

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 YEAR 2021-22**

NIT NO. - WBFBCP/NIT- 1/ 2021-22

**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 - 1/2021-22**

Memo No: 1724 /WBFBCP/ 4-1(1)/14

Dated : 03.09.2021

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 2021-22.** 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 2021-22 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 2021-22
Tender Notice No.	NIT NO. - WBFBCP/NIT- 1 /2021-22
Date of Publishing in Newspaper	17.09.2021
Start Date of Downloading form	17.09.2021 from the website www.wbfbc.org
Last date and time for submission of Bids	01.10.2021 at 5.00 P.M.
Opening of Technical Bids	04.10.2021 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- 700106

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. 4,00,000/- only
Earnest Money Deposit- Rs. 8,000/- 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 2021-22.

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, I Tax 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.wfbfbc.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 2021.
- 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 2020-21(A.Y 2021-22)
- iv. Earnest Money Deposit (EMD) - **Rs. 8,000/-** 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 last three Financial Years. 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. (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, the Divisional Management Unit

& the Field Management Unit including JFMCs for the Financial Year 2021-22 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. 4,00,000/- 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 2021-22. (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 2021-22**” – Tender Notice No. **WBFBCP/NIT- 1/2021-22**”

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 2021-22**" – Tender Notice No. **WBFBCP/NIT- 1 /2021-22**. 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. 8,000/-** only.

Mode of Payment:

1. One Demand Draft or Banker's Cheque amounting Rs. 8,000/- (Rupees Eight 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 01.10.2021**. The Technical Bids will be opened after **01.00 P.M. of 04.10.2021** 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 04.10.2021 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/Sub-Division 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 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 st January 2007	Firm Constitution Certificate issued by Institute of Chartered Accountants of India not earlier than 1 st 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* <i>*Excluding Partners</i>	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
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[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 Unit	Location	Frequency of audit	Time of Submission of reports
PMU	1	Kolkata	Quarterly (Q1, Q2, Q3, Q4)	For 2021-22 Q1 & Q2 by 20 th . November, 2021 Q3 by 15 th . January, 2022 Q4 (for the month of January, 2022) by 15 th . February, 2022
DMU	34	See Annexure 1	N.A.	For 2021-22 Apr 2021 to November 2021 by 20 th . December, 2021
FMU & JFMC	175 + 600	See Annexure 2 & 3	N.A.	For 2021-22 Apr 2021 to November 2021 by 20 th . December, 2021

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

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

20. BID EVALUATION PROCESS

- 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:
- 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	
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	

Sl.	Criteria / Sub-criteria	Max. Marks	DOCUMENTARY PROOF
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 is 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:

- The total financial score for evaluation of financial bids is 100.
- 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 1st and will be selected for the assignment. The summary result sheet will be published in the web site of WBFBC Project—www.wbfbc.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-700 106** 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
Audit Report of PMU (from 1 st . April, 2021 to 31 st . January, 2022)	On Submission and Acceptance audit report in time	90% of the Contract value after acceptance of Audit Reports of DMUs and FMUs/JFMCs and remaining 10% of the Contract value after acceptance of Audit Report of PMU. However, all taxes over the contract value should be deducted within 31 st . December, 2021 as there will be no expenditure after 31 st . January, 2022 so as to avoid uploading TDS deduction etc. in Q4.	To submit four reports for F.Y-2021-22 of PMU
Yearly Audit Report of DMUs (from 1 st . April, 2021 to 30 th . November, 2021)	On Submission and Acceptance of audit report of 34 DMUs		To submit one report for each Unit during F.Y 2021-22 (from 1 st . April, 2021 to 30 th . November, 2021).
Yearly Audit Report of FMUs /JFMCs (from 1 st . April, 2021 to 30 th . November, 2021)	On Submission and Acceptance audit report of 175 FMUs and 600 HFMCs in time.		To submit one reports—for each Unit during F.Y 2021-22 (from 1 st . April, 2021 to 30 th . November, 2021).

N.B.: There will be no expenditure of DMUs and FMUs/JFMCs after 30th. November, 2021

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>17.09.2021</i>
2.	<i>Document Download start date</i>	<i>17.09.2021 from 10.00 A.M.</i>
4.	<i>Bid submission start date</i>	<i>17.09.2021 from 02.00 P.M.</i>
5.	<i>Bid submission end date</i>	<i>01.10.2021 upto 5.00 PM</i>
7.	<i>Technical Bid opening date</i>	<i>04.10.2021 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>

Sd/- Pinaki Mitra, IFS
 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 2021-22

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 _____ 2021

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 last three years.

Sl. No	Financial		Remarks
	Year	Turnover in Rs. lakh (two digit after decimal)	
1			
2			
3			
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.**

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 & JFMC during 2021-22 & Estimated Rate is Rs. 4,00,000/-
(Four lakh ninety five thousand) only
Contract No- NIT NO. - WBFBP/NIT 1/2021-22**

Bidder Name:-

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

SL. NO	Description of Work	Estimated Rate	Auditing units	Financial Quote inclusive of all taxes	
				In Figures* Consolidated Amount	In Words
1.	To conduct Internal Audit of Project Management Unit-1 no.	28,000/-	PMU -1 no.		
2	Divisional Management Unit -34 nos.	6000/- X 34 = 2,04,000/-/-	DMU -34 nos.		
3	Field Management Unit -175 nos. and 600 JFMCs	Rs. 960/- X 175 FMUs and 600 JFMCs under it) = 1,68,000/-	FMU – 175 & JFMC- 600 nos.		
	Total Amount Rs.	4,00,000/- (Four Lakhs only)		Total	

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 Bannadhabpur
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 Bhairabdanga
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	Arakola
35			Radhanagar	Baiddya
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-Bhurkundithol

49				Saltora	Kharbana	
50				Saltora	Murlu	
51				Saltora	Pabra Panjhoria	
52				Saltora	Searbaid No. - 1	
53				Sonamukhi	Bensa Naruwala	
54				Sonamukhi	Bhula	
55				Sonamukhi	Dhansimla Station	
56				Sonamukhi	Ganganidanga	
57				Sonamukhi	Junsura	
58				Sonamukhi	Manikbazar	
59				Sonamukhi	Patjore	
60		Central	Bankura South	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	Taribeterdih, 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	Sayed
81			Jhilimili	Gobindasole
82			Jhilimili	Kawatanga

83		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	Kheyeroni	
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			Simlapal	Khairakanali
108			Simlapal	Krishnapur
109			Simlapal	Pathri Roniara
110			Simlapal	Susunia Sidhagara
111			Sarenga	
112	Central	Panchet	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--Ii
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 Topsi	
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		South-East	Bolpur	Lakhipur	
163			Dubrajpur	Belbuni	
164			Dubrajpur	Bhardi	
165			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, Nimtikuri
177			Durgapur	Akandara
178			Durgapur	Domra/Sundiara
179			Durgapur	Gopalpur
180			Durgapur	Keshabpur, Pathardiha
181			Durgapur	Rajkusum
182			Durgapur	Rakshitpur/Bistupur
183			Durgapur	Ruganj
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	Debsala A	
197			Panagarh	Debsala 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
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	Bhikharichelama
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	Kadlagora
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	Gutiloha

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-Arageria	
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	Jarahatu	
324			Kotshila	Karior	
325			Kotshila	Khatanga	
326	South-West	Purulia Extension Forestry	Hura Extension		
327			Joypur Extension		
328			Purulia Extension		
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	Banksole
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-l

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 Tiyakati	
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	Jamsole	

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	Western	Rupnarayan	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	
411			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			Mahalisai	Adalia	
428			Mahalisai	Bhalukbasa	
429			Mahalisai	Dhamcha	
430			Mahalisai	Dubrajpur Nischintapur	
431			Mahalisai	Karanji	
432			Mahalisai	Kesia	
433			Mahalisai	Khapribhanga	
434			Mahalisai	Patharpara	
435			Mahalisai	Porakanali	
436			Mahalisai	Rengtia	
437			Mahalisai	Ruparghagra	
438	Western	Medinipur	Arabari	Arabari Socio	
439			Arabari	Barakuli-Baghghora-Tilakhula	

440		Arabari	Buramara
441		Arabari	Ghagra
442		Arabari	Goborda
443		Arabari	Nengtisoile-Kotalkuli
444		Arabari	Nepura-Kuarkhal
445		Arabari	Solidiha-Jarakendi
446		Bhadutala	Bagmari,Bethkundri, Jorakushma
447		Bhadutala	Balijuri
448		Bhadutala	Bhadutala
449		Bhadutala	Burisoile
450		Bhadutala	Daha
451		Bhadutala	Gaighata
452		Bhadutala	Garmal
453		Bhadutala	Gobru
454		Bhadutala	Jaggnathpur
455		Bhadutala	Kalibasha
456		Bhadutala	Kharikasuli

457			Bhadutala	Nonasole	
458			Bhadutala	Nutandihi, Dakhinpara	
459			Bhadutala	Pathar Kunkumi, 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 Bhumiya-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
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, Erata, 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	Hill	Darjeeling	Rimbick	Daragaon-Ramam
512			Rimbick	Maneydara
513			Rimbick	Sirikhola & Bichgaon
514	Hill	Kurseong	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			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	Karnat F.V.	
527			Sevoke	Lower Kandung F.V.	
528			Sevoke	Sittong F.V.	
529			Sevoke	Upper Kandung F.V.	
530	Northern	Baikunthapur	Ambari	Ghughujhora	
531			Ambari	Shibnathpara	
532			Ambari	Talma	
533			Apalchand	Uttar Barogharia	
534			Belacoba	Amerbari-jawlabari	
535			Belacoba	Basuniapara	
536			Belacoba	Dewniapara-1	
537			Belacoba	Dewniapara-2	
538			Belacoba	Hirabari	
539			Belacoba	Jhakuapara	
540			Belacoba	Maringajhora	
541			Belacoba	Mechpara	

542			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	Northern	Coochbehar	Coochbehar-I	Rasikbeel Forest Village	
556			Mathabhanga	Tekunia Bhajanerchara	
557			Pundibari	Singimari Pachinirpar	
558			Sitalkuchi		

559			Mekhliganj		
560			Cooch Behar II		
561	Northern	Jalpaiguri	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			Diana		Khairkata
574			Diana		Prayagpur
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			Chanchal		
602	North-West	Raiganj	Balurghat		
603			Kushmandi		
604			Raiganj		
605			Chopra		
606			Karandighi		
607			Kulik Wild Life		
608	North-West	Siliguri SF	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			Jhargram	
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	Mulkharga
643			Lower Neora Range	
644			Wildlife Sqard II Mal	
645			Khunia Wildlife Squad	
646			Wildlife Squard III	
647	Wildlife North	Jaldapara Wildlife 3	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

657			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			Madarihath	Chapaguri
665			Madarihath	Dakshin Deogaon
666			Madarihath	Dangapara
667			Madarihath	Dhumchi FV
668			Madarihath	North Khairbari 2 No.
669			Madarihath	North Khairbari 3 No.
670			Madarihath	Purba Deogaon
671			Madarihath	South Khairbari FV
672			Nilpara SF	
673			Elephant Squad	

674				Lankapara		
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