

**Government of West Bengal**  
**Office of the Chief Project Director**  
**West Bengal Forest and Biodiversity Conservation Project**  
**Block LB-2, Sector III, Salt Lake City, Kolkata -700106**  
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**NOTICE INVITING TENDER FOR APPOINTMENT OF INTERNAL AUDITOR  
FOR THE FINANCIAL YEARS 2018-19**

**NIT NO. - WBFBCP/NIT-1/12018-19**

**OFFICE OF THE CHIEF PROJECT DIRECTOR  
WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION PROJECT  
LB-2, SECTOR-III, SALT LAKE, KOLKATA-700106  
NOTICE INVITING TENDER  
NIT NO. - WBFBCP/NIT -1/2018-19**

**Memo No: 2679/WBFBCP/ 4-1(1)/14**

**Dated – 04.09.2018**

**DECLARATION OF INTENT:**

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, is implementing the West Bengal Forest and Biodiversity Conservation Project through Project Management Unit. The Society, intends to **appoint Internal Auditor for conducting Internal Audit of the accounts of Project Management Unit, Divisional Management Units & Field Management Units including JFMCs during the Financial Year 2018-19.** Tender is therefore invited from bona fide Chartered Accountant firms fulfilling the following Pre-Qualification Criteria to carry out the Internal Audit for the Financial Year 2018-19 for the Society.

**PRE QUALIFICATION CRITERIA**

- a. Chartered Accountant Firm with at least Ten years' experience.
- b. Chartered Accountant Firm with at least five partners.
- c. Chartered Accountant Firm with branches at Kolkata
- d. Empanelment with CAG.
- e. Average Annual turn Over should be Rs. 25.00 Lakh and above.
- f. Experience as internal auditor in Government Organisation, PSU and External aided projects on PAN INDIA basis.

**[Note: Firm /Institution /Agencies / Companies, including consortiums and partnership firms, who are eligible to apply, are hereinafter referred to as "Bidder"]**

**1. IMPORTANT POINTS OF REFERENCE:**

Tender Inviting Authority	THE CHIEF PROJECT DIRECTOR, WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION PROJECT
Name of the Work	Conducting Internal Audit of the accounts of Project Management Unit, Divisional Management Unit & Field Management Unit, for the Financial Year 2018-19
Tender Notice No.	<b>NIT NO. - WBFBCP/NIT-1/2018-19</b>
Start Date of Downloading form	06.09.2018 from the website <a href="http://www.wbfbc.org">www.wbfbc.org</a>
Last date and time for submission of Bids	17.09.2018 at 5.00 P.M.
Opening of Technical Bids	19.09.2018 after 01.00 P.M.
Place of Opening of Technical Bids	OFFICE OF THE CHIEF PROJECT DIRECTOR, WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION PROJECT

	LB-2, SECTOR-III, SALT LAKE, KOLKATA-700098
Declaration of the results of Evaluation of Technical Bids	To be notified later
Opening of Financial Bids	To be notified later
Declaration of final results of Evaluation of Technical Bids & Financial bid	To be notified later
Estimated value of the Tender	Rs. 4,95,000/- (Four lakh ninety five thousand) only
Earnest Money Deposit- Rs. 9,900/- (nine thousand nine hundred) only in the form of DD/Bankers Cheque	To be submitted along with Tender Document
Communication Appellate Authority	Principal Chief Conservator of Forests & HoFF, West Bengal, Aranya Bhavan, ,Block LB-10A, Sector –III, Salt Lake, Kolkata 700106

**2. Nature of Work:**

To conduct Internal Audit of the accounts of the Project Management Unit, the Divisional Management Unit & the Field Management Unit including JFMCs (Annexure –1) during the Financial Year 2018-19.

**3. IMPORTANT DETAILS OF THE TENDER :**

**3.1. Detail Scope of Work**

The illustrative (but not exhaustive) list of tasks to be performed for Internal Audit by Practicing Chartered Accountants (CA) Firm is given as under:

- i. To audit 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.
- ii. To audit 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.
- iii. Verification of matters related to the deductions from bills including salary bills, viz: GPF, GIS, P Tax, ITax etc.
- iv. Auditing of the fund utilization of the sanctioned activities including the reimbursement claim and disbursement of loan.
- v. Checking the maintenance of books of accounts and records of PMU, DMUs, FMUs and JFMCs and suggesting modifications and/or corrections as may be required.
- vi. Checking the Bank deposits, interest in bank, TDS receivables, Bank Reconciliation Statements and suggesting modifications and/or corrections as may be required.
- vii. Checking of component wise expenditures and suggesting modifications and /or corrections as may be required



viii. Suggesting corrective course of action with regard to the maintenance of accounts from time to time.

**4. Tendering Website:**

The Tender Document is available in the website and can be downloaded from the website: [www.wfbcp.org](http://www.wfbcp.org).

**5. ELIGIBILITY FOR PARTICIPATION:**

Bona fide reputed / registered agencies including Consortiums and Partnership firms satisfying criteria set in para 8 are eligible for participating in the tender.

**6. SUBMISSION OF TENDER**

**6.1. 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 6.2.1, and 6.3.1, 6.4.1 below.

**6.2.1 Technical Bid**

**A. Technical Sub-folder 1 containing,**

- i. *Receipted copy of Professional Tax Deposit Challan for March 2017.*
- ii. *Copy of Income Tax PAN Card valid up to the date of opening of the tenders.*
- iii. *IT Return Acknowledgement Receipt for Financial Year 2016-17(A.Y 2017-18)*
- iv. *Earnest Money Deposit (EMD) - Rs. 9,900/- to be submitted in the form of Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the NIT, in favour of the West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata. (to be submitted in "EMD" folder)*
- v. *Scanned copy of Trade Licence of Proprietorship firm*
- vi. *Scanned copy of Trade licence, Registered partnership deed of Partnership firm / Consortiums. Mere application for registration will not be considered.*
- vii. *Scanned copies of Registration Certificate under Company's Act, Memorandum of Association and Articles of Association, Trade Licence for Limited Companies.*
- viii. *Scanned copy of Society Registration, Audited report, Registration Certificate of Society*
- ix. *Certified audit report for the Financial Years 2014-15, 2015-16, 2016-17. The report should reflect the Annual Turnover for these three Financial Years.*
- x. *Certified List with Registration Numbers of the Semi-Qualified CAs*
- xi. *Copy of Certificate from appropriate authority- CISA/DISA\*/Certified Internal Auditor*
- xii. *CAG Empanelment Certificate.*

**B. Technical Sub-folder 2 containing,**

- i. *Application for Tender - (Vide FORM-1) (to be submitted in "Forms" folder)*
- ii. *Average annual turnover from contracting business- Scanned copy of Summary statement of annual turnover from contracting business for a period of last three Financial Years, i.e; 2014-15, 2015-16, 2016-17 (Vide FORM-2).*
- iii. *Declaration of not having common interest in the same serial- (Vide FORM-3)*
- iv. *Experience Profile — List of completed projects of similar nature with 100% completion of work, showing the total value of works done in FORM 4. Annex the Work Orders also.*
- v. *Consultant's Organization and Experience (FORM 5)*
- vi. *Description of Approach, Methodology and Work Plan for Performing the Assignment (FORM 6)*

### 6.3.1 Financial Bid

#### a. Financial Proposal

The financial proposal should contain the following document in one cover (folder).

**Financial Quote:** The intending tenderer should quote the financial bid in the space marked ( in annexure-1 A) for quoting bid. The financial quote, i.e; financial consideration to conduct Internal Audit of the accounts of the Project Management Unit (Quarterly basis), the Divisional Management Unit (Half yearly basis) & the Field Management Unit including JFMCs (yearly basis) for the Financial Year 2018-19 which should be indicated in **gross total amount** (for which Services is intended to be provided).

**The financial quote should be comprehensive, i.e; inclusive of all taxes and other incidental costs i.e. Travelling cost, lodging, etc.**

**The Estimated Rate for the assigned job is Rs.4, 95,000/- (Four lakh Ninety five thousand) only inclusive of all taxes and other incidental cost as mentioned above.**

**Financial Rate Quote:** The intending bidder should quote the rate in the space marked for quoting rate in Annexure -1. The rate for conducting Internal Audit of the accounts of the PMU (Project Management Unit-1 no), the DMU (Divisional Management Unit-34 nos) & the FMU (Field Management Unit (175 nos. including (JFMCs-600 nos) for the Financial Year 2018-19. (for which Services is intended to be provided).

c. The Financial Bid format is given in Annexure -I

d. The Financial Bid as prescribed in the Tender (Annexure -I ) should be filled up and sealed along with enclosures in a separate cover super-scribed as "Financial Bid – "Tender for Internal Audit of WBFBC Society- for the year 2018-19" – Tender Notice No. 01/WBFBCP of 2018-19"

### 6.4.1 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 Internal Audit of WBFBC Society- for the year 2018-19" – Tender Notice No. 01/WBFBCP of 2018-19.

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 otherwise the bid will be summarily rejected.***

b. 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.

c. Technical Bid as specified in the 4.4.1 of this Tender.

d. Financial Bid as specified in section 4.4.2 of this Tender and as per Annexure I.

e. 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.**

### 7. Submission of Earnest Money Deposit

Earnest Money Deposit (EMD) is Rs. 9,900/- (Rupees Nine thousand and nine hundred) only.



**Mode of Payment:**

1. One Demand Draft or Banker's Cheque amounting Rs. 10,000/- (Rupees Ten Thousand) only towards Earnest Money Deposit (EMD) should be submitted **along with tender paper.**
2. The Demand Draft or Banker's Cheque should be drawn in favour of **West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata.**
3. Demand Draft or Banker's Cheque may be drawn on any scheduled Bank of India. Payment in any other form eg: NSC, KVP etc will not be accepted.
4. The address of the bidder should be clearly written on the cover.

**8. 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 subsequent financial years. The request and the responses thereto shall be made in writing.

**9. 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.

**10. Right to Terminate the Process**

The right of final acceptance of the tender is entirely vested with the Tender Inviting 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.

**11. Bid Opening**

The tenders will be received up to **05.00 P.M. of 17.09.2018**. The Technical Bids will be opened after **01.00 P.M. of 19.09.2018** 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.

**12.** 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 **after 19.09.2018 after completion of evaluation.**

**12.1.** The Financial Bids of technically qualified bidders will be opened in due course.

**13. Tender Rejection Criteria**

Following are the tender rejection criteria:-

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

**13.2.** *The present Tender Document as well as any addendum/corrigendum if added, should duly be signed on all pages as acceptance of terms and conditions by the bidder otherwise the bid will be summarily rejected.*

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

**13.4** 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.

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

**13.6** Tenders submitted without financial statements of the bidder are liable for rejection.

**13.7.** 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.

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

**14. Site inspection before submission of tender**

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved, if any, and no claim, whatsoever, will be entertained on these accounts afterwards.

***[Note: Project Management Unit has its office at Kolkata; Divisional Management Units have offices at District headquarters; Field Management Units have offices at District / Sub-divisional / Block headquarters, JFMCs at village level]***

**15. Clarifications on the Project:**

In addition to the inspection of site, if any intending bidder requires any clarification with regard to the tender clauses or the assignment, he may contact the Tender Inviting Authority in writing through e- mail within the date stipulated in the schedule under clause 19. The Tender Inviting Authority will send clarifications to the intending bidder(s) within 3 days through e-mail, if deemed fit. The non-response to any query / clarification sought will not be considered as be a ground for extension of the date of submission of tender.

**16. Addenda/Corrigenda: if published.**

Bidders are to keep track of all the Addendum/Corrigendum issued with a particular NIT and submit the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. Tenders submitted without the duly signed Addendum /Corrigendum will be rejected.

Others: Any other documents considered necessary by the bidder



## 17.. ELIGIBILITY CRITERIA

Only firms meeting **ALL** the following criteria should apply.

**Note: Please note that the documents to be submitted as indicated in the table below has to be scanned and submitted in the Technical Folder**

Criteria	Details	Document to be submitted
1. Age of the Firm	Must have been formed on or before 1 <sup>st</sup> January 2007	Firm Constitution Certificate issued by Institute of Chartered Accountants of India not earlier than 1 <sup>st</sup> October 2017.
2. Minimum Partners	5 (Five) Full Time Chartered Accountants	Certified copy from Institute of Chartered Accountant, India
3. Qualified Chartered Accountants	2 (Two) Full Time Qualified Chartered Accountants* <b>*Excluding Partners</b>	Same as above
4. Location of Head Office/ Branch Office	Kolkata	Same as above
5. Turnover	Average Turnover in the last 3 financial years (2014-15 ,2015-16,2016-17) must be Rs.25.00 lakh	Audited and Balance Sheet of the Last 3 Financial Years

**[Note: Financial proposal of the bidders will come under the purview of consideration only if all the criteria – 17(1 to 5) mentioned above are fulfilled].**

## 18. DELIVERABLES:

The consultant shall provide the following reports:

The Internal Audit will be carried out of the following offices of WBFBCP as per agreed audit plan:

Offices / Units	No. of	Location	Frequency of audit	Time of Submission of reports
PMU	1	Kolkata	Quarterly (Q1, Q2, Q3, Q4)	<b>For 2018-19</b> Q1 by 30 <sup>th</sup> November, 2018 Q2 by 31st January, 2019 Q3 by 15th March, 2019 Q4 by 31st May, 2019
DMU	34	See Annexure 1	Half Yearly	<b>For 2015-16</b> April to Sept 2018 by 28 <sup>th</sup> February 2019 & October-March by 31st May, 2019
FMU & JFMC	175 + 600	See Annexure 2 & 3	Yearly.	<b>For 2018-19</b> Apr 2018 to March 2019 by 31st May 2019



**Note:** PMU means Project Management Unit with office at Kolkata; DMU means Divisional Management Units with offices at District headquarters; FMU means Field Management Units with offices at District / Sub-divisional / Block headquarters and JFMC means Joint Forest Management Committee under FMU.

## 19. OPENING OF BIDS

### Opening and evaluation of Tender

- i. Technical proposals will be opened first on the date and time scheduled and evaluated based on the QCBS method as mentioned below.
- ii. The technically qualified firms will be listed and their Financial Proposals (Offer) opened on the date and time scheduled.

## 20. BID EVALUATION PROCESS

22.1 The Evaluation of the quotation will be done by a Committee, based on the principle of **Quality cum Cost Based Selection (QCBS)**. The detail of the process is described below:

22.2 The evaluation of the proposal shall be carried out in two stages. In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned, or are incomplete (i.e. when the required bid formats have not been submitted), or proposals not responding to the TOR fully and properly will be summarily rejected as non responsive.

22.3 In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up. The weightage of the Technical bids : Financial Bids is kept at 80:20.

## 21. 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 Quotation.

Evaluation will be done on the basis of the evaluation criteria and the points system specified in clause 23.1.1 in the Tender Notice.

### 21.1 Technical Bid Evaluation Criteria: (to be filled up in Annexure-1 & 2 with supporting documents)

#### 21.1.1 Technical Bid Evaluation Criteria:

Sl	Criteria / Sub-criteria	Max. Marks	DOCUMENTARY PROOF
A	Establishment of the Consultant firm relevant to the assignment		Copy of Firm Registration Certificate
1	Date of establishment (< 10 yrs =0, 10-15 yrs= 5, >15 years=10)	10	
B	Experience of the Consultant firm in related assignments (Externally aided project) during the last 10 years		Copies of the Work Orders
	1 mark for each project	5	

Sl	Criteria / Sub-criteria	Max. Marks	DOCUMENTARY PROOF
C	No. of Partners		Copy of Firm Registration Certificate
1	(< 5 Nos. =0, 5-10 Nos.= 6, 10-15 Nos.=10)	10	
D	No of Qualified CA's (Excluding Partners)		Firm Constitution Certificate
1	(< 2 Nos. =0, 2-5 Nos.= 10, >10- Nos.=15)	15	
E	No of Semi Qualified CA's		Self Certified List with Registration Numbers
1	< 4 – 0 marks 5-10 – 6 marks >10 -10 marks	10	
F	Average Annual Turnover		Audited Balance Sheet
	< 25 lakh – 0 marks >25 lakh < 50 lakh 10 marks > 50 lakh 15 marks	15	
G	Experience in Projects other than Externally Aided Project		Appointment Letters
	3 marks for each Project	15	
H	No of CISA/DISA*/Certified Internal Auditor		Copy of Certificate from appropriate authority
	<1 – 0 marks, >1<3 -5 marks, >3 -10 marks	10	
I	CAG Empanelment Eligible for Major Audits		CAG Empanelment Letter Letter from CAG
	CAG Empanelment- 5 marks Eligible for Major Audits-10 marks	10	
	Maximum technical score (St)	100	

**21.1.2.** The Technical Committee may seek clarifications from the bidders if necessary. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the bid documents. The Committee may seek inputs from 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.

**21.1.3.** Each Technical Bid will be evaluated on the basis of the points mentioned in Para 21.1.1 above, against a **maximum achievable score of 100.**



**21.1.4 Bidders securing Technical score of 60 or above, will qualify for the evaluation in the financial bid.**

**22. Evaluation of Financial bids**

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

- a. The total Financial score for evaluation of financial bids is 100.
- b. The list of Bidder will be ranked in ascending order (i.e.) the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount of the project value as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is Rs 200/- and that of L2 is Rs.400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded  $(\frac{200}{400}) \times 100 = 50$  points.

**23. Ranking of the bidders**

Being QCBS, the ranking of bidders will be done on 80:20 = Technical: Financial as follows:

**Total Score Secured = 80% of Technical score + 20% of Financial score**

The bidder securing the highest total score will be ranked 1<sup>st</sup> and will be selected for the assignment. The summary result sheet will be published in the web site of WBFBC Project—[www.wfbcp.org](http://www.wfbcp.org).

**24. AWARD OF CONTRACT**

**25. Letter of Acceptance**

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

**26. Signing of Agreement**

- a. The successful bidder should execute an agreement for the fulfilment 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 competent authority. If the same is not executed within one week, the tender may be held as non-responsive.
- b. The expenses incidental to the execution of the agreement should be borne by the successful bidder.
- c. The contract agreement for internal auditing will initially be for one year from the date of signing, which is extendable under the same terms and conditions upto 3 years, based on performance.

**27. Security Deposit**

- a. The successful bidder shall deposit a refundable security, equivalent to 10% only of the accepted financial rate.
- b. The Security shall be deposited in the form of demand draft favouring, **West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata, within one week from the date of receipt of the letter of acceptance** issued by the Tender Inviting Authority.
- c. If the accepted Bidder fails to furnish the Security Deposit within the above said period, his tender will be held void.
- d. 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 deliverables in required norms and subject to satisfactory performance.
- e. The Earnest Money Deposit may, on specific request of the successful tenderer, be adjusted with the Security Deposit
- f. Security Deposit will be released after 90 days (3 months) from the date of final payment to the successful tenderer. In case of any irregularity, or violation of the terms and

conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal action as deem fit & required.

## 28. Issue of Work Order

After the execution of the agreements and after receipt of the Security Deposit, the Tender Inviting Authority will issue the formal Work Order to the successful bidder.

## 29. Execution of Work Order

The successful bidder should nominate and intimate to the Tender Inviting Authority 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.

## 30. 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.

## 31. RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):

For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to **Chief Project Director, West Bengal Forest and Biodiversity Conservation Society, Block-LB-2, Sector-III, Salt Lake City, Kolkata-700 098** giving the reference to the work, NIT No., date of tender, amount and with detail of the Demand Draft. The Earnest Money of all bidders other than the successful bidder may be refunded, after expiry of seven days from the date of issue of work order to the successful bidder.

## 32. PAYMENT

The quantum of work and the time schedule indicated in the NIT should be strictly followed otherwise no payment will be released.

## 33. Schedule of payment

The Tender Inviting Authority shall pay to the successful bidder as remuneration for the services in stages as follows:

The schedule of payment shall be as follows:

Deliverables	Stage	Payment	Remarks
Quarterly Audit Report of PMU	On <b>Submission and Acceptance</b> of 4 quarter report in time	100 % of the contract value	To submit <b>four</b> reports for F.Y-2018-19 of PMU
Half Yearly Audit Report of DMUs	On <b>Submission and Acceptance</b> of Half yearly reports of 34 DMUs – for 2 half in time		To submit <b>two</b> reports for each Unit during F.Y 2018-19.
Yearly Audit Report of FMUs /JFMCs	On <b>Submission and Acceptance</b> yearly reports of 175 FMUs and 600 HFMCs in time.		To submit <b>one</b> reports—for each Unit during F.Y 2018-19



#### **34. Payment in case of termination**

In case the agreement is terminated earlier, no fees shall be paid to the successful bidder for the. Provided that in such case the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

#### **35. TERMINATION OF SERVICES:**

The Tender Inviting Authority reserves the right to terminate the services of the bidder, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days

#### **36. FORCE MAJEURE:**

The Bidder appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as 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 Tender Inviting Authority, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Society.

#### **37. OTHER IMPORTANT CONDITIONS:**

1. The Bidder shall not make any deviation, alteration, addition or omission from the approved TOR without the prior written consent of the Tender Inviting Authority.
2. The Bidder shall not assign, sublet or transfer his interest in the work without the written consent of the Tender Inviting Authority.
3. **Bid Validity:** The work order will be issued within 120 days from the declaration of the final results during which the bid shall remain valid.
4. **Penalty for suppression / distortion of facts:** If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies with the information submitted in electronic format, or if there is any suppression of relevant fact or facts, the bidder will be suspended from participating in the tenders on any Tender platform of the West Bengal Forest & Biodiversity Conservation Society for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the Tender Inviting Authority may take appropriate legal action against such defaulting bidder.
5. **Summary rejection of tender:** Conditional and incomplete tender, and tenders received after due date are liable for summary rejection.
6. **Power to accept or reject tenders:** The Chief Project Director, West Bengal Forest and Biodiversity Conservation Society or his authorised representative, being the Tender Inviting Authority reserves the right to accept/reject any or all the offers or cancel the Tender without assigning any reason thereof, in the best interests of the Project and the Society.
7. All expenses in preparation and submission of the offer and visit to the site, attending the tender procedure or otherwise shall be borne by the bidders.
8. **Legal disputes –Jurisdiction:** Disputes if any, arising out of the Tender / Project shall be within the jurisdiction of the District of Kolkata, West Bengal.
9. No mobilization / secured advance bill will be allowed.
10. In case any clarification is required, the interpretation of the Chief Project Director, West Bengal Forest and Biodiversity Conservation Society or his authorized representative will be final.

### 38. Schedule of Dates for Tendering

Sl no	Activity	Date & Time
1.	<i>Publishing Date</i>	<i>05.09.2018</i>
2.	<i>Document Download start date</i>	<i>06.09.2018 from 10.00 A.M.</i>
3.	<i>Document Download End date</i>	<i>17.09.2018 upto 11.00 A.M.</i>
4.	<i>Bid submission start date</i>	<i>06.09.2018 from 02.00 P.M.</i>
5.	<i>Bid submission end date</i>	<i>17.09.2018 upto 5.00 PM</i>
7.	<i>Technical Bid opening date</i>	<i>19.09.2018 at 1.00 P.M.</i>
8.	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>To be notified later</i>
9.	<i>Financial Bid opening date</i>	<i>To be notified later</i>
10.	<i>Uploading of Financial Bid evaluation sheet</i>	<i>To be notified later</i>
11.	<i>Declaration of the Successful Bidder</i>	<i>To be notified later</i>

  
04.09.18  
Conservator of Forests &  
Additional Project Director  
Implementation  
WBFBC Project



**FORM-1**

**APPLICATION FOR TENDER**

To  
The Chief Project Director  
West Bengal Forest & Biodiversity Conservation Project  
West Bengal

NIT No:- .....

Project Name- Appointment of Internal Auditor for F.Y 2015-16 & 2016-17

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above.

We also agree to remedy the defects, after /during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

Date .....

Signature of the Authorised Signatory  
On behalf of the bidder

**FORM-2**

**Certificate regarding Summary Statement of Yearly Turnover**

This is to certify that the following summary statement has been prepared from the audited Balance Sheet for the past three years (2014-15, 2015-16, 2016-17).

Sl. No	Financial		Remarks
	Year	Turnover in Rs. lakh (two digit after decimal)	
1	2014-15		
2	2015-16		
3	2016-17		
Total			

**Average Turnover: In Rs**

**Note:**

- (i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- (ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0.
- (iii) Please annex the audited Balance Sheet of the last three F.Y (2014-15, 2015-16, 2016-17).

Date .....

Signature of the Authorised Signatory  
On behalf of the bidder



**FORM-3**

**Declaration against Common Interest**

I / We, Shri / Smt. \_\_\_\_\_, the authorized signatory  
on behalf of .....(name of firm) do  
hereby affirm that, I / We / any of the member of .....  
bidding against NIT No..... do not have any common interest  
either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any  
other firm in the same work I / We want to participate.

Date:

.....

Signature of the Authorised Signatory  
On behalf of the bidder

**FORM 4**

**Experience Profile** – Government, PSU, Externally Aided Project

Name of Company/ Organisation audited	Address of the Company / Organisation audited	Period of Audit	Total Contract Value (Rs)	Whether completed (Y/N)

**[Note: Attach copies of Work Orders and completion reports against completed works]**

Date:

.....

Signature of the Authorised Signatory  
On behalf of the bidder



**FORM 5****General Information about the Firm**

1. Name of the Firm	
2. FRN No	
3. Head Office Address, Landline ..... Mobile.....  Email.....	
4. Branch Office/s Address in West Bengal Phone No..... Mobile.....  Email.....	
5. Partner In Charge i. Name ii. Address  iii. Email iv. Mobile	
6. PAN No	
7. Service tax Registration No	
8. CAG Empanelment No	

I \_\_\_\_\_ authorized partner/proprietor of the firm certify that the above information is true & genuine. If appointed as internal auditor, my firm will abide by the rules of the company in respect of maintaining secrecy of data /information.

Date:	Name of Partner / Proprietor: _____
Place	Membership No _____

**ANNEXURE - 1A**

**Tender Inviting Authority- The Chief Project Director, West Bengal Forest and Biodiversity Conservation Project  
Nature of Work- To conduct Internal Audit of PMU, DMU & FMU & JFMC during 2018-19 & Estimated Rate is Rs. 4,95,000/-**

**(Four lakh ninety five thousand) only  
Contract No- NIT NO. - WBFBCP/NIT 12 (e)/2018-19**

**Bidder Name:-**

**This Financial Bid should be submitted in the following format:-**

SL. NO	Description of Work	Estimated Rate	Auditing units	Frequency of audit	Financial Quote inclusive of all taxes	
					In Figures * Consolidated Amount	In Words
1.	To conduct Internal Audit of Project Management Unit-1 no. Frequency of Audit-Qtly	7500/- X 4 = 30,000/-	PMU -1 no.	Quarterly (4 times in a year)		
2	Divisional Management Unit - 34 nos. Frequency of Audit- Half-Yly	7500/- X 34 = 2,55,000/-	DMU -34 nos.	Half- Yearly (twice in a year)		
3	Field Management Unit -175 nos. and 600 JFMCs Frequency of Audit- Yearly. During 2018-19	Rs. 1200/- X 175 FMUs and 600 JFMCs under it) = 2,10,000/-	FMU – 175 & JFMC-600 nos.	Yearly (once in a year)		
	<b>Total Amount Rs.</b>	4,95,000/- (Four Lakh Ninety five thousand only)			<b>Total</b>	



**Annexure-1: List of DMU and FMU and JFMC**

Sl. No.	Circle	DMU	FMU	JFMC
1	Central	Bankura North	Bankura North	Biharjuria
2			Bankura North	Dhadka
3			Bankura North	Khemua
4			Bankura North	Radharamanpur
5			Barjora	Majmurha
6			Barjora	Monohar
7			Barjora	Saharjora
8			Beliatore	Amlabaid Banmadhabpur
9			Beliatore	Amlatore
10			Beliatore	Barkura
11			Beliatore	Barobendya
12			Beliatore	Chandar
13			Beliatore	Jorsal
14			Beliatore	Kodma
15			Beliatore	Kundalia Kuchisole Radhamohanpur
16			Beliatore	Kusma
17			Beliatore	Madhabpur
18			Beliatore	Mukutigram
19			Beliatore	Nityanandapur
20			Beliatore	Shri Krishnapur
21			Beliatore	Shri Rampur Bhairabanga
22			Beliatore	Vetiara
23			Chhatna	Kalipahari
24			Chhatna	Seuligaria
25			G. Ghati	Borjuri
26			G. Ghati	Duttardihi
27			G. Ghati	Gopirhire
28			G. Ghati	Hanspahari
29			G. Ghati	Rajamela
30			G. Ghati	Suabasa
31			Mejhia	Kenthalia Adibasi
32			Patrasayer	Alkhasa - Sankarpur - Bhairavpur
33			Patrasayer	Dighir-Par
34			Radhanagar	Aralkola
35			Radhanagar	Baidya
36			Radhanagar	Bankati
37			Radhanagar	Bijpur, Salbagan, Dharambandh
38			Radhanagar	Chuamosina-I
39			Radhanagar	Dapanjuri
40			Radhanagar	Gangadharpur Jew
41			Radhanagar	Hurhura
42			Radhanagar	Kalaberia
43			Radhanagar	Mayapur
44			Radhanagar	Metapatan
45			Radhanagar	Patharmora
46			Radhanagar	Purnakhola / Thana Gora
47			Radhanagar	Tatulara
48			Saltora	Goswamidihi-Bhirkundithol
49			Saltora	Kharbana
50			Saltora	Murlu
51			Saltora	Pabra Panjhor
52			Saltora	Searbaid No. - 1
53			Sonamukhi	Bensa Naruwala
54			Sonamukhi	Bhula
55			Sonamukhi	Dhansima Station
56			Sonamukhi	Ganganidanga
57			Sonamukhi	Junsura
58			Sonamukhi	Manikbazar
59			Sonamukhi	Patjore
60			Bankura	Angaria
61			Bankura	Borkola
62			Bankura	Digsuli, Beriakhmar
63			Bankura	Kadagote Layada
64			Bankura	Motherboni Kolargram
65			Bankura	Napitbandh Adibasi
66			Bankura	Ramkrishnapur
67			Bankura	Taribeterdihi, Basulitora, Searbada
68			Fulkusma	Bhulagora
69			Fulkusma	Birbundh
70			Fulkusma	Kharujhor
71			Fulkusma	Raspal
72			Hirbundh	Ashatora
73			Hirbundh	Gobarda
74			Hirbundh	Manasjore
75			Hirbundh	Tentulia Debedia
76			Indpur	Dhagara
77			Indpur	Harin Bidre
78			Indpur	Jiarda
79			Indpur	Poramouli
80			Indpur	Sayedi
81			Jhilimili	Gobindasole
82			Jhilimili	Kawatanga

## Annexure-1: List of DMU and FMU and JFMC

Sl. No.	Circle	DMU	FMU	JFMC
83	Central	Bankura South	Jhilimili	Muchikata
84			Jhilimili	Raigarh
85			Jhilimili	Routora
86			Jhilimili	Sutan
87			Kamalpur	Chaka Azad Hind Sangha
88			Kamalpur	Cholagara Garbona
89			Khatra	Bantilla-1
90			Khatra	Kheyerboni
91			Motgoda	Amripal
92			Motgoda	Jaher Era Marang Buru
93			Motgoda	Kuldiha
94			Motgoda	Nachna
95			Pirrargari	Lakhiatapal
96			Pirrargari	Natundihi
97			Ranibandh	Barapocha
98			Ranibandh	Burium, Daluibasa
99			Ranibandh	Jamdaha
100			Ranibandh	Khejurkhenna
101			Ranibandh	Kulam
102			Ranibandh	Laladi
103			Ranibandh	Ledapukur
104			Ranibandh	Mahadebsinan Barudi
105			Ranibandh	Mitham
106			Ranibandh	Punshya
107	Central	Panchet	Simlapal	Khairakanali
108			Simlapal	Krishnapur
109			Simlapal	Pathri Roniara
110			Simlapal	Susunia Sidhagara
111			Sarenga	
112			Bankadaha	Amdahara
113			Bankadaha	Bagdahra, Chowdhuripara
114			Bankadaha	Chandabilla
115			Bankadaha	Dhemnamara
116			Bankadaha	Dundure
117			Bankadaha	Ghagra
118			Bankadaha	Housibandh, Domakonda, Birsinghpur
119			Bankadaha	Jamsuli
120			Bankadaha	Mahulbaria
121			Bankadaha	Majuria - I
122			Bankadaha	Methana
123			Bankadaha	Murkati
124			Bankadaha	Nachankonda - I
125			Bankadaha	Rajpur-2No
126			Bankadaha	Satmouli
127			Bishnupur	Agardah, Kumradaha
128			Bishnupur	Bandhgaba, Ghutboni
129			Bishnupur	Bankati
130			Bishnupur	Basudevpur
131			Bishnupur	Basudevpur Camp--li
132			Bishnupur	Belsulia
133			Bishnupur	Dhangasole, Lohari
134			Bishnupur	Ichbari, Damdama, Baburdanga
135			Bishnupur	Jadavnagar, Banjamuna
136			Bishnupur	Jamdahara, Bamunbandh
137			Bishnupur	Jhantibani
138			Bishnupur	Kamarpukur, Digmardanga
139			Bishnupur	Kantabari, Bauridanga
140			Joypur	Baliguma
141			Joypur	Bangsipur, Arubil
142			Joypur	Benechapra (S)
143			Joypur	Jadavnagar
144			Joypur	Jagannathpur, Shyampur
145			Joypur	Kodalbandi
146			Joypur	Madhabpur, Gosaipur
147			Joypur	Madhabpur-Kharikasuli
148			Joypur	Muruliganj
149			Joypur	Padampur
150			Joypur	Rajganja
151			Joypur	Saltora
152			Onda	Amarpur, Chaulabandh, Ambari
153			Onda	Andharia Dhaboni Tpsi
154			Onda	Chingani
155			Onda	D.Para
156			Onda	Madhabpur, Kamarkata, Jambeda
157			Taldangra	K. Muri, B. Suli, S. S. Pur
158			Taldangra	Nayabasat
159			Taldangra	Shyampur
160			Taldangra	Sidhabad
161			Taldangra	Suknibas
162			Bolpur	Lakhipur
163			Dubrajpur	Belbuni
164			Dubrajpur	Bhardi



**Annexure-1: List of DMU and FMU and JFMC**

Sl. No.	Circle	DMU	FMU	JFMC
165	South-East	Birbhum	Dubrajpur	Jahidpur
166			Dubrajpur	Metela
167			Md. Bazar	Charicha-Bathandanga
168			Md. Bazar	Fulgaria, Dhamukdanga, Bodmati & Dobandi
169			Md. Bazar	Ghaga-Managerpara, Gonpur, Talipara
170			Md. Bazar	Sukna
171			Rajnagar	Abadnagar
172			Rajnagar	Mahishagram
173			Rampurhat	Aranda
174			Rampurhat	Nichergaonta, Baraomesia
175			Suri	Sahabazar, Kantaboni, Nagari
176	South-East	Burdwan	Durgapur	Ajodhya-Bannabagram, Bistupur, Nimitkuri
177			Durgapur	Akandara
178			Durgapur	Domra/Sundiara
179			Durgapur	Gopalpur
180			Durgapur	Keshabpur, Pathardiha
181			Durgapur	Rajkum
182			Durgapur	Rakshitpur/Bistupur
183			Durgapur	Rugganj
184			Durgapur	Shibpur
185			Durgapur	Telipara
186			Durgapur	Trilokchandrapur
187			Guskara	Amrargarh
188			Guskara	Babuisole
189			Guskara	Bhalki
190			Guskara	Dombandhi
191			Guskara	Jadavganj
192			Panagarh	Aduria Amarpur
193			Panagarh	Bhuiara, Belemath
194			Panagarh	Chack-Tilong, Rangakhula
195			Panagarh	Chora, Dangapara Patharkuchi
196			Panagarh	Dehsala A
197			Panagarh	Dehsala JFMC
198			Panagarh	Dhabaru
199			Panagarh	Dhantor
200			Panagarh	Gerai, Goalara
201			Panagarh	Hedogoria
202			Panagarh	Izzatganj
203			Panagarh	Kalikapur
204			Panagarh	Kasba
205			Panagarh	Khandari
206			Panagarh	Majuria
207			Katwa	
208			Burdwan	
209	South-East	Durgapur	Asansol	Bathanbari
210			Asansol	Hadla
211			Asansol	Khairboni, Jamjuri, Shyampur, Sirisdanga
212			Asansol	Panuria (Lalbandh)
213			Asansol	Roshna
214			Ukhra	Bargoria
215			Ukhra	Haribazar Pardai
216			Ukhra	Jemua
217			Ukhra	Kantaberia Dhabani
218			Ukhra	Madhaiganj
219	South-East	Nadia-Murshidabad	Krishnanagar	
220			Ranaghat	
221			Tehatta	
222			Berhampore (South)	
223			Berhampore (North)	
224			Raghunathganj	
225			Kandi	
226	South-West	Kangsabati North	Hura	Aralkocha
227			Hura	Bandartanga
228			Hura	Chargali, Kaitardi
229			Hura	Chirugora
230			Hura	Dariakata
231			Hura	Dudhpenia
232			Hura	Honyagora
233			Hura	Ichamara
234			Hura	Karrudoba
235			Hura	Keshargarh
236			Hura	Korkota
237			Hura	Layabadi-Pukhuriathole
238			Hura	Ledadi
239			Hura	Rahamda
240			Hura	Samukgaria
241			Puncha	Baraghutu
242			Puncha	Deorang
243			Puncha	Dharampur
244			Puncha	Jambaid
245			Puncha	Konapara
246			Puncha	Pirra

## Annexure-1: List of DMU and FMU and JPMC

Sl. No.	Circle	DMU	FMU	JPMC
247			Puncha	Ramakhundi
248			Puncha	Rangametya
249			Puncha	Shyamakata
250			Raghunathpur	Erakusum-Khowardanga
251			Raghunathpur	Kochbel-Kalabali
252			Raghunathpur	Nutandi-Patharberia
253			Raghunathpur	Pahargora-Rampur
254			Raghunathpur	Paharpur-Jorka
255			Raghunathpur	Patharbandh
256			Purulia Para	
257	South-West	Kangsabati South	Barabazar	Bhikharicheliam
258			Barabazar	Gohamikocha
259			Barabazar	Kheriadi
260			Barabazar	Pathraghata
261			Barabazar	Purihansa
262			Manbazar-I	Bagaldhora
263			Manbazar-I	Baramashya
264			Manbazar-I	Bari
265			Manbazar-I	Bhalubasa
266			Manbazar-I	Bhelagora
267			Manbazar-I	Bhurasol
268			Manbazar-I	Bijoydih
269			Manbazar-I	Dhadika
270			Manbazar-I	Gokulnagar
271			Manbazar-I	Hariharpur
272			Manbazar-I	Jalhari
273			Manbazar-I	Janara
274			Manbazar-I	Jangidiri
275			Manbazar-I	Kadiagora
276			Manbazar-I	Kadma
277			Manbazar-I	Kashidi
278			Manbazar-I	Keshia
279			Manbazar-I	Kumardih
280			Manbazar-I	Kunardih
281			Manbazar-I	Mahalidih
282			Manbazar-I	Majhihira
283			Manbazar-I	Maruagora
284			Manbazar-I	Menidibangram
285			Manbazar-I	Pealsole
286			Manbazar-I	Poradi
287			Manbazar-I	Susni-Porasigora
288			Manbazar-II	Dighi
289			Manbazar-II	Nekra
290			Bandwan-I	
291	South-West	Purulia	Ajodhya	Ajodhya
292			Bagmundi	Bagti
293			Bagmundi	Bandhdih
294			Bagmundi	Barnajora-Dulgubera
295			Bagmundi	Charida
296			Bagmundi	Ichakota
297			Bagmundi	Nischintapur
298			Bagmundi	Rabidi
299			Bagmundi	Tarpenia
300			Balarampur	Kairadih
301			Balarampur	Kana
302			Jhalda	Baragatha
303			Jhalda	Gutloha
304			Jhalda	Kalma
305			Jhalda	Kansra
306			Jhalda	Khamar-Shibmandappara
307			Jhalda	Kiribera
308			Jhalda	Kudagorah
309			Jhalda	Noragarh
310			Jhalda	Ona-Tarhad
311			Jhalda	Pandri
312			Joypur	Bangidiri-Simultar
313			Joypur	Baramalka
314			Joypur	Chirkarmu-Arargeria
315			Joypur	Damru
316			Joypur	Ekduar
317			Joypur	Joypur
318			Joypur	Kalikapur-Kawahara
319			Joypur	Piri
320			Joypur	Pundag
321			Joypur	Talmu
322			Joypur	Udaypur-Pattamjuri
323			Kotshila	Jarabatu
324			Kotshila	Karior
325			Kotshila	Khatanga
326	South-West	Purulia Extension Forestry	Hura Extension	
327			Joypur Extension	
328			Purulia Extension	



**Annexure-1: List of DMU and FMU and JFMC**

Sl. No.	Circle	DMU	FMU	JFMC
329	Western	Jhargram	Belpahari	
330			Gidhni	Amtalia-Baghakhon
331			Gidhni	Barsole
332			Gidhni	Biratdihi
333			Gidhni	Chilkigar Dakshin
334			Gidhni	Chilkigar Uttar
335			Gidhni	Dhengbahera
336			Gidhni	Muniada-Chandabila
337			Gidhni	Salbani
338			Lodhasuli	Amlachati
339			Lodhasuli	Auligeria
340			Lodhasuli	Banksale
341			Lodhasuli	Baro Didiha
342			Lodhasuli	Bhowda
343			Lodhasuli	Ch.Ektal
344			Lodhasuli	Chakua
345			Lodhasuli	Ghatidoba
346			Lodhasuli	Jaybandhi-Indrabani
347			Lodhasuli	Kalabani
348			Lodhasuli	Naharia
349			Lodhasuli	PatharGurbhanga
350			Lodhasuli	Simli
351			Manikpara	Guptamani
352			Manikpara	Nuniakundri
353			Manikpara	Pachapara
354			Manikpara	Ramrama-1
355			Manikpara	Ramrama-2
356			Manikpara	Simuldanga
357			Manikpara	Thakurthan
358	Western	Kharagpur	Belda	Binai (N)
359			Belda	Jamuna
360			Belda	Jhantageria
361			Chandabila	Deulbar Tiyaleti
362			Chandabila	Dulki
363			Chandabila	Jamsola Pratappur
364			Chandabila	Murakati
365			Chandabila	Pathardahara
366			Hijli	Ajodhyagarh (Keshuria)
367			Hijli	Ajodhyagarh (Rangamatia)
368			Hijli	Bhetia
369			Hijli	Brikabhanupur
370			Hijli	Ghritagram
371			Hijli	Jamsale
372			Hijli	Lengamara
373			Hijli	Paschimpathri
374			Hijli	Porapara
375			Kalaikunda	Barageria Sagarbhanga
376			Kalaikunda	Chunpara Pratappur
377			Kalaikunda	Jugisole
378			Kalaikunda	Sankrail Durgahari
379			Kalaikunda	Sushnigeria
380			Kesarrekha	Telia
381			Nayagram	Bara Khakri
382			Nayagram	Radhapara
383			Nayagram	Sitalpura
384			Ghatal	
385			Debra SF	
386			Amlagora	Dhanghori
387			Amlagora	Dhannyadiha- Garki
388			Amlagora	Dhobaberia-Jemuasole
389			Amlagora	Fulsason
390			Amlagora	Hurhuria
391			Amlagora	Ichorkonda
392			Amlagora	Jadavnagar
393			Amlagora	Kamarkhali
394			Amlagora	Kastogura
395			Amlagora	Kurchidanga
396			Amlagora	Metala
397			Amlagora	Panikotor - Sauliya
398			Amlagora	Porahari
399			Amlagora	Rampur
400			Amlagora	Tantichua
401			Garhbeta	Bansda & Amsole
402			Garhbeta	Ekariya & Fulmanipur
403			Garhbeta	Gilaboni
404			Garhbeta	Jadabbati
405			Garhbeta	Kharikasuli
406			Garhbeta	Koyma
407			Garhbeta	Mujurdima
408			Garhbeta	Namajoba
409			Garhbeta	Pachadahara
410			Garhbeta	Pachadahara,Daldali, Koyma

## Annexure-1: List of DMU and FMU and JFMC

Sl. No.	Circle	DMU	FMU	JFMC
411	Western	Rupnarayan	Garhbeta	Uttarbil
412			Goaltore	Andharia
413			Goaltore	Bankisole
414			Goaltore	Belboni
415			Goaltore	Dhachati
416			Goaltore	Kushmasuli
417			Goaltore	Mohanpur
418			Goaltore	Murakati
419			Goaltore	Nadaria
420			Goaltore	Raotora
421			Goaltore	Teshabandh
422			Hoomgarh	Baramesia
423			Hoomgarh	Bariboth
424			Hoomgarh	Birbandhi
425			Hoomgarh	Kenjia, Kharboni Lakhyapal
426			Hoomgarh	Peruabad
427			Mahalaisai	Adalia
428			Mahalaisai	Bhalukbasa
429			Mahalaisai	Dhamcha
430			Mahalaisai	Dubrajpur Nischintapur
431			Mahalaisai	Karanji
432			Mahalaisai	Kesia
433			Mahalaisai	Khapribhanga
434			Mahalaisai	Patharpara
435			Mahalaisai	Porakanali
436			Mahalaisai	Rengtia
437			Mahalaisai	Ruparghagra
438	Western	Medinipur	Arabari	Arabari Socio
439			Arabari	Barakuli-Baghghora-Tilakhula
440			Arabari	Buramara
441			Arabari	Ghagra
442			Arabari	Goborda
443			Arabari	Nengtisole-Kotalkuli
444			Arabari	Nepura-Kuarkhal
445			Arabari	Solidiha-Jarakendi
446			Bhadutala	Bagmari, Bethkundri, Jorakushma
447			Bhadutala	Balijuri
448			Bhadutala	Bhadutala
449			Bhadutala	Burisole
450			Bhadutala	Daha
451			Bhadutala	Gaighata
452			Bhadutala	Garmal
453			Bhadutala	Gobru
454			Bhadutala	Jagnathpur
455			Bhadutala	Kalibasha
456			Bhadutala	Kharikasuli
457			Bhadutala	Nonasole
458			Bhadutala	Nutandihi, Dakhinpara
459			Bhadutala	Pathar Kumkumi, Gohaldihi
460			Bhadutala	Sawra
461			Bhadutala	Sushnibari
462			Chandra	Baramchati
463			Chandra	Enayatpur
464			Chandra	Metayala-Bhurkundisol
465			Chandra	Muchiberia
466			Chandra	Sarengasole-Pirrasole-Tamakbari
467			Chandra	Sirshi
468			Chandrakona	Balarampur
469			Chandrakona	Chhototara
470			Chandrakona	Kanthaldiha
471			Chandrakona	Keudi
472			Chandrakona	Manikbandh, Marchi, Neurasau
473			Chandrakona	Pataisole
474			Chandrakona	Sakhabai
475			Chandrakona	Suknatore
476			Godapeasal	Beucha
477			Godapeasal	Kotalkuli
478			Godapeasal	Lepsa Panchra
479			Godapeasal	Narsingpur
480			Godapeasal	Pirrakuli
481			Lalgarh	Bansber
482			Lalgarh	Birkar- Barapelia Jamsole Khayrasuli
483			Lalgarh	Boragada
484			Lalgarh	Jhitka Bhumija-Dhansola
485			Lalgarh	Lalgarh
486			Lalgarh	Lokat
487			Lalgarh	Melkheria
488			Lalgarh	Padiha
489			Lalgarh	Tilaghagri
490			Midnapore	Bagdubi-II
491			Midnapore	Charka Jamira, Amsole
492			Midnapore	Khas Jungle-424



**Annexure-1: List of DMU and FMU and JFMC**

Sl. No.	Circle	DMU	FMU	JFMC
493			Midnapore	Taldanga
494			Midnapore	Tasarara, Jamboni, Chakighata
495			Nayabasad	Bagakhulia
496			Nayabasad	Bankumari
497			Nayabasad	Bengaisole
498			Nayabasad	Bhaturbandi
499			Nayabasad	Bhula
500			Nayabasad	Chorkul, Erala, Bandhgora
501			Nayabasad	Damodarpur
502			Nayabasad	Ghoshkira
503			Nayabasad	Ukhla
504			Pirakata	Abradihi, Murari
505			Pirakata	Bhangabandh
506			Pirakata	Jamirgote, Khasjangle
507			Pirakata	Kaksole, Baharaboni
508			Pirakata	Majurkata, Barsadihi, Dharampure
509			Pirakata	Pathri, Srikrishnapur
510			Pirakata	Pirakata, Bankisole, Hirasole, Ghagrasole
511			Rimbick	Daragaon-Ramam
512	Hill	Darjeeling	Rimbick	Maneydara
513			Rimbick	Sirikhola & Bichgaon
514			Bagdogra	Central F.V.
515			Bagora	Jholly F.V.
516			Bagora	L. babukhola-I F.V.
517			Bagora	L. babukhola-II F.V.
518			Bagora	M-1 F.V.
519			Bagora	M-4 F.V.
520			Bagora	Pokharitar F.V.
521	Hill	Kurseong	Bamanpokhari	Phuguri F.V.
522			Bamanpokhari	Singbulli F.V.
523			Panighatta	Katria F.V.
524			Panighatta	Rangmohan F.P.C.
525			Sevoke	6th Mile F.V.
526			Sevoke	Karmat F.V.
527			Sevoke	Lower Kandung F.V.
528			Sevoke	Sittong F.V.
529			Sevoke	Upper Kandung F.V.
530			Ambari	Ghughujhora
531			Ambari	Shibnathpara
532			Ambari	Talma
533			Apalchand	Uttar Barogharia
534			Belacoba	Amerbari-jawlbari
535			Belacoba	Basuniapara
536			Belacoba	Dewniapara-1
537			Belacoba	Dewniapara-2
538			Belacoba	Hirabari
539			Belacoba	Jhakuapara
540			Belacoba	Maringajhora
541			Belacoba	Mechpara
542	Northern	Baikunthapur	Belacoba	Milanpally
543			Belacoba	Nayanpara
544			Belacoba	Nodhabari
545			Belacoba	Pradhanpara / Bhullapra
546			Belacoba	Rangerbari
547			Belacoba	Sepaipara-Sahebpara
548			Belacoba	Solaidanga
549			Belacoba	Talipara
550			Targhera	Mechbasti
551			Targhera	Nepuchapur
552			Targhera	Targhera Busty
553			Sarugarah	
554			Debgram	
555			Coochbehar-I	Rasikbeel Forest Village
556			Mathabhanga	Tekunia Bhajanerchara
557	Northern	Coochbehar	Pundibari	Singimari Pachinirpar
558			Sitalkuchi	
559			Mekhliganj	
560			Cooch Behar II	
561			Banarhat	Kalapani FV
562			Chalsa	Mangalbari (N. Indong)
563			Chalsa	Sipchu
564			Chalsa	Sukhanibusty
565			Dalgaon	Gandhinagar
566			Dalgaon	Lera FV
567			Dalgaon	North Dalmore
568			Dalgaon	Suni
569			Dalgaon	Waiba FV
570			Dalgaon	West Dalmore
571			Diana	Ghassmari
572			Diana	Kalikhola
573	Northern	Jalpaiguri	Diana	Khairkata
574			Diana	Prayagpur



## Annexure-1: List of DMU and FMU and JFMC

SL No.	Circle	DMU	FMU	JFMC
575			Moraghat	Gossaihat FV
576			Moraghat	Khoklong FV
577			Moraghat	Khuntimari FV
578			Moraghat	Mogalkata FV
579			Moraghat	Sonakhali FV
580			Moraghat	Totapara FV
581			Nathua	Chauhaddi
582			Nathua	Fataktari
583			Nathua	Gadhiarkuthi
584			Nathua	Garialtari
585			Nathua	Majhiali
586			Lataguri	
587	Parks & Gardens	Howrah SF	Arambagh	
588	Parks & Gardens		Hooghly	
589	Parks & Gardens		Howrah Urban	
590	Parks & Gardens		Howrah Rural	
591	North-West	Jalpaiguri SF	Jalpaiguri SF	
592			Mainaguri SF	
593			Falakata SF	
594			Nilpara SF	
595			Alipurduar SF	
596			Barobisha SF	
597	North-West	Malda	Malda	
598			Gazole	
599			Kaliachak	
600			Bhaluka Road	
601	North-West	Raiganj	Chanchal	
602			Balurghat	
603			Kushmandi	
604			Raiganj	
605			Chopra	
606			Karandighi	
607	North-West	Siliguri SF	Kulik Wild Life	
608			Central	
609			Gairkata	
610			Eastern Terai	
611			Ghoshpukur	
612			Mal	
613	Monitoring	Monitoring North	Siliguri Monitoring	
614			Jalpaiguri Monitoring	
615			Coochbehar Monitoring	
616			Raiganj Monitoring	
617			Darjeeling Monitoring	
618	Monitoring	Monitoring South	Monitoring Range Unit 1(Purulia)	
619			Monitoring Range Unit 2(Bankura)	
620			Monitoring Range Unit 3(Burdwan)	
621			Monitoring Range Unit 4(Medinipur)	
622			Monitoring Range Unit 5 (Howrah/Hooghly)	
623	Research	Silviculture North	Salugara Lab Research	
624			Buxa Cooch Behar Research	
625	Research	Silviculture Hills	Sanada FMU	
626	Research	Silviculture South	Arabari FMU (Silvi)	
627			Ibargram	
628	Wildlife North	Darjeeling Wildlife 1	Senchal East Range	3rd Mile Simkona
629			Senchal East Range	Naya Busty
630			Senchal East Range	Rampuria
631			Senchal West Range	Jorebunglow Dhoteria
632			Senchal West Range	Pashim Chattakpur
633			Sighalila North Range	Gorkhey
634			Mahananda Sukna	
635			Mahananda North	
636	Wildlife North	Gorumara Wildlife 2	Gorumara North Range	Hazipara
637			Gorumara North Range	Panjhora
638			Gorumara South Range	Dakshin Dhupjhora - I
639			Gorumara South Range	Dakshin Dhupjhora - II
640			Gorumara South Range	Kalipur - Budhram - Chatua
641			Gorumara South Range	Ramsai
642			Upper Neora Range	Mulkhargha
643			Lower Neora Range	
644			Wildlife Sqard II Mal	
645			Khunia Wildlife Squad	
646			Wildlife Squad III	
647			Chilapata	Deodanga
648			Chilapata	Patkapara Bania Kona
649			Jaldapara East	Dhaidhaighat (Uttar)
650			Jaldapara East	Jaldapara(North)
651			Jaldapara East	Jaldapara(South)
652			Jaldapara East	Munshipara
653			Jaldapara East	Sidhabari
654			Jaldapara North	Hasimara
655			Jaldapara North	Uttar Madarihat,(NWC-2)
656			Jaldapara West	Bonshidharpur

**Annexure-1: List of DMU and FMU and JFMC**

Sl. No.	Circle	DMU	FMU	JFMC
657	Wildlife North	Jaldapara Wildlife 3	Jaldapara West	Jogendranagar
658			Jaldapara West	Mairadanga
659			Jaldapara West	Mandalpara-Kalabari
660			Kodalbasti	Dakshin Satali
661			Kodalbasti	Kodalbasti
662			Kodalbasti	Mantharam
663			Kodalbasti	Paschim Satali
664			Madarihat	Chapaguri
665			Madarihat	Dakshin Deogaon
666			Madarihat	Dangapara
667			Madarihat	Dhumchi FV
668			Madarihat	North Khairbari 2 No.
669			Madarihat	North Khairbari 3 No.
670			Madarihat	Purba Deogaon
671			Madarihat	South Khairbari FV
672			Nilpara SF	
673			Elephant Squad	
674			Lankapara	
675	Sundarban Tiger Reserve	Sundarban Tiger Reserve		