

**INVITATION FOR APPOINTMENT OF A CHARTERED
ACCOUNTANTS FIRM / COST ACCOUNTANTS FIRM
FOR INTERNAL AUDIT OF WEBEL TECHNOLOGY
LIMITED (A GOVT. OF WEST BENGAL
UNDERTAKING) FOR THE FINANCIAL YEAR 2019-
20**

(REF NO: WTL / INTERNAL AUDITOR / 2019-20 DATED 12/12/2019)

Last date for submission of application : 20.01.2020

**WEBEL TECHNOLOGY LIMITED
(A Govt. of West Bengal Undertaking)
Plot-5, Block-BP, Sector-V, Salt Lake,
Kolkata:-700091**

Webel Technology Limited (WTL) is a Govt. of West Bengal Undertaking under administrative control of Department of Information Technology and Electronics, GoWB. Incorporated in the year 2001 with its primary objective of providing IT consultancy, e-Governance, capacity building in the area of IT & ITeS, WTL is the State Nodal agency and State Implementing Agency of Government of West Bengal for implementation of all e-Governance projects as well as projects under National e-Governance Plan (NeGP). The company is engaged in catering services to the various Government Departments, PSUs, Statutory Bodies, Autonomous Bodies etc. in the area of IT and ITeS. Since inception it is a profit making organization having an average annual turnover of Rs.200 crore plus.

Sealed offers are invited from reputed firms of Chartered Accountants / Cost Accountants for appointment of Internal Auditor of the Company for the financial year 2019-20 :

Brief description of work	Application fees (Rs)	Last date and time of submission of application
INTERNAL AUDIT OF WEBEL TECHNOLOGY LIMITED FOR THE FINANCIAL YEAR 2019-20	Rs.2000/- (Per applicant) in the form of Demand Draft in favour of Webel Technology Limited payable at Kolkata	20.01.2020 (4 P.M)

For technical queries and other terms and conditions relating thereto, please contact Mr. Rupak Roy, Manager (Finance), Phone- 9007881238 or by e-mail at mail ID : rupak.roy@wtl.co.in.

Webel Technology Limited reserves the right to accept or reject any or all the applications without assigning any reason thereof.

SECTION - A

SCOPE OF WORK

The internal auditors are required to conduct a thorough transaction audit of Webel Technology Limited with particular emphasis on propriety audit, in the light of the prevailing generally accepted accounting standards, policies, rules, regulations, delegation of power, etc. so as to provide effective recommendations for improving efficiency and strengthening internal control systems.

AREAS TO BE COVERED

I. Sales and Debtors

Detailed and periodic audit of the systems and procedures relating to accounting, monitoring and reporting of activities for identification of the procedural weaknesses and recommendation for strengthening of internal controls, minimization of risks involved, etc. in the following areas:

Customers' order-linking with corresponding order execution note [OEN], P.O./W.O. issued against OEN, Raising of sales invoice, System of tracking of sales bill with the corresponding supplier' bill, Bill-wise payment received from customer and payment of corresponding supplier's bill;

Accounting of sales, input credit of GST etc.

Scrutiny of customers' account; Follow-up of customers; Unadjusted advance from customers; Credit Notes

Bank guarantees given-records maintained for monitoring, renewal, discharge and realization of margin money;

Relisation / Collection of TDS / STDS / GST TDS etc.

Security/Earnest money – deposited, realized, monitoring and control;

Status of pending legal cases w.r.t. sales invoices

II.Purchases and Creditors

Detailed and periodic audit of the systems and procedures for accounting, monitoring and reporting of activities for identifying the procedural weaknesses and recommendation for strengthening of internal controls, minimization of risks involved, etc. in the following areas:

Purchase procedures followed with reference to company's purchase procedures and delegation of power. Approved list of suppliers/contractors; Procedure for inviting quotation, limited tender, open tender, e-tender, compliance with order of government of West Bengal; Awarding of contracts - selection of contractors, fixation of rate and other terms and conditions, approval; 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/ contracts having value above Rs.50,000/- ; Cash purchases – approval; Debit Notes, Processing and accounting of suppliers'/contractors' bill; Payment against bill – adjustment of advance; pending legal cases.

III. Services, Expenses and Creditors

Detailed and periodic audit of the systems and procedures for accounting, monitoring and reporting of the activities with recommendations for improvement in the systems, minimization of risks involved, etc in the following areas:

Approved list of suppliers/contractors; Tendering – limited tender, open tender, e-tender, selection of contractor and awarding of contract; Vehicle expenses – agreement, terms and conditions of agreement for hire, Vehicle log book review and procedures; Repairs/AMC – quotation process for major repairs; Travelling expenses - approval, tour programme, tour report, unadjusted travel advance; Staff welfare expenses, procedures and accounting; Deployment of work force from group companies – payment and accounting; Miscellaneous expenses – procedures, accounting and payment; Scrutiny of creditors' accounts; Review of approval, processing, payment and accounting of expenses; Unadjusted advance of suppliers; Status of pending legal cases w.r.t. purchase invoices.

IV. Capital Expenditure and Fixed assets Register

Detailed audit of the systems, procedures for accounting, recording, monitoring and reporting on the following areas:

Capital expenditure budget - approval; Approval of expenditure incurred, capitalisation, payment and accounting of bills; Maintenance of fixed assets register; Status of unutilized assets; Fixed assets lying with outsiders; Physical verification of fixed assets – records of verification; Compliance with CARO, etc.

V. SALARY AND BENEFITS

Detailed audit of the systems and procedures for accounting, monitoring and reporting in the following areas:

Attendance; Leave records; Preparation of payroll and disbursement; Deductions; Leave encashment; Final settlement; Reimbursement of medical/vehicle/telephone, etc. expenses; Loan/advance to employees – payment and recovery; pending legal matters.

VI. CASH AND BANK

Detailed audit of the systems and procedures for accounting and reporting in the following areas:

Verification of cash/bank payment vouchers; Approval of payment voucher; Cash verification; Imprest cash; Cash payment exceeding Rs.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; Money receipts from payee; Cancellation of cheques; Fixed deposit – renewal, physical verification, FD receipt with banker; Unusual items in bank reconciliation statement; Inoperative bank account; Fund management – idle fund in bank.

VII. INVENTORY

Detailed audit of the systems and procedures for accounting, recording and monitoring in the following areas:

Determination of quantity purchased, maintenance of stores records including receipt and issue documents; Utilisation of stores; Slow-moving/non-moving/obsolete stores; Stores lying outside; Physical verification – procedure, records of verification, adjustments of short/excess consequent to verification and approval thereon; Stores records -adequacy.

VIII. STATUTORY COMPLIANCES

Detailed audit of status, procedures and monitoring system for accounting, payment, reporting and Return Filing relating to TDS – employees and others; GST, PF, Profession Tax, Trade licence and other statutory matters as applicable.; Payment of advance income tax; Accounting of TDS deducted by customer-reconciliation of tax deduction with deposit of tax by customer etc.; Tax deduction, tax deposit, tax return, litigation, assessment, recording, monitoring and accounting; Liabilities unpaid for a long time, etc. and recommendation of action for compliance.

Notes:

1. The scope of internal audit mentioned above is 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 WTL.
2. The internal auditors are expected to review the systems in operation, as well as adequacy and adherence of the system, internal control and recommendation for improvement in the system to enhance efficiency, etc.

SECTION - B

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

Criteria to be considered for selection of the firms of Chartered Accountants / Cost Accountants-

1. The Firm must have a minimum of 2 (two) Partners holding full time Certificate of Practice of whom at least one should be proficient in auditing in a computerized / ERP environment with at least 5 (five) full time professionally qualified paid staff. Documentary evidence to submit.
2. The firms shall have minimum 10 years of experience in Audit in Government Departments or Government Enterprises. Documentary evidence to submit.
3. Turnover of the Firm should be minimum Rs.1 (one) crore for last three financial years. Audited Accounts to submit.
4. Currently, Firm must have the assignments of Audit of at least 3 (Three) companies having turnover exceeding Rs.10.00 crore for each of such clients.
5. The firm must have a valid registration number as issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India
6. The firm should have all statutory documents such as PAN / GST / PF etc. Documents to submit.

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 APPLICANTS

Interested Chartered Accountant Firms / Cost Accountant firms are required to submit their technical and commercial proposal in two separate envelopes as per instructions given below: -

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

- A) Technical Bid in one envelope super- scribed with words: -
"Technical Bid for appointment of internal auditor for Webel Technology Limited for the financial year 2019-20" along with Demand Draft of Rs.2000/-.
- B) Financial Bid in one envelope super- scribed with words **"Financial Bid for appointment of internal auditor for Webel Technology Limited for the financial year 2019-20"**
- C) All the envelopes shall be sealed in a covering envelope super scribed with words **"Technical Bid & Financial Bid for appointment of internal auditor for Webel Technology Limited for the financial year 2019-20"**

The sealed envelope containing the sealed Techno Commercial Bid and Financial Bid should be addressed to the **Chief Executive Officer, Webel Technology Limited, Plot-5, Block-BP, Sector-V, Salt Lake, Kolkata – 700 091** through post / speed post / Courier or dropped personally within the stipulated time. Late submission of Bid will not be accepted.

TECHNICAL BID

The Technical Bid should consist of the following documents:

1. Proposals submission cover letter on the letterhead of the firm clearly indexing the enclosures.
2. Detailed profile of the Firm and Registration No. of the firm as provided by ICAI.
3. Details of Experience of the firm in Audit.
4. 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.)
5. Details, qualifications and experience of full time paid assistants / professional staff with appropriate evidence of such staff being in continuous employment of the Firm
6. Copies Acknowledged Income Tax Return of the last 3 preceding financial years to be submitted.
7. Bid Form duly filled and signed as per format on the letterhead of the bidder.
8. Proof of audit assignments as per eligibility criteria.
9. Copy of PAN Card, GST Registration ID, 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. Demand Draft of Rs.2,000/- (Rupees two thousand) in favour of Webel Technology Limited payable at Kolkata

FINANCIAL PROPOSAL

Financial Bid to be submitted in a separate sealed envelope in the prescribed format as per Annexure-1. Selection of the Firm will be done on the basis of L-1 price.

SECTION-D

TERMS AND CONDITIONS

(i) Schedule of the application

The application document shall be submitted on or before 20.01.2020, at 16.00 Hrs. to The Chief Executive Officer, Webel Technology Limited, Plot-5, Block-BP, sector-V, Salt Lake, Kolkata-700 091.

(ii) Clarification regarding application document

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

(iii) Awarding of Contract

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

The Audit Committee thereafter will 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.

(iv) Proposal Currency

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

(v) 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.

(vii) Late Proposals

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

(vii) Payment terms

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

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.

(viii) 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.

(ix) Delivery

Quarterly Internal Audit report shall be submitted within 45 days of completion of each quarter to the Chief Executive Officer of Webel technology Limited.

(x) Price

- A) Price should be quoted in Indian rupees as per format of Annexure-1
- B) Price quoted should be firm.
- C) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise Webel Technology 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

(xi) 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 Chief Executive Officer of Webel Technology Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. The arbitration shall be held in Kolkata only.

ANNEXURE-1

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 -----
----- Ref. No. -----Dated ----- .**

To,
The Chief Executive Officer ,
Webel Technology Limited
Plot-5, Block-BP, sector-V, Salt Lake,
Kolkata-700 091

Dear Sir,
In response to the above , we offer our price as below :-

Sl. No	Job Description with HSN / SAC Code	Internal Audit fees for the year 2019-20	CGST (%)	CGST Amt. (Rs)	SGST (%)	SGST Amt. (Rs)	IGST (%)	IGST Amt (Rs)	Total Amt (Rs)

GRAND TOTAL –

(GRAND TOTAL RUPEES INWARDS)

(Signature and Seal of Authorised Signatory)

