

**APPOINTMENT OF INTERNAL AUDITOR FOR
WEST BENGAL FOREST AND
BIODIVERSITY CONSERVATION SOCIETY**

REQUEST FOR PROPOSAL

TENDER NOTICE NO. 03/WBFBCP OF 2014-15

**West Bengal Forest and
Biodiversity Conservation Society
LB-2, Block III, Salt Lake, West Bengal
Kolkata 700 098
e-mail:wfbcb@gmail.com**

www.wfbcp.org

1. TENDER NOTICE

The Project Management Unit (PMU) of the West Bengal Forest and Biodiversity Conservation Project (hereinafter referred to as the 'Project') launched by the West Bengal Forest and Biodiversity Conservation Society (hereinafter referred to as Society), a Society under the aegis of Directorate of Forest, Govt of West Bengal, intends to engage Internal Auditor and invites sealed offers from bona fide Chartered Accountant / Chartered Accountant firms / Cost Accountant/ Cost Accountant firms empanelled with the Comptroller and Auditor General of India, or full time practicing as member of Institute of Chartered Accountant of India/ Institute of Cost Accountant of India for the work of Internal Audit of the Society. The Society includes the Project Management Unit (PMU), the Divisional Management Units (DMUs), the Field Management Units (FMUs) and the Forest Protection Committees (FPCs) working for the JICA assisted Project. The important points of reference are given below:

Tender Inviting Authority	Chief Project Director, West Bengal Forest and Biodiversity Conservation Project
Name of the Work	Internal Audit of the Society
Tender Notice No.	03/WBFBCP of 2014-15
Start Date of Downloading form	30.09.2014
Cost of Tender Document	Rs 1000.00 (Rupees One Thousand) only
Last date and time for submission of Bids	27.10.2014, 15:30 hrs.
Opening of Technical Bids	27.10.2014, 16:30 hrs.
Place of Opening of Technical Bids	O/O Chief Project Director, West Bengal Forest and Biodiversity Conservation Project
Declaration of the results of Evaluation of Technical Bids	By 30.10.2014
Opening of Financial Bids	30.10.2014, 15:30 hrs
Address and Telephone No. for Communication	LB-2, Block III, (W.B Milk Federation Society Building) 2 nd Floor, Salt Lake, West Bengal, Kolkata 700098 EPBX: (033)23352266, Fax: (033) 23352264
Other important points specified by the Tender Inviting Authority: 1. Detailed information is given in the Tender Document. 2. Intending bidders should log on the website www.wbfbc.org 3. Two – Envelope bid system will be followed—Technical and Financial Bids 4. Financial Bids will be considered in respect of only those bidders who qualify in the Technical Bid. That is, Financial Bids of those who are found ineligible on examination of their technical Bids, will not be opened for consideration. 5..Incomplete tenders or Tender received after due date and time will be summarily rejected.	

2. TENDER DETAILS

2.1 Background of the Project

The West Bengal Forest and Biodiversity Conservation Project is a JICA assisted project launched in 2012-13 by the West Bengal Forest and Conservation Society, a Society of Government of West Bengal registered under the W.B. Societies Registration Act. The objective

of the Project is “To improve forest ecosystem and conserve biodiversity by undertaking afforestation, regeneration and wildlife management activities through Joint Forest Management approach, including institutional capacity development, thereby contributing to environmental conservation and harmonized socio-economic development of West Bengal”.

Some important information of the project are given below:-

Project Outlay	: Rs.406.00 crores over 8 years
Project period	: 8 years
Main components of Project	: Afforestation, Biodiversity Conservation, Institutional Capacity Development and Community Development
No. of DMUs	: 34
No. of FMUs	: Approximately 120
Location of DMUs and the FMUs	: As per Annexure III

2.2 Tender Schedule

The schedule given below will be followed during this tender process unless otherwise notified by the Tender Inviting Authority

Start Date of Downloading form	30.09.2014
Last date and time for submission of Bids	27.10.2014, 15:30 hrs.
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2.3. Scope of Work

The Chartered Accountant / Chartered Accountant firms/ Cost Accountant/ Cost Accountant firms, hereinafter interchangeably called as “Internal Auditors”/ “Bidders”, will be required to accomplish the following works **with visits to the field offices located in all the districts of the State (For location details see Annexure III) :-**

1. To carry out Internal audit of the books of accounts and records of the PMU, all DMUs and FMUs for the year 2014-15.
2. Each of the above units has to be covered during the assignment. **The internal audit of PMU and DMUs shall be carried out twice a year and of FMUs once in a year. The period of audit shall cover the period with effect from 01.04.2014 upto the accounting month preceding the date of audit. For example, if the audit is conducted on 3rd of November, 2014 then the period of audit will be 01.04.2014 to 31.10.2014.**
3. To inspect the books of accounts, including cash book, bank book, Bank guarantees, vouchers, Journals, Ledgers and other account related reports and to ensure that the transactions are recorded as per the Regulations of the Society, guidelines of JICA, Govt of India and Govt of West Bengal and on the basis of proper authority.
4. To inspect the transactions related to taxes etc., and to provide necessary guidance and assistance with regard to compliance of TDS requirements, computation and filing of returns such that the transactions are in accordance with the notification and guidelines of the government.

5. Verification of matters related to the deductions from bills including salary bills, viz: GPF, GIS, P Tax, ITax etc.
6. Auditing of the fund utilization of the sanctioned activities including the reimbursement claim and disbursement of loan.
7. Checking the maintenance of books of accounts and records of PMU, DMUs, FMUs and FPCs and suggesting modifications and/or corrections as may be required.
8. Checking the Bank deposits, interest in bank, TDS receivables, Bank Reconciliation Statements and suggesting modifications and/or corrections as may be required.
9. Checking of component wise expenditures and suggesting modifications and /or corrections as may be required.
10. Suggesting corrective course of action with regard to the maintenance of accounts from time to time.
11. To submit quarterly reports on internal audit of the units covered, which should inter alia include the status of books of accounts, position of Receipts and payments, Income and expenditure and a review of implementation system, maintenance of records and suggestions on course corrections, if any.

2.4. Deliverable

Internal Audit Report as described in clause 2.3 above. The Reports should be submitted in duplicate as hard copies and one soft copy (word format).

2.4.1. Conditions of submission of deliverables

Deliverable is to be submitted within one month of completion of the period of the report.

2.5. Cost of the Tender Document

2.5.1 The **Tender Document** can be downloaded from the website: www.wfbfbc.org

2.5.2. The cost of tender document, which is Rs 1000.00 (Rupees One Thousand only) must be deposited along with submission of Bid documents by a Demand Draft drawn in favour of the “West Bengal Forest and Biodiversity Conservation Society” and payable at Kolkata

2.6. Due date and Time

One sealed tender **addressed to the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project**, containing two separate sealed envelopes, i.e; Technical Bid and Financial Bid may either be dropped in the tender box in the office of the **Chief Project Director West Bengal Forest and Biodiversity Conservation Project, West Bengal, LB-2, Sector –III, (W.B Milk Federation Society Building) 2nd Floor, Salt Lake, West Bengal, Kolkata- 700098**, Or through Registered post or courier at the above address within the specified date and time as indicated in this notice:

2.6.1 The sealed tenders must be received within **15:30 hrs. of 27.10.2014**. The tenders received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.

2.6.2 The Tender Inviting Authority may, in exceptional circumstances and at his discretion, extend the deadline for submission of proposals by issuing an Addendum to be posted in website and/or by intimating all bidders who have been provided the proposal documents, in writing or by facsimile or through email.

2.7. Eligibility Criteria

The prospective bidder should have experience of implementation, during the last 5 years, of **at least two similar works of Internal Audit assignment having contract value of not less than Rs.1**

lakh in each case, in the State/Central govt. departments or undertakings/ Corporations / PSUs/Banks / Registered Society/Any other Govt. Institution/Listed Company

The connotation ‘similar works’ would mean works of Internal Audit of organization, similar in nature to the scope of works mentioned in para 2.3 above.

The prospective Internal Auditor should annex the relevant credentials to justify its eligibility.

2.8 Submission of Tender—Two Envelope System

Submission of bids has to follow two- envelope system. The bid will comprise two parts – Technical and Financial – to be submitted in two separate sealed envelopes and put in a sealed cover, as described in para 2.8.1, 2.8.2 and 2.8.3 below.

2.8.1 Technical Bid

- a. The Technical Bid envelope should be superscribed as “Technical Bid –Appointment of Internal Auditor in WBFBC Society – Tender Notice No. 03/WBFBCP of 2014-15”
- b. The Technical Bid should contain the signed and sealed completed forms (Annexure I) of the Technical Bid along with relevant enclosures.
- c. The Technical Bid should consist of the following :
 - i. General Information about the bidder – Form A (Annexure I)
 - ii. Summary of Similar assignments Completed– Form B (Annexure I)
 - iii. Details of Similar assignments Completed – Form C (Annexure I)
 - iv. Qualification and Experience of the “Internal Auditor” team – Form D (Annexure I)
 - v. Information on Manpower Resources of the bidder team –Form E (Annexure I)
 - vi. Additional Information, if any (optional) - Separate sheet to be attached
- d. The technical proposal must not contain any pricing information.
- e. The address of the bidder should be clearly written on the cover

2.8.2 Financial Bid

- a. The Financial Bid format is given in Annexure II A and II B.
- b. The Financial Bid as prescribed in the Tender (Annexure IIA and II B) should be filled up and sealed along with enclosures in a separate cover super-scribed as “Financial Bid – Appointment of Internal Auditor in WBFBC Society – Tender Notice No. 03/WBFBCP of 2014-15”
- c. The address of the bidder should be clearly written on the cover.

2.8.3 Outer Cover

Both the sealed Technical Bid cover and sealed Financial Bid cover should be put in a single outer cover, which should be sealed and super-scribed as “Tender for Appointment of Internal Auditor in WBFBC Society – Tender Notice No. 03./WBFBCP of 2014-15”

The outer cover should be sealed and should contain the following documents:

- a. The present Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.
- b. The cost of downloaded Tender Document by way of crossed DD for **Rs.1000.00** (Rupees One Thousand only)
- c. Covering letter of the proposal, to be signed with the Bidder’s name and by a representative of the Bidder who is authorized to commit for the bidder to contractual obligations.
- d. Technical Bid as specified in the 2.8.1 of this Tender.
- e. Financial Bid as specified in section 2.8.2 of this Tender and as per Annexure II.
- f. Any other information that is required to be submitted in the proposal process

Note: The address of the bidder should be clearly written in the cover. The covers received without superscription are liable for rejection. The tenders not submitted as specified in the above clauses will be summarily rejected.

2.9 Period of Validity of Proposals

- a. The offer submitted by the bidder shall be valid till the completion of the assignment.
- b. The Tender Inviting Authority may solicit the bidder's consent for an extension of assignment on same agreed terms and conditions to next financial year. The request and the responses thereto shall be made in writing.

2.10. Late Proposals

Any proposal received at the office designated in this Tender document, after the specified time for receipt of the same will not be considered.

2.11 Proposal Preparation Costs

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the Tender Inviting Authority to facilitate the evaluation process, and in negotiating a definitive Service Agreement or all such activities related to the bid process. This RFP does not commit the Society to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

2.12 Right to Terminate the Process

The right of final acceptance of the tender is entirely vested with the appropriate authority in the West Bengal Forest and Biodiversity Conservation Society, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever.

2.13. Bid Opening

The tenders will be received up to **15:30 hrs, of 27.10.2014**. The Technical Bids will be opened **at 16:30 hrs of 27.10.2014** by the officer authorized by the Chief Project Director of the Project in his office, in presence of such of those Bidders or their authorized representatives who may be present at the time of opening.

2.13.1 The Technical Bids will be evaluated as per the evaluation criteria specified in the Tender. The list of technically qualified bidders will be prepared by the PMU and displayed on the Notice Board of the office of the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project, and also in the website of the Society **by 30.10. 2014**.

2.13.2. The Financial Bids of technically qualified bidders alone will be opened at **15:30 hrs of 30.10.2014**.

2.14. Tender Rejection Criteria

Following are the tender rejection criteria:-

2.14.1 The Technical Bid not containing Tender Document cost will be summarily rejected.

2.14.2. Tenders not submitted in the form specified as per the format given in this Tender document will be summarily rejected.

2.14.3 Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.

2.14.4 Tenders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the tender requirements, the Tender Inviting Authority reserves the right to reject any or all the tenders without assigning any reason whatsoever.

2.14.5 Tenders submitted without the enclosures to prove the bidder's experience will be liable for rejection.

2.14.6 Tenders submitted without audited financial statements of the bidder are liable for rejection.

2.14.7 In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this tender document, the tenders are liable for rejection.

2.14.8 Incomplete bid documents, and bid documents submitted unsealed will be treated as non-responsive offer and the tender is liable for rejection.

3. BID EVALUATION PROCESS

The detail of the process is described below:

3.1 Evaluation of Technical bids

The Technical Bid will be examined by a Technical Committee to be constituted by the Chief Project Director, on the basis of the evaluation criteria and the points system specified in the Tender.

3.2 The details provided in the Technical Bid will be taken as reference for evaluation.

3.3 Technical Bid Evaluation Criteria:

Evaluation Criteria	Marks
Experience in the field of similar assignments	40
Manpower resources for covering all the project locations	30
Qualification and Experience of the Audit Team	30
Total	100

3.3.1 The Technical Committee may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The Committee may seek inputs from their professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any have to be provided from documents already submitted.

3.3.2 Depending on the evaluation methodology as mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points.

3.3.3 **The bidders, who get a Technical score of 60 or above, will qualify for the evaluation in the financial process.**

3.4 Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below

- a. The list of Bidder will be ranked in ascending order (i.e.) the Bidder who quoted the lowest Value (L1) will be ranked first and so on.
- b. The L1 bidder will be selected for the assignment. However, the Tender Inviting Authority does not bind itself in any way to select the bidder(s) offering the lowest price (L1).

4. AWARD OF CONTRACT

4.1 Letter of Acceptance

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Society.

4.2 Signing of Contract

- a. The successful bidder should execute an agreement for the fulfillment of the contract with the Society at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by the Society. If the same is not executed within one week, the tender will be held as non-responsive.
- b. The expenses incidental to the execution of the agreement should be borne by the successful bidder.

4.3 Security Deposit

- a. The successful bidder shall deposit a refundable security with the Society , **within one week from the date of receipt of the letter of acceptance** issued by the Society or prior to signing of the contract, whichever is earlier, for the due performance and fulfillment of the contract by the bidder.
- b. This Security Deposit will be for an amount equivalent to 5% of accepted bid value in the form of Demand Draft drawn in favour of **West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata**. If the accepted Bidder fails to furnish the Security Deposit within the above said period, his tender will be held void. The Security Deposit furnished by the bidder in respect of his tender will be refunded to him at the end of the contract period subject to submission of all reports in required norms.
- c. If the Bidder fails to act according to the tender conditions or backs out when his tender is accepted, his Security Deposit mentioned above will also be forfeited to the West Bengal Forest and Biodiversity Conservation Society.

4.4 Issue of Work Order

After the execution of the agreements specified in the tender document and after receipt of the Security Deposit, the PMU will issue the formal Work Order to the successful bidder.

4.5 Execution of Work Order

The successful bidder should nominate and intimate to the PMU the name of a Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is/are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

4.6 Assigning of Tender whole or in part

The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons, organization or firm. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

4.7 Submission of Deliverables

The submission of Deliverables should be made strictly in accordance with the terms and conditions of the Tender Document. If the delivery is not affected as per agreement, the Society shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

4.7.1. Payment Schedule

Payment will be released for the completed assignment unit wise billing on quarterly basis

4.8 Termination of Services

The Society reserves the right to terminate the services of the firm, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

4.9. Force Majeure

The Internal Auditor appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the Society, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Society.

5. OTHER TERMS AND CONDITIONS

- a. During the execution of the assignment, the Society reserves the right to issue advice and direction to the implementing firm or request additional information or clarification from the firm. While such advice, direction or request and response to the same shall have no impact on the substantive content, quality or cost of the services offered, the same will be binding upon the implementing firm.
- b. All supporting materials (including all data, material, and documentation originated and prepared for the Society pursuant to this RFP, and including correspondence relating to this RFP) shall, upon delivery to the Society become the property of the Society.
- c. The bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- d. The Society reserves the right to reject any or all the tenders without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of the West Bengal Forest and Biodiversity Conservation Society for good and sufficient reasons.
- e. In case of any dispute, the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996". The arbitration shall be held in Kolkata only and the Courts at Kolkata only shall have jurisdiction in relation thereto.

**Chief Project Director
West Bengal Forest and Biodiversity Conservation
Project**

ANNEXURE – I
Technical Bid Format

Form A – General Information about the Organization

S. No.	Particulars	Details to be furnished		
Details of the Bidder (Organization)				
1.	Name			
2.	Address			
3.	Telephone		Fax	
4.	E-mail		Website	
Details of Authorized person				
5.	Name			
6.	Address			
7.	Telephone		E-mail	
Information about the Organization				
8.	Whether currently empanelled with CAG (Attach supporting documents)			
9.	Whether full time practicing member of Institute of Chartered Accountant of India / Institute of Cost Accountant of India (Attach supporting documents)			
9.	Details of Registration of Organization (Provide Ref)	Date		
		Ref		
10.	Number of Professionals			
11.	Locations and addresses of offices (in India)			
12.	Service Tax Registration Number (Attach photocopy of STRC)			
13.	Income Tax PAN (Attach photocopy of PAN Card)			

Signature of the Bidder with seal

Form B : Summary of Similar Assignment implemented

Sl. No.	Name of the Customer	Assignment	Start Date	End Date	Contract Value

Note : Please provide details of the above assignments in Form C.

Signature of the Bidder with seal

Form C : Details of the Similar Assignments implemented by the bidder (Use separate tables for each assignment)

Sl. No.	Item	Details
General Information		
1.	Customer Name	
2.	Name of contact person and contact details	
Assignment Details		
3.	Name of the Assignment	
4.	Start Date/ End date	
5.	Current status	
6.	Contract tenure	
Assignment size		
7.	Contract value (Rs. in lakhs)	
8.	Total cost of services provided by the bidder	

Description of the services provided by the Bidder (Please provide details in relevance to the scope of this RFP)
Please provide testimonials and certificates from customer in support of the assignment experience

Signature of the Bidder with seal

Form D: Qualification and Experience of the team

Give the profiles of key people/core members, including the Team Leader, key persons / experts who will be involved in the assignments (**Use separate tables for each person**).

Sl. No.	Item	Details
1.	Name	
2.	Role in current assignment	
3.	Whether Primary/Secondary	
4.	Current job title	
5.	Experience in yrs.	
6.	Number of years with the Organization	
7.	Current job responsibilities	
8.	Summary of Professional/experience	
9.	Highlights of assignments handled and significant accomplishments	
10.	Educational Background, Training/ Certifications	

Signature of the Bidder with seal

Form E: Information on Manpower Resources

No. of audit teams proposed	Composition of the audit team	Remarks, if any

Signature of the Bidder with seal

Please Note : The Bidder or his authorized representative should sign on each page of Technical Bid (Annexure-I) and at the end of each Form.

Annexure II A– Financial Bid Format

	Fixed Price (Rs) [Figures to be drawn from Annexure II B]	Applicable Taxes (Rs)	Total (Rs)
Bid in figures			
Bid in words			

Annexure II B– Detail Quotes

Unit	Frequency of audit	No. of units	Rate quote per unit (Rs)	Total Quote (Rs)
(1)	(2)	(3)	(4)	(5) = (2) x (3) x (4)
PMU	2	1		
DMU	2	34		
FMU	1	120		
Total Fixed Price [Sum of column (5)]				

- 1. All prices should be in INR and shall be specified in both figures and words.**
- 2. Prices quoted should include travelling, boarding and lodging cost of the internal audit teams.**
- 3. The Financial Bids should be supported by detailed quotes in Annexure II B**

Signature of the Bidder with seal

ANNEXURE III

List of DMUs District wise

Sl. No.	District	Location	DMU
1	Bankura	Bishnupur	Panchet
2	Bankura	Bankura	Bankura North
3	Bankura	Bankura	Bankura South
4	Pashchim Medinipur	Medinipore	Medinipore
5	Pashchim Medinipur	Medinipore	Rupnarayan
6	Pashchim Medinipur	Kharagpur	Kharagpur
7	Burdwan	Bardhaman	Burdwan
8	Birbhum	Suri	Birbhum
9	Burdwan	Durgapur	Durgapur
10	Purulia	Purulia	Kangsabati North
11	Purulia	Purulia	Kangsabati South
12	Purulia	Purulia	Purulia
13	Purulia	Purulia	Purulia Extension
14	Jalpaiguri	Jalpaiguri	Jalpaiguri
15	Cooch Behar	Cooch Behar	Cooch Behar
16	Jalpaiguri	Siliguri	Baikunthapur
17	Cooch Behar/ Jalpaiguri	Cooch Behar	Wildlife III
18	Jalpaiguri	Jalpaiguri	Wildlife II
19	Uttar Dinajpur	Raiganj	Raiganj
20	Malda	Malda	Malda
21	Jalpaiguri	Siliguri	SiliguriSF
22	Jalpaiguri	Jalpaiguri	Jalpaiguri SF
23	Howrah	Howrah	Howrah
24	Darjeeling	Darjeeling	Darjeeling
25	Darjeeling	Darjeeling	Kurseong
26	Darjeeling	Darjeeling	Silviculture Hills
27	Jalpaiguri	Siliguri	Silviculture North
28	Pashchim Medinipur	Medinipore	Silviculture South
29	Darjeeling	Siliguri	Monitoring North
30	Kolkata	Kolkata	Monitoring South
31	Kolkata	Kolkata	Wildlife Hqtrs
32	Nadia	Krishnanagar	Nadia- Murshidabad

List of FMUs District wise

Sl. No.	District	DMU	FMU
1	Bankura	Panchet	Bishnupur
2	Bankura	Panchet	Onda
3	Bankura	Bankura North	Beliatore
4	Bankura	Bankura North	Radhanagar
5	Bankura	Bankura North	G Ghati

6	Bankura	Bankura North	Chhatna
7	Bankura	Bankura North	Sonamukhi
8	Bankura	Bankura North	Saltora
9	Bankura	Bankura North	Barjora
10	Bankura	Bankura North	Patrasayer
11	Bankura	Bankura North	Bankura North
12	Bankura	Bankura South	Simlipal
13	Bankura	Bankura South	Sarenga
14	Bankura	Bankura South	Pirrongari
15	Bankura	Bankura South	Hirbunth
16	Bankura	Bankura South	Bankura
17	Bankura	Bankura South	Khatra
18	Bankura	Bankura South	Indpur
19	Bankura	Panchet	Joypur
20	Bankura	Panchet	Bankadaha
21	Pashchim Medinipur	Medinipore	Arabari
22	Pashchim Medinipur	Medinipore	Chandrakona
23	Pashchim Medinipur	Medinipore	Goda Piasal
24	Pashchim Medinipur	Medinipore	Nayabasad
25	Pashchim Medinipur	Medinipore	Midnapore
26	Pashchim Medinipur	Medinipore	Lalgarh
27	Pashchim Medinipur	Medinipore	Pirakata
28	Pashchim Medinipur	Medinipore	Chandra
29	Pashchim Medinipur	Medinipore	Bhadutala
30	Pashchim Medinipur	Rupnarayan	Amlagora
31	Pashchim Medinipur	Rupnarayan	Hoomgarh
32	Pashchim Medinipur	Rupnarayan	Garbeta
33	Pashchim Medinipur	Kharagpur	Hizli
34	Pashchim Medinipur	Kharagpur	Belda
35	Pashchim Medinipur	Kharagpur	Kalaikunda
36	Pashchim Medinipur	Kharagpur	Nayagram
37	Pashchim Medinipur	Kharagpur	Chandabila
38	Pashchim Medinipur	Kharagpur	Keshorrekha
39	Burdwan	Bardhaman	Durgapur
40	Burdwan	Bardhaman	Panagar
41	Burdwan	Bardhaman	Guskara
42	Birbhum	Birbhum	Bolpur
43	Birbhum	Birbhum	Dubrajpur
44	Birbhum	Birbhum	Rajnagar
45	Birbhum	Birbhum	Suri
46	Burdwan	Durgapur	Ukhra
47	Burdwan	Durgapur	Asansol
48	Purulia	Kangsabati North	Hura
49	Purulia	Kangsabati North	Puncha

50	Purulia	Kangsabati North	Ragunathpur
51	Purulia	Kangsabati South	Manbazar I
52	Purulia	Purulia	Joypur
53	Purulia	Kangsabati South	Bandwan-I
54	Purulia	Purulia	Balarampur
55	Purulia	Purulia	Kotshila
56	Purulia	Purulia	Jhalda
57	Purulia	Purulia Extension	Hura
58	Purulia	Purulia Extension	Joypur
59	Purulia	Purulia Extension	Purulia Para
60	Jalpaiguri	Jalpaiguri	Lataguri
61	Jalpaiguri	Jalpaiguri	Nathua
62	Jalpaiguri	Jalpaiguri	Moraghat
63	Jalpaiguri	Jalpaiguri	Dalgaon
64	Cooch Behar	Cooch Behar	Cooch Behar - I
65	Cooch Behar	Cooch Behar	Pundibari
66	Cooch Behar	Cooch Behar	Mathabhanga
67	Cooch Behar	Baikunthapur	Belacoba
68	Cooch Behar	Cooch Behar	Sitalkuchi
69	Cooch Behar	Cooch Behar	Mekhliganj
70	Cooch Behar	Cooch Behar	Cooch Behar II
71	Jalpaiguri	Wildlife III	Kodalbasti
72	Jalpaiguri	Wildlife III	Nilpara SF
73	Jalpaiguri	Wildlife III	Jaldapara North
74	Jalpaiguri	Wildlife III	Jaldapara East
75	Jalpaiguri	Wildlife III	Jaldapara West
76	Jalpaiguri	Wildlife II	Gorumara South
77	Jalpaiguri	Wildlife II	Gorumara North
78	Jalpaiguri	Wildlife II	Upper Neora Range
79	Jalpaiguri	Wildlife II	Lower Neora Range
80	Jalpaiguri	Wildlife II	Wildlife Sqard II Mal
81	Jalpaiguri	Wildlife II	Khunia Wildlife Sqard
82	Jalpaiguri	Wildlife II	Wildlife Squard III
83	Jalpaiguri	Baikunthapur	Apalchand
84	Jalpaiguri	Baikunthapur	Targhera
85	Jalpaiguri	Baikunthapur	Sarugarah
86	Jalpaiguri	Baikunthapur	Ambari
87	Jalpaiguri	Baikunthapur	Debgram
88	Uttar Dinajpur	Raiganj	Balurghat
89	Dakhshin Dinajpur	Raiganj	Kushmandi
90	Uttar Dinajpur	Raiganj	Raiganj
91	Uttar Dinajpur	Raiganj	Chopra
92	Malda	Malda	Malda

93	Malda	Malda	Gazole
94	Jalpaiguri	SiliguriSF	Central
95	Jalpaiguri	Siliguri SF	Gairkata
96	Jalpaiguri	Siliguri SF	Eastern Terai
97	Jalpaiguri	Siliguri SF	Ghoshpukur
98	Jalpaiguri	Siliguri SF	Mal
99	Jalpaiguri	Jalpaiguri SF	Jalpaiguri SF
100	Jalpaiguri	Jalpaiguri SF	Mainaguri SF
101	Jalpaiguri	Jalpaiguri SF	Falakata SF
102	Jalpaiguri	Jalpaiguri SF	Nilpara SF
103	Jalpaiguri	Jalpaiguri SF	Alipurduar SF
104	Jalpaiguri	Jalpaiguri SF	Barobisha SF
105	Hoogly	Howrah	Arambagh
106	Howrah	Howrah	Hooghly
107	Howrah	Howrah	Howrah Urban
108	Howrah	Howrah	Howrah Rural
109	Darjeeling	Darjeeling	Rimbik
110	Darjeeling	Kurseong	Bagora
111	Darjeeling	Kurseong	Sevoke
112	Darjeeling	Kurseong	Bagdogra