

Government of West Bengal  
Directorate of Horticulture  
Department of Food Processing Industries and Horticulture  
Benfish Tower, GN-31, 4<sup>th</sup> Floor, Sector-V, Salt Lake,  
Kolkata-700091

14-11-2024

From,  
The Director,  
Directorate of Horticulture.

To,

1. The Director, I&CA, Nabanna, Howrah
2. The Managing Director, WBSF&HDCL, Benfish Tower, 6<sup>th</sup> Floor
3. The Sub Divisional Officer, Bidhannagar, Kolkata-91
4. The institute of Chartered Accountant, Kolkata
5. The chief Manager, HDFC Bank, Khanna Branch
6. D.O.H/ADH.....

Sub:- Publication of NIQ no NIQ/07/2024 dated  
18/11/2024

Sir,

With reference to above, enclosed please find herewith the NIQ bearing no NIQ/07/2024 dated 18/11/2024 for engagement of internal auditor for the financial year 2023-24.

you are requested to take necessary action for circulation of the same.

Yours faithfully,

*Sd-*

OSD AND EO DIRECTOR(ADMIN)

Copy forwarded to

1. MIS in Charge, FPI for taking necessary action
2. Office Notice Board
- 3.

*A. ———*

OSD AND EO DIRECTOR(ADMIN)

Notice  
for inviting Quotation  
for  
Engagement of internal auditor  
for  
the financial year 2023-24  
by  
the director of horticulture,  
Govt. of west Bengal

Date of advertising	18/11/2024
Last date of submission of bid	28/11/2024 within 3.00 p.m
Date of opening of bid	28/11/2024 after 3.00 p.m

Government of West Bengal  
Directorate of Horticulture  
Department of Food Processing Industries and Horticulture  
Benfish Tower, GN-31, 4<sup>th</sup> Floor, Sector-V, Salt Lake,  
Kolkata-700091

NIQ No:-NIQ/07/2024

Date:- 18/11/2024

**NIQ for engagement of Internal Auditor for F.Y. 2023-2024**

Director of Horticulture, Department of Food Processing Industries and Horticulture, Government of West Bengal proposes to engage a Practicing Chartered Accountant (only Firm) to conduct the Internal Audit for the financial year 2022-2023.

The terms & conditions and other details for selection of a Practicing Chartered Accountant as an Internal Auditor are given here under along with the notes and Annexures:

1. The candidate must possess a Certificate of Practice from the Institute of Chartered Accountants of India (ICAI).
2. The firm should have at least 5 (five) years of experience in field of audit of Government offices under the State of West Bengal.
3. The firm/ partner of the firm must have experience of conducting Internal Audit in Central/ State PSUs/ Government department in which average turnover is around Rs 5 crore during last three financial years.
4. Firm/ any of its partners should not have been convicted of any offence or debarred or imposed punishment by any court/statutory authority/ICAI /ICMAI/CAG of India.
5. Firm means partnership firm. Proprietorship firms are not allowed to participate in the bid.
6. Firm should have Headquarter/Branch Office in Kolkata.

The Internal Audit shall be conducted in accordance with the scope of work that has been provided as per Annexure-II. The Internal Audit shall be conducted at the offices, mentioned therein under the Director, Directorate of Horticulture, Department of Food Processing Industries and Horticulture, Government of West Bengal including the office of the Directorate of Horticulture which is situated at Benfish Tower, GN-31, 4<sup>th</sup> Floor, Sector-V, Salt Lake, Kolkata-700091.

Upon conclusion of the Audit, reports shall be submitted to the concerned District Horticulture Officer along with Director of Horticulture for taking necessary action.

**Terms & Conditions of Internal Audit are:**

1. The Internal Audit is expected to be based on scope of work provided in Annexure-II.
2. The Audit shall be conducted for the whole of the financial year. It should be completed within one month from the issuance of work order.



3. Internal Audit Fees should be quoted including all taxes and payment will be made online through bank account subject to the successful and satisfactory submission of report.
4. No outsourcing will be allowed. If any outsourcing has been resorted to, the engagement is liable to be cancelled with immediate effect.
5. No reimbursement of expenses apart from Audit fees will be applicable.
6. The estimated value of the internal audit does not exceed Rs 1 Lakh including of all taxes etc.

**Notes:-**

1. Applications are invited from the eligible Practicing Chartered Accountant Firms in the format prescribed in this NIQ as per Annexure-I
2. Applications in sealed envelope should reach the Office of the undersigned within 28/11/2024, by 3:00 p.m at the address stated herein below:

**The Director,  
Directorate of Horticulture,  
Department of Food Processing Industries and Horticulture,  
Benfish Tower, 4<sup>th</sup> Floor,  
GN-31, Sector-V, Salt lake,  
Kolkata- 700091.  
e-mail: dhadwb@gmail.com**

3. Necessary documentary evidence such as experience certificate, PAN card, GSTIN, Firm Registration no. shall be submitted along with the application in support of the information furnished by applicant and any other documents as and when required by Director of Horticulture.
4. For selection of Audit Firm for appointment on the basis of the above details, the discretion of Director of Horticulture shall be final. Director of Horticulture reserves the right to reject or accept any application without assigning any reason whatsoever.
5. The bid shall be submitted in two parts viz. Technical Bid and Financial Bid.
6. The bid shall be submitted in one bigger sealed envelope superscripted as "Bid for Appointment of Internal Auditor for the F.Y. 2023-2024" which must contain two separate sealed envelopes superscripted as "Technical Bid for Appointment of Internal Auditor for F.Y. 2023-2024" and "Financial Bid for Appointment of Internal Auditor for F.Y. 2023-2024".

7. Director of Horticulture reserves the right to cancel the NIQ or alter the time table of NIQ without assigning any reasons.

8. If required, pre-bid meeting may be held **within 27/11/2024**, at the request of willing participant(s) on submission of written request only. Such request should reach to Director of Horticulture within 25/11/2024 (**by 5 p.m.**) by email.

9. Director of Horticulture reserves the right, at its convenience, to terminate or cancel the whole or any part of the audit assignment by giving advance notice thereby if:

a. The selected auditor fails to comply with any of the terms of the NIQ.

b. On breach of confidentiality of information.

c. On any other valid ground at the discretion of the Director of Horticulture.

10. Check list for quotation :

☐ **Technical bid (in the letter head) should contain the following:-**

a) Name of the Firm:

b) Address:

c) Firm Registration No:

d) Certificate of Practice No:

e) Membership No of the Managing Partners, with qualifications:

f) Telephone & Mobile No., Fax no., e-mail id, website:

g) Date of incorporation/Registration of Audit Firm:

h) Total Experience as on 30/09/2024

i) Number of years of practice as on 30/09/2024

j) Experience (in detail):

k) PAN No of the firm:

l) GST No of the firm:

m) Bank Account Number along with the IFSC Code of the Firm

n) Firm/ any of its Partners have not been convicted of any offence or debarred or imposed punishment by any court/statutory authority/ICAI/ICMAI/ CAG (**Declaration as per Annexure-III**).

i. Financial bid (in the letter head) should contain the following:-

Sl No	Description	Annual Charges (Rs.) (a)	GST (Rs) (b)	Total Amount (inclusive of GST)- (Rs) (c=a+b)
01	Internal Audit Fees	-	-	-

Enclosure – Annexure I/II/III.

  
O.S.D. & E.O. Director of Horticulture (Admin)  
Directorate of Horticulture  
Govt. of West Bengal  
Benfish Tower, 4th Floor,  
GN-31, Sector-V, Kolkata-700 091

**Annexure-I**  
(Application for engagement)

Memo No-

Date-

To,  
The Director,  
Directorate of Horticulture,  
Department of Food Processing Industries and Horticulture,  
Benfish Tower, 4<sup>th</sup> Floor,  
GN-31, Sector-V, Salt lake,  
Kolkata- 700091.

Sub: Application for engagement of Internal Auditor

Sir/ Madam

This has reference to NIQ ref No- \_\_\_\_\_ dated- \_\_\_\_\_ . We have carefully gone through the terms & conditions of the same regarding engagement of internal auditor. This is to certify [insert the name of the Chartered Accountant], Address ..... are competent enough to undertake and successfully deliver the scope of work mentioned in NIQ referred above. The recommendation has been made after full understanding of the objectives and requirements.



We hereby certify the quality and number of resources deployed will be adequate and competent enough to accomplish the service in an applicable standard as may be performed by the professional accountant.

We further certify that all the information provided in response to this NIQ is absolutely true and correct.

Thanking you.

Yours faithfully

Authorized Signatory

(Name, Designation & seal of the firm)

## **Annexure-II**

### Scope of Internal Audit

1. The selected practicing Chartered Accountant Firm is required to under take the audit and accounting works of the Centrally Sponsored Scheme, Mission for Integrated Development of Horticulture (MIDH) erstwhile WB-08 West Bengal National Horticulture Mission for the Financial year 2023-24.
2. The audit and the accounting works will involve the transactions at the State Level Mission Head Quarter, i.e the Directorate of Horticulture (State Horticulture Mission) mainly which is the State Nodal Agency along with the transaction at the level of the following districts:-
3. District Horticulture Office, Cooch Behar
4. District Horticulture Office, Alipurduar
5. District Horticulture Office, Jalpaiguri
6. District Horticulture Office, Malda
7. District Horticulture Office, Birbhum
8. District Horticulture Office, Nadia
9. District Horticulture Office, Bankura
10. Sub Divisional Horticulture Office, Siliguri
11. District Horticulture Office, Murshidabad
12. District Horticulture Office, Purulia
13. District Horticulture Office, Purba Medinipur
14. District Horticulture Office, Paschim Medinipur
15. District Horticulture Office, Jhargram
16. District Horticulture Office, Hooghly
17. District Horticulture Office, North 24 Pgs
18. District Horticulture Office, South 24 Pgs
19. District Horticulture Office, Paschim Bardhaman
20. District Horticulture Office, Kalimpong
21. District Horticulture Office, Darjeeling
22. The selected Practising Chartered Accountant Firm will have

to visit the concerned office and examine data related with receipt and expenditure made under the aforesaid scheme and prepare a synopsis of the same for submission before the Government of India

23. The selected Practising Chartered Accountant Firm will also have to prepare an utilization certificate as per the specific Proforma for all of the offices.
24. The selected Firm is to ensure compliance of all Accounting Standards as applicable to the Govt. of West Bengal.
25. To cover identification of frauds, if any, to alert the Directorate of Horticulture, if necessary through confidential reports, against suspicious transactions that could indicate frauds.
26. In general the internal auditor is expected to conduct adequate audit procedures commensurate with nature of business & size of operation of the office concerned.

### **Annexure-III**

Declaration regarding Clean Track Record  
(To be submitted along with the Technical Bid)

Memo

No-

Date-

To,  
The Director,  
Directorate of Horticulture,  
Department of Food Processing Industries and Horticulture,  
Benfish Tower, 4<sup>th</sup> Floor,  
GN-31, Sector-V, Salt lake,  
Kolkata- 700091.

Sub: Declaration regarding Clean Track Record

Sir/ Madam,

This has reference to NIQ ref No\_\_\_\_\_ dated-\_\_\_\_\_. We have carefully gone through the terms & conditions of the same regarding engagement of internal auditor. We hereby declare that our Firm/LLP has not been debarred/ black listed/ imposed punishment by any court of law/ ICAI /ICMAI/ CAG



of India. I further certify that I am the competent person/ authority of our firm to make the declaration that bid is binding on us and you have an exclusive right not to accept the bid you receive. Your decision is final and binding for all.

Thanking you

Yours faithfully,

Authorized Signatory

(Name, Designation & seal of the firm)