) adequacy and effectiveness of accounting, financial and operational controls and needs for revision of the same, if any;

(ii) level of compliance with established policies, plans and procedures;

(iii) reliability of accounting systems, data and financial reports;

(iv) methods of remedying weak controls or creating them where there are none, and

(v) verification of assets and liabilities. This assignment is required to be carried out for each and every year of project implementation and specific comments on these aspects are required to be provided by the auditor annually in the Management Letter.

l. All funds sent by GOI/GOWB/ PAMCL and other authorities should be appropriately classified as (i) Utilized and (ii) Un-utilized. Utilization of funds shall be recognized as expenditure based on actual amount spent in accordance with the conditions as laid down in the relevant rules for release of funds.

m. *All funds have been used in accordance with the relevant financial norms and financial regulations with due attention to economy and efficiency and only for the purposes for which they were provided.*

n. *All expenditure including procurement of goods and services has been procured in accordance with relevant provisions of the Procurement Procedures prescribed for the program. Proper documents namely, purchase orders, tender documents, Invoices, vouchers, receipts. pay bills, vehicle bills, TA bills etc., are duly maintained and linked to the transactions.*

o. *All the goods procured and issued -are supported by valid receipt and issue documents and are recorded in the stock/ inventory registers and the closing balances worked out correctly. Special attention is needed on payment through cash.*

p. *Expenditure incurred with reference to the budget allocation approved by GOWB/PAMCL as the case may be. In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.*

q. *An assessment of the compliance of previous audit observations raised, if any. The audit report should include a separate Para in this regard.*

r. *Finalization of the accounts on* ***half-yearly / Yearly*** *basis as per standard accounting procedure as prescribed by accounting standard as).*

s. *Any other term(s) of reference as may arise and be deemed appropriate may be included here by PAMCL.*

t. *The audit report must contain a summary and synopsis on the state of accounts, procedural weakness, anomalies and loopholes as well as suggestions for rectification to ensure and error free accounting system.*

Most importantly, Internal auditor shall perform such other duties and assignments as may be specifically asked by the authority in respect of audit or accounting including providing help *to settle the outstanding audit paras of different audits. He shall also attend Audits conducted by State Government and CAG audit as and when required under the guidance and instruction of the Managing Director/ Chief Controller of Finance & Financial Advisor as the case may be.*

B. **Financial Statements**

The financial statements should include:

(a) A summary of funds received, and income generated separately;

(b) A summary of expenditures

(c) A Balance Sheet showing accumulated funds of the project, bank balances, other assets of the project.

d) All such reports, notes and figures that are required to present an authentic, realistic financial position of the organization.

C. **: Reconciliation with the Financial Reports**

In addition to the audit of Financial Statements, the auditor is required to audit the Statements of Expenditure (SOEs) and Utilization Certificates (UCs) used as the basis for the disbursement of funds by the PAMCL/other sources. The auditor should apply such tests and controls as the auditor considers necessary under the circumstances. These should be carefully compared for project eligibility with the relevant financing rules and regulations for guidance when considered necessary. The following are required to be annexed to the Project financial statements:

1. When ineligible expenditures, if any, are identified as having been included in the withdrawal applications, these should be noted separately by the auditor in an annexure.
2. The amount of expenditure reported in the UCs/ SOEs should be reconciled with the amount appearing under the summary of expenditures of the receipts and payments statement.

D.: Audit Opinion

Besides a primary opinion on the Financial Statements, the audit report of the PAMCL Accounts should include a separate paragraph commenting on the accuracy and propriety of expenditures shown in the Financial Statements.

E. Time Period for Submission

The quarterly Audit Report should be prepared with 45 days from the end of each quarter, and the half yearly period. The Annual Financial statements should be submitted to PAMCL within 60 days from the date of closure of the Financial Year.

F. Management Letter

In addition to the audit reports, the auditor should prepare a "Management Letter" fund wise (DAC/

GOWB different heads of account) in which the auditor should:

a) Give comments and observations, if any, on the accounting records, systems and controls that were examined during the course of the audit;

b) Identify specific deficiencies and areas of weakness (if any) in systems and internal controls and make recommendations for their improvement including adequacy of control

c) Comment on the adequacy of fund and its utilization

d) Report on the degree of compliance with the financial/ internal control procedures as documented in the financial manual/ rules and regulations of the PAMCL /GOWB and all other applicable Acts, Rules and orders.

e) Report any procurement which has not been carried out as per the appropriate procurement rules and guidelines of GOWB.

f) Report on inappropriate cash payments, if any.

g) Compliance of previous audit observations raised in management letter by previous auditor.

h) Comment on the adequacy of the system of adjustment of advances including staff advances.

i) Report avoidable expenditures, defalcation, malpractice, under-recovery and any kind of deviation from govt rules, principles, acts or law of the land.

The observations in the Management Letter must be accompanied by a suggested recommendation from the auditors along with management comments, both on the observations and suggested recommendations.

G. General

The key personnel should be familiar with the government accounting and financial procedures. The key personnel in the audit team, their minimum qualifications, and their anticipated inputs are indicated below:

(a) The audit team should be led by a Chartered Accountant/Cost Accountant with minimum 5 years of experience in audit.

(b) The overall work of the audit team should be supervised a partner who is a Chartered Accountant/ Cost Accountant and should have at least 10 years of experience.

(c) The audit team should include sufficient numbers of appropriate staff (Articles/Audit Clerks and other audit staff), commensurate with the size and scope of the assignment.

Section -5 Miscellaneous:

1. Period of appointment: The auditor would be appointed for conducting Internal audit of PAMCL for financial year2023-24 .The Internal Audit reports for the period as mentioned herein should be submitted within prescribed time period for submission.

2. Termination: The PASCHIMBANGA Agri Marketing Corporation Ltd may terminate the contract with the Firm / appointment of the Internal Auditor at any point of time with one month's prior notice without assigning any reason thereof.

3 **Selection Method**: Selection shall be made following a least cost selection method. The bidder quoting the least cost for auditing in terms of TOR shall be selected for appointment as Internal Auditor of PAMCL.

4. **Payment**: Payment will be made half yearly upon satisfactory completion of the job. The bill for payment should accompany with a satisfactory performance report from the Chief Controller of Finance & Financial Advisor or the Managing Director as the case may be.

5. **CONFLICT OF INTEREST**: No firm or individual that are directly or indirectly involved in any work / assignment / employment under PAMCL can participate in this NIT for engagement of Internal Auditor at PAMCL.

Managing Director

PASCHIMBANGA Agri Marketing Corporation Ltd