



# West Bengal State Book Board

AQ-13/1, Sector-V, Salt Lake City, Kolkata - 700 091  
Phone : 2367-7854/55 □ Website : [www.wbbookboard.org](http://www.wbbookboard.org)  
E-mail : [wbstatebookboard2016@gmail.com](mailto:wbstatebookboard2016@gmail.com)



No. 163 /Statutory Audit/WBSBB/2018

Dated: 27 July 2018

## NOTICE INVITING TENDER

### APPOINTMENT OF STATUTORY AUDITOR FOR THE FINANCIAL YEAR 2016-17 & 2017-18

Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Statutory Auditors in West Bengal State Book Board for the period for two years from Financial Year 2016-17 to 2017-18.

The interested CA Firms are to submit their tender in the prescribed proforma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, Terms and Conditions, Bid as per Annexure 1, 2 and 3. The tender documents may be downloaded from our website i.e. [www.wbbookboard.org](http://www.wbbookboard.org)

#### Eligibility Criteria: The Firm must

- be empanelled with ICAI for minimum 5 years.
- be empanelled with C&AG for 2017 -18
- have at least 4 full time fellow partners for a period not less than 3 years continuously (as per certificate of ICAI as on 01-01-2018)
- have an average turnover of Rs.15 lakhs per annum last 3 F.Y.
- have carried out in last 3 years at least 4 statutory audits of corporate entities/autonomous bodies having a turnover of Rs. 10 crores other than Bank Branch Audit &
- have at least 4 audit assignments in the Government Organisation / Undertakings/ autonomous bodies.
- not be black listed by any PSU, including any of the members of the Firm

**Any firm not satisfying the said minimum criteria need not apply as their proposal shall be summarily rejected.**

#### Supporting documents:

- Attested copy of Certificate of ICAI [for Sl. No. (a) & c above] & copy of partnership deed.
- A copy of the balance sheet & Profit and Loss accounts for last three years (for Sl. No. d above) [with break-up of Audit fee and other fees received]
- Document showing empanelment with C & AG for 2017-18
- Copy of the appointment letters from the Auditee organisations (for Sl. No. c & f above)



- v) Self attested affidavit on Rs. 100/- stamp paper to be given in this regard by the authorized person of the firm (for g above)
- vi) Copy of Income Tax PAN No.
- vii) Copy of S.T. Registration.

The sealed tender may be submitted in one envelop superscripting " Statutory Auditor for West Bengal State Book Board for the Financial Year 2016-17 & 2017-18 and addressed to Chief Executive Officer, West Bengal State Book Board, AQ-13/1, Salt lake, Sector-V, Kolkata - 700091. The sealed tender must be dropped in the tender box at Book Board office on or before 20 August, 2018 by 13:00 HRS. Tender will be opened on 23.08.2018. An indicative time table of the appointment process is given below:

Activity	Expected Date, Time
<b>Last Date for receipt of proposals</b>	<b>13:00 HRS of 20 August, 2018</b>
<b>Expected date and time of opening of the financial bid</b>	<b>14:00 HRS of 23 August, 2018</b>
<b>Expected negotiations/awarding contract</b>	<b>15:00 HRS of 23 August, 2018</b>
<b>Assignment Starts</b>	<b>27 August, 2018</b>

#### **TERMS AND CONDITIONS:**

1. Tender shall be submitted in prescribed/official documents only. If submitted in any other form, the same shall be summarily rejected.
2. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
3. The West Bengal State Book Board reserves the right to accept/reject any/all offer(s) without assigning any reason.
4. The West Bengal State Book Board reserves the right to cancel this tender process at any time without assigning any reason before the selection of statutory auditor and tenderers shall not be entitled to claim any damage or compensation due to such cancellation.
5. All proposals should reach at Boards office by 13:00 HRS of 20 August, 2018. No proposals shall be accepted after the due date and time.
6. Any tender received not in conformity with the aforesaid terms and conditions may not be considered and may be rejected.



## **SCOPE OF WORK**

**The nature of work of the Chartered Accountant Firm shall be as follows:**

**Objectives of Audit service:** The objective of the audit is to ensure that the grant provided by **Dept of Higher Education, Govt. of WB and Govt. of India** are used for purposes intended and the annual financial statements are free from material misstatements.

The objective of the audit of the financial statements - i.e. Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules is to enable the auditor to express a professional opinion as to whether the (1) the financial statements give a true and fair view of the Financial Position of the W.B. State Book Board at the end of each fiscal year and (2) the funds were utilized for the purposes for which they were provided.

**Standards:** The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the **Institute of Chartered Accountants of India** in this regard. The auditor should accordingly consider materiality when planning and performing the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

**Scope & Coverage of audit:** In conducting the audit special attention should be paid to the assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls; verification of assets and liabilities; a specific report on this aspect would be provided by the auditor annually as part of the management letter;

- a) Funds have been spent in accordance with the condition laid down by the Government of India and Govt. of WB from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- b) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the Govt.

**Financial statements:** for each Financial year Balance sheet (with schedules to Balance Sheet with Statement of Fixed asset, schedule of loans and advances with age wise analysis, schedule of all cash and bank balances with Bank reconciliation statements), Income & Expenditure A/C, Receipt Payment A/C.

**Management letter:** In addition to the audit report on the project financial statements, the auditor will also prepare a management letter highlighting findings during the audit, which will inter alia include:

- a) Comments and observations on the financial management records, systems and controls that were examined during the course of the review;

- b) Deficiencies and areas of weakness in systems and controls and recommendation for their improvement;
- c) Any other matters that the auditor considers pertinent to report in relation to the financial management. The observations in the Management Letter must be accompanied by a suggested recommendation from the Auditor and Management Comments on the observations/ recommendations from the Management.

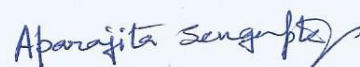
**Utilization certificate:** The Auditor is further required to provide a certificate giving details of unspent balance brought forward from the previous financial year, funds released during current financial year indicating sanction numbers and amount, funds utilized and unspent balance at the closing of financial year.

**Time schedule of submission of audit report:**

The final Audit Report should be submitted by **30 working days from date of commencement of audit to the W. B STATE BOOK BOARD**. The firm will submit 3 copies (Spiral Bound) and also soft copy in MS Excel/MS Word and Scanned (Both) are also to be submitted in mail or CD of the audited Financial Statements and Audit Report along with the final Utilisation Certification signed by the Authority & Auditor both with their comments, if any

Of any further clarifications, please send your written queries e mailed to the Account Section, West Bengal State Book Board by **13:00 HRS of 16 August, 2018**. A list of all queries and **W.B. STATE BOOK BOARD's** response will be circulated to each of the short listed firms without giving the name of initiator. In no case should there be any communication with anyone else within **W.B. STATE BOOK BOARD** till the contract has finally been awarded. Failure to comply with this requirement may lead to disqualification of your firm.

Sincerely yours,



Chief Executive Officer

Chief Executive Officer  
West Bengal State Book Board

Email: [wbstatebookboard2016@gmail.com](mailto:wbstatebookboard2016@gmail.com)

Telephone No. 033 29860274



**Annexure -1**  
**Particulars/Details of the Firm**

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H. O. at the existing Station	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm Service Tax Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C &AG for as on 01-01-2018 the year under Audit
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last three years	Attach balance sheet and P&L Account of the last three years or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.
9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)	Provide a Chart
10	Audit Experience of the Firm: 1. Number of Assignments in Commercial /Statutory Audit 2. Experience in the relevant assignment.	Copy of the Offer Letter & the Fee Charged. Copy of the Offer Letter & the Fee Charged (Relevant evidences to be given of the turnover and fee)

11	<b>Details of Partners:</b>  Provide following details: <ul style="list-style-type: none"> <li>• Number of Full Time Fellow Partners associated with the firm.</li> <li>• Name of each partner,</li> <li>• Date of becoming ACA and FCA</li> <li>• Date of joining the firm,</li> <li>• Membership No.,</li> <li>• Qualification</li> <li>• Experience</li> <li>• Whether the partners is engaged full time or part time with the firm.</li> <li>• Their Contact Mobile No., email and full Address</li> </ul>	Attested copy of Certificate of ICAI as on 1.1.2018
12	If applying in Joint venture, then provide similar details for the firms participating in Joint venture.	Letter jointly signed by all the firms participating in Joint venture whereby they have agreed for the Lead Auditor.
13	Indicate the Lead Auditor in the Joint Venture.	Letter jointly signed by all the firms participating in Joint venture whereby they have agreed for the Lead Auditor.

## Annexure - 2

Details of Structure and Composition of Team & Task Assignments — DEPLOYED FOR Proposed Assignment

Each Team will constitute of minimum 4 members with qualifications as below:

Name	Position/ Team Number	No's (Minimum)	Educational Qualification	Key Responsi- bilities or Task Assigned	Relevance Experience and period of association with the firm	Name of the firm to which he belongs in case of Associate	Number of Man Days estimated for Task completion
Chartered Accountant	Team Leader	1					
Semi- qualified  (Inter CA)		1					
Support Staff (Jr. Auditors)		2					

1. The Firm shall give an undertaking that the Team members are proficient in the State's official language (both oral and written)
2. Firms must also clearly bring out the number of Teams it plans to deploy for the Audit keeping in view the scope of work, coverage and Guidelines for submitting the proposal. Structure of each Team should be indicated as per format below:

### Structure of Team I

Name of CA	Names of Support Staff	Qualifications	Time required for each assignment



### Annexure - 3

## FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in Rupees)
AUDIT FEE (Inclusive of TA/DA) Excluding Service Tax etc	Both in Numeric and in Words.
	Rs. _____/-
	(Rupees _____).