

West Bengal Tourism Development Corporation Ltd.

I. **Expression of Interest (EOI)** is invited from interested Firms of Chartered Accountants for taking up internal audit in the head office, Tourist Lodges/Paryatak Abas/Tourism Centres of this Company.

II. The places where the jobs need to be taken up, are classified into the following zones :

Zone B comprising **Malda, Berhampore, Bishnupur, Tarakeswar, Santiniketan, Pathik** (Durgapur), and **Maithon, Digha, Rani Shiromoni** (Midnapore West) Tourist Lodges;

Zone C comprising **Diamond Harbour, Bakkhali, Rupnarayan** (Howrah), **Sajnekhali, Barrackpore, Kalighat Pilgrimage facilitation Centre** and **Udayachal** (Salt Lake) Tourist Lodges, **Kolkata Tourism Centre, Appyayan** (Kolkata), and Head Office

III. AREAS OF WORK :

Internal audit will cover the following areas of function which may be construed as illustrative and not exhaustive:

1. Verification and certification of registers and records maintained at various lodges.
2. Verification and certification of Physical verification of Cash, Bar Stock, Catering items and Current Assets and certification along with the corresponding registers.
3. Verification and certification of monthly accounts of lodges and submission of a duly verified copy to the Head Office.
4. Verification and certification of cash trial of individual lodges.
5. Verification and certification of Bank Reconciliation Statement.
6. Verification, Reconciliation, and certification of Sundry Debtors and Sundry Creditors and submission of detailed lists to H.Q.
7. Verification and certification of List of Inter Branch fund transfers; inter account transfer, fund transfer from H.O. to lodges and vice versa.
8. Verification and certification of Employee wise SWF advance and Festival Advance like opening balance, payment during the half yearly period, recovery thereon and closing balance.
9. Verification and certification of lists regarding payment of statutory liabilities like TDS on Contractors payments, TDS on Salary to employees attached to lodges, Professional tax, GIS, Service tax etc.
10. Verification and certification of monthly VAT input statements on items like provisions & groceries, fresh supply, coal, gas & fuel, other purchases and fixed assets.
11. Verification and certification of records for statement of TCS against purchase of wine.
12. Verification and certification of records on excess purchases / expenses by

managers of the lodges in violation of the delegation of financial power as per rules of WBTDC Ltd.

13. Verification and certification of report on delayed deposit of daily collection to Bank, if any.
14. Verification and certification of records of recovery of electricity charges and other facilities from the employees.
15. Verification and certification of scrutiny of payment of service charges as per company's rule.

The following additional reports are to be submitted in regard to the Head Office and Tourism Centre:

1. Verification and certification of salary reconciliation statements.
2. Verification and certification of service tax reconciliation including collection and deposit report.
3. Verification and certification of customer advance collected during the year to be adjusted in the subsequent year – lodge wise.
4. Verification and certification of a tour wise report on expenditure and income of package tour.
5. Verification and certification of Sundry Debtors in respect of air tickets specially mentioning whether any credit facility has been granted to any private party.
6. Verification and certification of monthly statement of tourism centre.

IV. The monthly report should cover the above points in two forms, viz., (a) **in the form of a certificate** that no irregularities exist in the activities and functioning (as applicable in the case of each area of activity), and (b) **in the form of exception report** showing irregularities in activities and functioning, and detailing the nature of irregularities (as applicable in the case of each area of activity). In the case of (b) as stated, position obtaining in the immediately following month, should be invariably mentioned.

V. The CA firms must have C&AG empanelment with at least 4 Chartered Accountants. They should have adequate experience in government sector and exposure to Accounting packages / ERP systems. The firms which will be selected as internal auditors will themselves arrange food and lodging for their employees and representatives. WBTDC Ltd. will not be in a position to arrange food and lodging for the members of staff or representatives of the firms.

VI. Engagement of the firm will be for a period of one year which may be extended for a certain period, on satisfactory performance of the firm as assessed and viewed by the management. The management will, however, reserve the right to cease the engagement of the firm any time during the tenure of engagement of the firm without assigning any reason therefore.

VII. **The following should be submitted with the EOI :**

- Capability Statement including a profile of the firm covering relevant similar and related experience.
- List of important clients for whom similar work has been done.
- Details of partners and qualified staff including a one page CV of each; highlighting experience in Government sector.
- Summary financial statements for the last 3 years specifying turnover from professional services.
- Copy of latest renewal certificate of the firm from ICAI/proof of C&AG empanelment.
- Declaration that the firm and none of its partners and staff are and have been at any point of time blacklisted by any Government or Govt. Undertaking – Details of court / legal cases pending, if any

VIII. The EOIs should be concise and focused covering the above information. Any EOI with inadequate information, and those which do not meet the above criteria, will not be entertained.

IX Details about Financial Proposal in relation to the Expression of Interest for taking up internal audit: Before quoting fees the following points should be carefully noted:

- 1) Although Financial Proposals should accompany the Expression of Interest, Financial Proposals of only those firms which are short listed as technically competent, will be considered for final evaluation.
- 2) The fee will, in all cases, be comprehensive, and no additional amounts will be payable/reimbursable to the firm on account of food and lodging of the representatives of the firm. Nor the WBTDCLD will be in a position to arrange food and lodging for the members of staff and representatives of the firms. All pages of Financial Proposal should be signed under office seal of the firm.
- 3) While the management will have general inclination towards accepting the lowest fees offered by the C.A. firms, the management will also consider the practicability of attaining high standard of performance from the angle of man-days proposed to be employed and fee per man-day applied for different categories of staff to be engaged by the firms. The firms are requested to quote **monthly fees** showing following **break-ups applicable for each month** :

Zone for which EOI and Financial Proposal are submitted	Category of staff to be engaged (Please mention audit unit wise details)	Required man-days of each category of staff of each audit unit	Fee per man-day for each category of staff Rs.	Total Fee for one month Rs.

X. Interested C.A.Firms will submit their EOIs and Financial Proposals **latest by 4.00 P.M. on or before 16th July 2012** in the office of the **Managing Director, West Bengal Tourism Development Corporation Ltd., Hemanta Bhavan, 12, BBD Bag (East), 4th Floor, Kolkata – 700 001**. The EOI should be submitted in an envelope superscribed “**Expression of Interest for taking up internal audit**”. Financial Proposal should be submitted in a separate envelope superscribed “**Financial Proposal**”, and addressed as above. In no case, EOI and Financial Proposal should be submitted in the same envelope. Financial Proposals of only those firms which are shortlisted as technically competent will be considered for final evaluation.

Canvassing of any kind would potentially lead to disqualification. **C.A. Firms which have already submitted Expression of Interest and Financial Proposal against our earlier notice in the website, need not submit proposals again, as their cases will be duly considered along with the proposals of new applicants.**

**Managing Director
W B T DC Ltd.
Hemanta Bhavan,
12, B.B.D. Bag (East), 4th Floor,
Kolkata – 700001**