WEST BENGAL HANDICRAFTS DEVELOPMENT CORPORATION LIMITED
(MANJUSHA)
IB-181, SECTOR-III SALTLAKE KOLKATA-700106
Phone:03323356322,Email:accounts@manjusha.in
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CIN – U17123WB1976SGC030557

Notice inviting e-tender No. WBHDCL/NIT-470/2025-26 Dated: 25/02/2026 of the West Bengal Handicrafts Development Corporation Limited (MANJUSHA)

Electronic-tender is Inviting Expressions of Interest/ bids for engagement of Stock Auditors for undertaking Physical Verification of Stock in **West Bengal Handicrafts Development Corporation Limited (Manjusha) Showrooms, Kiosks and Warehouse/Central Store.**

1. Introduction

West Bengal Handicrafts Development Corporation Limited (MANJUSHA) invites Expressions of Interest/ bids are invited from reputed Chartered Accountant firms/ Cost Accountants Firm for engagement of Auditors for conducting Physical Verification of stock at all the locations and warehouse. Firms who fulfil the criteria/ requirements, as detailed below, may submit their Expression of Interest in the prescribed format, the schedule is detailed below:

Sl. No.	Particulars	Date	Time
01.	Date of Publishing Notice Inviting EOI (online)	25/02/2026	from 06:00 PM
02.	Start date for downloading Notice inviting EOI as well as online submission of bids	25/02/2026	from 06:00 PM
03.	Last date of downloading EOI as well as last date for uploading online	12/03/2026	up to 05:00 PM
04.	Date for opening Technical Bids	13/03/2026	from 11:00 AM
05.	Pre-Bid Meeting at MANJUSHA Head Office	05/03/2026	from 03:00 PM
06.	Date for opening Financial Bids	To be notified subsequently	

2. Term of Engagement

The term of the engagement will be for 2 (Two) years initially from the date of issue of engagement letter. However, the term can be extended/ curtailed at the sole discretion of the competent authority of MANJUSHA.

3. Scope of the work

A) <u>Stock Audit at Emporium, kiosk & Warehouse</u>

- Reconciliation of physical quantities with inventory records and report on shortage/ excess stock.
- Identification of Slow moving, non-moving, surplus items.
- Identification of old, expired, damage stock.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register and /or software.
- Segregation of Handloom and Handicrafts item and determination of old stock price/ value.
- Preparation of stock report at cost and at net realizable value at Emporium, kiosk & Warehouse
- Any other areas of checking as may be mutually decided

B) Stock Audit at Central Store

- Reconciliation of physical quantities with inventory records and report on shortage/ excess stock.
- Identification of Slow moving, non-moving, surplus items.
- Identification of old, expired, damage stock.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register and/or Software.
- Reconciliation of 'Stock-in-Transit' between Central Store, Warehouse, and Emporia.
- Preparation of stock report at cost and at net realizable value at Central Store
- Any other areas of checking as may be mutually decided.

C) Methodology to be adopted for conducting the stock audit

1. All products in stock need to be counted for stocktaking
2. All barcodes on stock need to be scanned.
3. All products without barcodes need to be counted and taken stock of.

4) Eligibility Criteria

The Chartered Accountant/Cost Accountant firms are eligible for the bidding process mustsatisfy the following eligibility criteria:

i) The firm should be based in West Bengal or should have a branch in West Bengal.
ii) The firm should have at least 3 (Three) partners.
iii) The firm should be registered with The Institute of Chartered Accountants/Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Goods andService Tax Registration.
iv) The firm should have been in operation for at least 5 years after its registration.
v) Average Annual receipt towards professional and consultancy fees of the firm in the last 3 financial years ending on March 31st 2025 must be at least Rs. 15 lakh.
vi) The firm should have experience in preparation of Statutory Audit or Cost audit of PSUs/ Govt. Organization/Large Private Organization during last preceding five (5) years.
vii) Must have an experience in conducting stock audit or preparation of Fixed Asset Register or Internal Audit in Central or State Government Companies or large Private companies, etc.
viii) Firms who are associated with MANJUSHA for Interner Audit and Fixed Asset Register during the last 3 years need not apply.

5) Earnest Money Deposit

EMD Rs. 50,000.00/-(Rupees Fifty Thousand only) refundable is to be deposited either online by Net Banking through using ICICI Bank Payment Gateway or through RTGS/NEFT. Please refer memo no. 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. of West Bengal.

6) Time for conducting the stock audit–audit has to be completed within 30th June, 2026 for the first year.

7) Deployment of Officials

a) The audit firm should deploy at least a minimum of 1 (one) qualified personnel and 2 (two) Assistants for each location for conducting the audit at the stores. For warehouse/ Central Store, at least 1 (one) qualified personnel and 4 (four) Assistants should be deployed.

b) The staff deployed should remain unchanged till the Audit is completed.

8) Submission of Bids

Bidders should have Digital Signature Certificate (D.S.C.). For e-filing tenders, intending bidder may download the tender documents, terms & conditions etc. from the website http://wbtenders.gov.in directly with their Digital Signature Certificate and also from www.manjusha.in.

Tender process will be in two parts:

a. Technical Bid to be submitted online only
b. Financial Bid to be submitted online only

Both "Technical Bid" and "Financial Bid" are to be submitted concurrently, duly digitally signed in the website http://wbtenders.gov.in.

The Financial offer of the prospective bidder will be considered if only the Technical Documents of the bidder found qualified by the tender committee of this office.

The firms/bidders who have been debarred by any Government Department/Agency shall not be eligible in any way for submission of tender.

9) Technical Bid Opening and Evaluation

a) Opening of Bids

MANJUSHA will open all the Technical Bids received before the specified date and time.

b) Supporting Documents

Documents for Technical Bid (to be submitted online)

a. Audited Balance Sheet and Profit & Loss Account for the FY 2021-2022, 2022-2023 and 2023-2024.
b. Trade License (if available).
c. Testimonials of previous experience along with valid Completion Certificate/ copy of ongoing assignments Work Order
d. Copy of GST Registration Certificate
e. Copy of GST Return for the FY2021-2022, 2022-2023 and 2023-2024.
f. Copy of PAN card
g. Copy of Income Tax Return for the FY 2021-2022, 2022-2023 and2023-2024.
h. Brief Profile of the bidder.

c) <u>Tender revaluation criteria</u>

The Technical Bids of bidders who secure the minimum prescribed marks will only be considered. The Technical Bid evaluation would be as follows.

Sl. No.	***Particulars***	***Marks***	***Allocation ofMarks***	***Remarks***
01	***Experience of Firms***			
	5 Years	10	*5*	
	>5 Years to10 years		*7*	
	> 10 Years		*10*	
b)	**Average Annual receipt of the Firm**	*20*		
	Rs.15 Lakhs		*7*	
	> Rs.15 Lakhs to Rs.20 Lakhs		*15*	
	Above Rs. 20 Lakhs		*20*	
c)	**Experience of conducting statutory audit or cost audit of PSUs**	*30*	*5 each*	
	Within a period of preceding 5 years i.e. ending the Financial year 2024-25,year wise experience will be counted.			
d)	Experience in conducting stock audit or preparation of Fixed Asset Register or Internal Audit in Central or State Government Companies or large Private companies, etc.	*20*	*5 each*	
	Sub Total (01)	**80**		
02.	**Key Experts and Manpower**			
a)	**Number of Partners' in the**			
	3 Partners	10	*5*	
	> 3 Partners		*10*	
b)	**Number of Full Time staff on the roll of Establishment**			
	Up to 10 Staff	10	*5*	
	>10 to 20 Staff		*7*	
	>20 Staff		*10*	
	Sub Total (02)	**20**		
03	**Total Marks of Technical Evaluation (01+02)**	100		

Price bids of those Firms who secure **at least 40 marks** in the Technical Bid evaluation would be opened.

10) Financial Bid

i. After the Technical Bids evaluation is completed, Financial Bid of only the technically qualified bidders will be open on the specified date and time (to be intimated later).

ii. Bidders are required to fill up the Financial Bid ONLINE ONLY.

iii. The bidder shall quote in figures as well as in words, the rate and amount figured by them in the financial bid.

iv. The quoted amount shall include all taxes, duties, and cost of all statutory compliances.

v. Total amount quoted in BOQ shall be consider for determining L1 rate.
vi. Disclosure of rate in any document uploaded in Technical Bid shall be liable for Technical rejection.

The fees shall be quoted considering the scope of work and the locations as follows:

a. Physical Verification of Stock for Kolkata Location (Category A)
b. Physical Verification of Stock outside Kolkata (Category B)
c. Physical Verification of stock –New Delhi (Category C)

No other cost like travelling allowance, hotel and lodging allowance, etc. will be paid. Income Tax and other statutory taxes (if applicable) will be deducted as per rule.

11) Conditional Bids

Conditional bids or bids which are not submitted strictly in accordance with the bid terms are liable to be rejected.

12) Award of Contract

The contract will be awarded to the successful Bidder who quotes the lowest rate.

12) Validity of the Bid

Bids shall remain valid till 6 months from the date of submission.

13) Right of Bid Rejection

MANJUSHA reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time without notice and without assigning any reasons thereof and shall not have any liability or obligation for such acceptance, rejection or annulment.

At any time, if a material misrepresentation is made or discovered, or the bidder does not provide supplemental information sought for purposes of evaluation within the time specified, it may lead to rejection of the bid.

14) Termination

The contract may be terminated in any of the following contingencies.

i) On the expiry of the contract period, without any notice. Or
ii) On giving one month's notice at any time during the currency of services in case the services rendered by the Contractor are not found satisfactory and inconformity with the general terms and conditions of the contract and the standard prescribed for the services.

15) Confidentiality

Selected bidder shall treat all information provided or obtained otherwise in connection with the services provided to MANJUSHA and its stakeholders as confidential, and shall not use the same either in full or in parts, for any purpose without prior written approval of MANJUSHA.

16) Force Majeure

Neither party shall bear the responsibility for complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods or services under the provisions of the Terms of Reference), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earthquake and other acts of God, War, Military operation, Blockade, Acts or Actions of State Authorities, Pandemic or any other circumstances beyond the parties' control.

Store , Emporium, Kiosk and Warehouse

Category A Within Kolkata

Sl. No.	Location	Address
1	Central Store	Block IB-181, Sector-III, Salt Lake, Kolkata-700106
2	SALT LAKE	Karu-Angan, Block IB-181, Sector-III, Salt Lake, Kolkata-700106
3	MANICKTALA	Manicktala Civic Centre, CIT Complex, Manicktala, Kolkata - 700054
4	LAKE MARKET	59, Rash Behari Avenue, Lake Market, Kolkata-700026
5	DHAKURIA	CIT Complex, Dhakuria-II, Kolkata-700068
6	BEHALA	Behala Industrial Estate, 620, D.H. Road, Kolkata-700034
7	BANSDRONI	202/1, N.S.C. Bose Road, Kolkata-700047
8	ALIPORE	SHILPANNO, Leather & Cottage Industry Marketting Hub, Judge's Court Road, Opposite Alipore Museum, Kolkata-700027
9	ALIPORE (Kiosk)	Alipore Road, Kolkata-700027 (Beside Alipore Zoo)

Category B Outside Kolkata

Sl. No.	Location	Address
1	SILIGURI	L-5 Building at Pradhan Nagar, Siliguri-734003
2	RAIGANJ	SIC Market Complex, Block-1, Stall-11, Raiganj, Uttar Dinajpur-733134
3	BALURGHAT	Municipal Bus Stand, balurghat, Dakshin Dinajpur-733101

4	MALDA	R.K. Mission Road, Mokdampur, Malda-732103
5	BAHARAMPUR	SIC Commercial Complex, Baharampur, Murshidabad - 742101
6	BOLPUR	Poura Banijyik Sadan, Santiniketan Road, Bolpur, Birbhum - 731204
7	SURI	SIC Market Complex, Suri, Birbhum - 731101
8	ASANSOL	Asansol Durgapur Development Authority Market Complex, GT Road, Asansol-713301 (Opposite Fire Station)
9	DURGAPUR	OCS-4, 3rd Administrative Building, Ground Floor, City Centre, Durgapur, Pin :-713216
10	BARDHAMAN	Dutta Centre, Curjon Gate, Bardhaman - 713101
11	BANKURA	Samabay Bhaban (Opposite to Bankura Head Post Office), Machantala, Bankura - 722101
12	MADHYAMGRAM	Bosunagar, Gate No: 1, Sodepur Road, Kolkata-700129
13	HALDIA	Durgachak Super Market, Haldia, Purba Medinipur, Pin - 721602
14	Gangasagar (Kiosk)	K1 BUS STAND, GANGASAGAR, SOUTH 24 PARGANA, WEST BENGAL, WEST BENGAL, 743373

Category C

New Delhi

Sl. No.	Location	Address
1	NEW DELHI (Emporium)	First floor in Rajiv Gandhi Handicrafts Bhawan, BKS Marg, Connaught Place, New Delhi - 110001

TECHNICAL BID–APPLICATION FORMAT (ANNEXURE–I)

FIRM/ORGANISATION/COMPANY PROFILE

1	Name of the Applicant Firm/Company/Organisation	
2	Type of Organisation – Whether Public Limited/ Private Limited Company/LLP/Partnership Firm/ Others(please specify)	
3	Registered/Communication Address of the Firm/ Company	
4	Phone No./Mobile No	
5	Email	
6	Name of the Contact Person with Mobile No and Email address	
7	Date of establishment of Firm/ Company/ Organisation (documents of proof to be enclosed)	
8	Membership/affiliation details with Institutes of Chartered/ Cost Accountants	
9	GST Registration No.	
10	PAN no of the firm	
11	Name and Qualification of all Partners/Directors	
12	Number of qualified staff(trained/Semi trained employees / Trainees / Apprentices besides a Chartered Accountant	Provide number of staff in each category mentioned – Chartered Accountant- Inter Qualified -Other Paid Staff -
13	Details of existing empanelment with Comptroller and Auditor General of India	
14	Number of years of experience in conducting statutory audit, Physical Verification of Stock, Internal Audit and fixed asset register preparation	
15	Any other information about the Firm/Company/ Organization	

Date:
Place:

Signature of authorised person
Full Name:
Seal

Signature Not Verified
Digitally signed by AMIT DATTA
Date: 2026.02.25 17:26:11 IST
Location: West Bengal-WB

Technical Corrigendum

Tender ID No.:2026_HDCL_1013255_1, Tender Ref. No.: WBHDCL/NIT-470/2025-26 dated 25/02/2026

This is hereby informed that the following clause of aforesaid e-tender's NIT has been modified and to be read as follows:-

Sl.No.	Description	Existing provision	To be read as
7 a)	**Deployment of Officials**	The audit firm should deploy at least a minimum of 1 (one) qualified personnel and 2 (two) Assistants for each location for conducting the audit at the stores. For warehouse/ Central Store, at least 1 (one) qualified personnel and 4 (four) Assistants should be deployed.	The audit firm should deploy at least 2 (two) Assistants for each location for conducting the audit under the supervision of atleast 1 (one) qualified personnel.
9 c)	**Tender revaluation criteria**	c) Experience of conducting statutory audit or cost audit of PSUs	Experience of conducting statutory audit or cost audit of PSUs/ Govt. Organization/ Large Private Organization

All other terms of e- tender will remain unchanged.