

WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED

(Wholly Owned by the Government of West Bengal)

Registered Office: Swasthya Sathi, GN-29, Sector-V, Salt Lake, Kolkata- 700091

Phone: 033-4034-0300 ♦ Email: info@wbmsc.gov.in ♦ website: www.wbmsc.gov.in

Memo No: WBMSC/Internal Auditor/885/15/1565

Date: 18/05/2017

NOTICE INVITING QUOTATION

Sealed Quotation are invited from the Registered Firms of Chartered Accountants for conducting Internal Audit of WBMSC, at Swasthya Sathi Building for the financial year 2017-18. Quotation from firms having credentials of same nature of work would only be accepted.

Brief description of work	Last date and time of Quotation submission	Date & Time of Opening Of Quotation
"Internal Audit of WBMSC, at Swasthya Sathi Building" for the financial year 2017-18	26/05/2017; 2.00 pm	26/05/2017; 2.30 pm
BID Opening Venue	West Bengal Medical Services Corporation Ltd, Swasthya Sathi Building, GN -29 , Sector – V, Salt Lake, Kolkata – 700091.	

Prospective bidders are requested to submit the quotation in a sealed cover addressed to the Managing Director, West Bengal Medical Services Corporation Ltd, Swasthya Sathi Building, GN - 29 , Sector – V, Salt Lake, Kolkata – 700091 within the stipulated date & time for the following product.

Scope of work:

1. Quarterly Internal Audit is to be conducted and Audit Reports to be submitted quarterly.
2. Verification of all Contractors' Payment under different modes in compliance with all applicable laws including social security laws;
3. Verification of all Advances including advance to staff (if any) and realization/adjustment thereof;
4. Verification of all Revenue Expenses;
5. Verification of imprest accounting system along with relevant documents;
6. Verification of Maintenance system of Fixed Asset Records and physical verification system thereof;
7. Verification of Revenue earning e.g Management Fees, Interest earned on all deposits;
8. Review of periodical Financial statements along with earning vis-a-vis expenditure analysis over the previous corresponding period;
9. Verification of Bank Reconciliation Statements etc;
10. Verification of compliances of all taxes, applicable to the Company.
11. Verification of various tax returns before submission to different authorities.

Eligibility of Participating vendor: Bonafide, reliable and resourceful firms having credentials of same nature of work would only be accepted.

Validity of Quotation: 60 days from the date of submission of quotation.

Documents comprising the bid : (Bidders are instructed to submit their bid consisting of sealed envelope.)

The Qualifying Bid shall comprise the following: -

- (a) Company Profile.
- (b) PAN Card.
- (c) Credential in similar nature of works.
- (d) Quotation must be submitted along with all the relevant documents. This is required to show that the bidder had accepted all the terms and conditions mentioned in this NIQ document.
- (e) Service Tax Registration Number
- (f) ICAI Registration Number

The Price Schedule shall comprise the following:

Applicable Price Schedules as per printed format on the letter head of the intending bidder.

(Rate must be given in the format provided below, on the letter head of the intending bidder. Rate per unit as mentioned in column no 4 & 5 of the format must be inclusive all taxes, charges and Installation. Any taxes, charges etc shown separately will not be considered. Price in any other format will be treated as cancelled).

Sl. No	Description of work	Qty	Unit	Rate (inclusive of all taxes & duties)	Amount
1	Consultation Fees of Internal Audit	1	Item		

Period of Validity of Bids:

Quoted Rate shall remain valid for a period of 60 days after the bid submission deadline date prescribed by WBMSCL. A bid valid for a shorter period shall be rejected by WBMSCL as non responsive.

In exceptional circumstances, prior to the expiration of the bid validity period, WBMSCL may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. In such case the Bid Security shall also be extended for a corresponding period. A Bidder granting the request shall not be required or permitted to modify the bid.

Submission, Sealing and Marking of Bids:

Bidders may always submit their Quotation by hand. Bidders will submit the Quotation sealed in envelope which shall:

- (a) Bear the name and address of the Bidder as well as the BID reference number.
- (b) Be addressed to

Managing Director,

West Bengal Medical Services Corporation limited, Swasthya Sathi Building, GN-29, Salt Lake Sector-V, Kolkata-91

- (c) If the envelope/s is not sealed and marked as required, WBMSCL will assume no responsibility for the misplacement or premature opening of the quotation.

Deadline for Submission of Bids

- (a) Quotations must be submitted by the Bidder at WBMSCL, Swasthya Sathi Building, GN-29, Salt Lake, Sector-V, Kolkata-91 latest by 14:00 hours on 26/05/2017.
- (b) WBMSCL may, at its discretion, extend the deadline for the submission of Quotation by amending the Bidding Documents, if felt necessary.
- (c) WBMSCL shall not consider any quotation that arrives after the deadline for submission of quotations, or that which has not been received at the stated address within the deadline of submission for quotation. Any quotation received by WBMSCL after the deadline for submission of quotations shall be declared late, rejected.

Bid Opening

- (a) WBMSCL or its duly authorized representative or committee will open the quotation in the presence of intending bidders who may be present at the time of Opening.
- (b) A quotation will be considered as non responsive and will be rejected/ cancelled under the following conditions:
 - Does not have any of the documents as mentioned in the NIQ.
 - Does not have the required technical eligibility as per documents submitted by the Bidder.
 - If the bidder submits conditional bid.
 - Submits incomplete Quotation as per price format.
 - The Bidder does not accept important Contract conditions.
- (c) Quotation will be opened and as well as accepted only in case of those Bidders who have submitted the all other documents mentioned in the NIQ. On opening the Quotation the Committee will enter the amounts in a Comparative Statement Form.

Terms and Conditions

01. Quoted Rate would be exclusive of all taxes as applicable.
02. The Rate should be quoted in Indian Rupee only.
03. Each Bidder shall submit only one quotation.
04. WBMSCL will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - (a) Are properly signed.
 - (b) Conform to the terms and conditions.
05. WBMSCL reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations, and does not bind to accept the lowest rate.
06. The Bidder whose quotation is accepted will be notified of the award of contract. The terms of accepted offer shall be incorporated in the purchase order.
07. Payment shall be made quarterly after completion of the work for a particular quarter on production of bill.


Managing Director

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Copy forwarded for information to:

1. Manager Accounts, WBMSCL
2. Notice Board of West Bengal Medical Services Corporation Ltd.
3. Office Copy.


Managing Director