# PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVERNMENT OF WEST BENGAL

Joint Administrative Building, 6th Floor, Block–HC-7, Sector-III, Bidhannagar, Kolkata-700106

**NIQ No. STARPARD/ NIQ / 2026/003** **Date 27.10.2026**

**Notice Inviting Quotation for "Engagement of CA FIRM FOR INTERNAL AUDIT OF STARPARD HQ ALONG WITH BRAIPRD, KALYANI UNIT OF STARPARD FOR THREE CONSECUTIVE F.Y. 2024 – 25, FY 2025-26 and FY-2026-27**

The Society for Training & Research on Panchayats & Rural Development [**STARPARD**] under the Department of Panchayats and Rural Development, Government of West Bengal invites sealed quotations from reputed CA firm for Internal Audit of STARPARD Hq. along with BRAIPRD, Kalyani unit of STARPARD for three F.Y. 2024 – 25, F.Y. 2025-26 and F.Y. 2026-27.

**The details of the NIQ are given below:**

1. **NIQ No. :** STARPARD/ NIQ / 2026/003 Date 27.10.2026
2. **Description of Services:** Engagement of Internal Auditors for three financial years 2024-25, 2025-26 and 2026-27 for O/o the STARPARD, Panchayats & Rural Development Department
3. **Opening Date & Time for Submission of NIQ**: 28.10.2026 (Wednesday) at 10 am
4. **Closing Date & Time for Submission of NIQ:** 05.11.2026(Thursday) at 5 pm
5. **Date & Time of opening of NIQ::** 04.11.2026(Friday) at 11 am
6. **Correspondence details:** The Member Secretary, STARPARD, Department of Panchayats & Rural Development Block: DD, Plot No. 18/9, Sector-I, Bidhannagar, Kolkata. West Bengal. Pin Code 700064.
   - **STARPARD Helpdesk e-mail id: starpard.procurement@gmail.com**
   - **Bid no. & title to be mentioned in the subject of the email.**
   - **Phone no.** (033) 2985 0203/ 2359 2930 from 10.30 am to 5 pm from Monday to Friday [except: Govt. Holidays]

**NIQ No. STARPARD/ NIQ / 2026/003** **Date 27.10.2026**

## NOTICE INVITING QUOTATION

A) **BACKGROUND:** The Society for Training & Research on Panchayats & Rural Development [STARPARD] under the Department of Panchayats and Rural Development, Government of West Bengal was set up in 1997-98 with its Registration No. S/86755 of 1997-98, registered under West Bengal Societies Registration Act, 1961 (Act No. XXVI of 1961) with a set of objectives related to training & research on Panchayats & Rural Development. Presently the registered office of the restructured STARPARD is the Department of Panchayats & Rural Development, Government of West Bengal, Joint Administrative Building, HC-7 [6th to 10th Floors], Sector-III, Bidhannagar, Kolkata-700106. Administrative Office & Work Office of STARPARD is located at Mrittika Bhaban, Block DD, Plot:18/9, Sector-I, Bidhannagar, Kolkata: 700064.

B) STARPARD, being a registered society, needs to engage an audit firm for the Internal Audit of STARPARD HQ and BRAIPRD (Kalyani Unit of STARPARD).

C) **INVITATION OF BIDS: STARPARD invites CA FIRM FOR INTERNAL AUDIT OF STARPARD HQ ALONG WITH BRAIPRD, KALYANI UNIT OF STARPARD FOR THREE CONSECUTIVE F.Y. 2024 – 25, FY 2025-26 and FY-2026-27.**

D) **SCOPE OF WORK:** The Audit firm shall deal with all Internal audit-related matters of STARPARD H Q along with BRAIPRD, Kalyani Unit of STARPARD for F.Y. 2024-25, F.Y. 2025-26 and F.Y. 2026-27 keeping in mind the relevant provisions for a government not-for-profit society like STARPARD.

**Time Frame:**

**For Completion of audit and submission of audit report -**

i) **For F.Y. 2024-25- Within 45 days from the date of Letter of Award**

ii) **For F.Y. 2025-26- Within 90 days from the date of Letter of Award**

iii) **For F.Y. 2026-27- Within 180 days from the date of Letter of Award**

**The Role and Responsibility of the Internal Auditor:**

1. To Check Double Entry System Cash Book including vouchers with relevant documents and Registers.
2. To Check of Bank Reconciliation Statement on monthly basis
3. To Guide for maintaining proper Ledger with Group in Tally software as per RGSA Guidelines and Income Tax Act.
4. To verify all types of statutory registers for the specified financial year and issuance of certificate in that respect
5. To examine Utilization Certificates and submit status report as when required
6. To examine consolidated Balance Sheet (Receipt & Payments A/C, Income & Expenditure Account and Supporting proper schedule)
7. To check all types of Returns (all Income Tax, P, Tax. GST on TDS etc.)
8. To act as per instruction communicated by office of the Comptroller & Auditor General of India (CAG) from time to time and the provisions in the Manual of Standing Order (MSO) of the CAG & other departmental manuals.

**E) Estimated Value: ₹80,000/- + applicable GST for the Financial Year 2024 – 25 to 2026 – 27.**

## F) BIDDER PRE-QUALIFICATION CRITERIA

| Sl. No. | Eligibility Criteria | Supporting Proof/ Documents Required |
|---|---|---|
| (a) | (b) | (c) |
| 1. | The applicant CA firm should be registered with<br>i. the Institute of Chartered Accountants of India ( ICAI)<br>ii. the Comptroller & Auditor General of India (CAG ) for the FY 2026 – 27<br>iii. Income Tax (PAN number)<br>iv. GST Registration. | Provide all Certificates of Registration. (self-attested) |
| 2. | The eligible CA firm should have a Head Office in Kolkata, West Bengal. | Relevant documents with proof of address (self-attested) |
| 3. | The CA firm should be existence for more than 10 years. | Provide necessary evidence. (self-attested) |
| 4. | The applicant CA firm should have credentials for Internal Audit/ similar type of job in at least one Central Government/ State Government Organization/ PSU in the last three financial years (i.e. 2023-24, 2024-25, 2025-26) | Self-attested photocopy of previous work orders, work/project completion certificates and payment certificates of the competent authority. |
| 5. | The firm should have an average turnover of at least ₹10 Lakh annually for the last three financial years (i.e. 2023-24, 2024-25, 2025-26) | Attach the Audited balance sheet of the last three financial years. (self-attested) |
| 6. | The firm should have<br>i. minimum ten (10) staff/ employees,<br>ii. a minimum of three (03) full-time working partners, on the date of submission of the proposal. | Provide necessary detail and Undertaking for the same.<br>Declaration by the Head of the office/authorized official on letter head with |
| 7.. | The Bidder should not have been suspended/ debarred/ blacklisted/ terminated in respect of the contract/ recommended for blacklisting by any Government Authority and Public Companies Accounting Oversight Board (PCAOB) / National Financial Reporting Authority (NFRA).<br><br>Also, any partner/ senior manager of the audit firm is not associated with the audit in any manner if s/he has been found guilty of professional/ other misconduct by the Institute of Chartered Accountants of India is one against whom disciplinary sanction orders have been passed by the PCAOB / NFRA | Declaration by the Head of the office/ authorised official on letter head with office seal and signature |

## INSTRUCTIONS TO THE BIDDERS

I. **Procedure for Bid Submission: Master Envelope (Subscribing on the top "Name of the Bid" and "Bid no.") should contain two envelops – Envelop A and Envelop B.**

**Envelop A marked as Technical Bid** will contain all the self-attested documentary evidence in support of the bidder firm along with declaration as mentioned in this NIQ.

**Envelop B marked as Financial Bid** will contain the financial offer as mentioned in this NIQ.

**The quotation will be submitted offline at O/o the STARPARD, MRITTIKA Bhaban, 8th Floor, Block: DD, Plot No.: 18/9, Sector 1, Salt Lake City, Kolkata-700064 within the mentioned date & time of this NIQ and Master envelope earmarked with "Engagement of CA FIRM FOR INTERNAL AUDIT OF STARPARD HQ ALONG WITH BRAIPRD, KALYANI UNIT OF STARPARD FOR THREE CONSECUTIVE F.Y. 2024 – 25, FY 2025-26 and FY-2026-27"**

II. The bidder shall be responsible for all costs associated with the preparation of this proposal, if any regardless of the conduct or outcome of the bidding process.

III. No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body or any of the senior management (as applicable) of STARPARD.

Relative would mean husband, wife, brother, sister, or any lineal ascendant or descendant

IV. The proposal submitted by the bidder should be valid for acceptance for a period of one hundred eighty (180) days from the opening date of NIQ. In exceptional circumstances prior to the expiry of the original NIQ validity period, STARPARD may extend the period of validity for a specified additional period.

V. STARPARD may seek clarifications on the NIQ submitted by the bidders.

VI. The Technical Proposals should accompany supporting documents as per eligibility criteria.

VII. The Member Secretary, STARPARD has the right to ask for detail documents to clarify the submitted documents at any point of time. In case of failure to meet the eligibility criteria further evaluation of the bid shall not be done.

VIII. Information related to examination, evaluation, comparison, and recommendation shall not be disclosed to bidders or any other persons not officially concerned with the process, until completion of the whole process.

IX. Bid shall remain valid for a period of not less than 180 days from the date of Submission of bid, or any extensions thereof as specified by STARPARD from time to time.

X. Notwithstanding anything stated above, the Member Secretary, STARPARD reserves the right to cancel the engagement of bidder if it deems fit and necessary without assigning any reasons thereof.

**XI. Concurrent Statutory Auditor of STARPARD engaged for the F.Y. 2026-27 is not eligible for participation in this NIQ.**

XII. Time extension on completion of work will not be given in ordinary circumstances. Only the Member Secretary, STARPARD can determine an extraordinary circumstance which may extend the timeline

XIII. **INDEMNIFICATION:** The Bidder shall indemnify the department against any action or proceedings brought against the department by the act of commission/ omission or negligence on its part or on the part of its employees/ agents, in the performance of the services under the contract. The Bidder shall be liable for any of its or its employees/ bidder actions that are detrimental to the interest of the department and the quantum of damages for the same will be decided by the department and will be final and binding on the Bidder. The Bidder shall also indemnify the department in respect of any third-party claim in respect of any Intellectual Property Rights (IPR) violations alleged or raised on account of the services rendered by the Agency to the department.

XIV. Tender application and relevant document(s) received from any bidder after the due date & time shall not be considered.

XV. In order to allow prospective bidders reasonable time in which to take the corrigendum into account in preparing their bids, Member Secretary, STARPARD, at her own discretion, may extend the deadline for the submission and opening of bids.

XVI. Neither the Member Secretary, STARPARD nor any employees will be responsible for any type of server/system-related error(s) of Departmental portal https://prd.wb.gov.in .

XVII. In case of any day, meant for this tender, appears to be an unscheduled holiday, the next working day will be treated as a scheduled/ prescribed day for the same purpose.

XVIII. All the disputes are subject to Kolkata jurisdiction only.

XIX. The Member Secretary, STARPARD reserves to accept or, reject any/ all applications without assigning any reasons thereof.

XX. At any time prior to the deadline for submission of NIQ, Member Secretary, STARPARD may, for any reason, add/ alter/ delete/ modify any part of this bid document by issuing agenda.

**G) CLARIFICATIONS:**

A CA Firm requiring any clarification regarding the NIQ may seek clarifications on a query in writing/ electronically from the Member Secretary, STARPARD within three days of publication of this invitation.

27/10/26

**Member Secretary, STARPARD &**
**Sr. Deputy Secretary to the Govt. of West Bengal**
**Panchayats & Rural Development Department**

**Format I:**

**(ON THE LETTER HEAD OF THE BIDDER)**
**LETTER OF SUBMISSION**

To
The Member Secretary,
STARPARD

Subject: Notice Inviting Quotation for "Engagement of CA FIRM FOR INTERNAL AUDIT OF STARPARD HQ ALONG WITH BRAIPRD, KALYANI UNIT OF STARPARD FOR THREE CONSECUTIVE F.Y. 2024 – 25, FY 2025-26 and FY-2026-27
Ref.: NIQ No. STARPARD/ NIQ / 2026/003 Date 27.10.2026

Sir,

Being duly authorized to represent and act on behalf of _____
(Hereinafter referred as the "Applicant Bidder" or, Bidder") and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

| Sl. No. | Eligibility Criteria | Page No. of submitted Bid Document |
|---|---|---|
| (a) | (b) | (c ) |
| 1. | The applicant CA firm should be registered with<br>i. the Institute of Chartered Accountants of India ( ICAI)<br>ii. the Comptroller & Auditor General of India (CAG ) for the FY 2026 – 27<br>iii. Income Tax (PAN number)<br>iv. GST Registration. | i.<br>ii.<br>iii.<br>iv. |
| 2. | The eligible CA firm should have a Head Office in Kolkata, West Bengal. | |
| 3. | The CA firm should be existence for more than 10 years. | |
| 4. | The applicant CA firm should have credentials for Internal Audit/ similar type of job in at least one Central Government/ State Government Organization/ PSU in the last three financial years (i.e. 2023-24, 2024-25, 2025-26) | F.Y 2023-24<br>F.Y.2024-25<br>F.Y 2025-26 |
| 5. | The firm should have an average turnover of at least ₹10 Lakh annually for the last three financial years (i.e. 2023-24, 2024-25, 2025-26) | F.Y 2023-24<br>F.Y.2024-25<br>F.Y 2025-26 |
| 6. | The firm should have<br>i. minimum ten (10) staff/ employees,<br>ii. a minimum of three (03) full-time working partners, on the date of submission of the proposal. | I.<br>II. |
| 7 | The Bidder should not have been suspended/ debarred/ blacklisted/ terminated in respect of the contract/ recommended for blacklisting by any Government Authority and Public Companies Accounting Oversight Board (PCAOB) / National Financial Reporting Authority (NFRA). | |

| Sl. No. | Eligibility Criteria | Page No. of submitted Bid Document |
|---|---|---|
| | Also, any partner/ senior manager of the audit firm is not associated with the audit in any manner if s/he has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India is one against whom disciplinary sanction orders have been passed by the PCAOB / NFRA | |
| 8 | Contact Person(s) Details of the applicant Bidder Office which includes name of the contact person, Telephone & Mobile no., email address, Website (If available), Office Address including land mark & PINCODE. | |
| 9 | Copy of Format I & Format II | |

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Quotation.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/ exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been black listed/ debarred by any Government department/ agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India and State Governments.

Signature of the bidder or Authorized Signatory : _____
Name of the Bidder : _____
Company Seal : _____
Date: _____

**Format II:** **(ON THE LETTER HEAD OF THE BIDDER)**

**FINANCIAL BID**

**Ref. NIQ No. STARPARD/ NIQ / 2026/003 Date 27.10.2026**

**Notice Inviting Quotation for "Engagement of CA FIRM FOR INTERNAL AUDIT OF STARPARD HQ ALONG WITH BRAIPRD, KALYANI UNIT OF STARPARD FOR THREE CONSECUTIVE F.Y. 2024 – 25, FY 2025-26 and FY-2026-27**

| Sl. No. | Scope of Work | Inclusive of all charges & Exclusive of all Taxes [in ₹] |
|---|---|---|
| (a) | (b) | (c ) |
| 1. | **The Role and Responsibility of the Internal Auditor:**<br>1. To Check Double Entry System Cash Book including vouchers with relevant documents and Registers.<br>2. To Check of Bank Reconciliation Statement on monthly basis<br>3. To Guide for maintaining proper Ledger with Group in Tally software as per RGSA Guidelines and Income Tax Act.<br>4. To verify all types of statutory registers for the specified financial year and issuance of certificate in that respect<br>5. To examine Utilization Certificates and submit status report as when required<br>6. To examine consolidated Balance Sheet (Receipt & Payments A/C, Income & Expenditure Account and Supporting proper schedule)<br>7. To check all types of Returns (all Income Tax, P, Tax. GST on TDS etc.)<br>8. To act as per instruction communicated by office of the Comptroller & Auditor General of India (CAG) from time to time and the provisions in the Manual of Standing Order (MSO) of the CAG & other departmental manuals. | **In Figure [Rs. Paisa]:**<br>**₹**<br><br>**In Word:**<br>**Rupees**<br><br>**Paisa** |

Signature of the bidder or Authorized Signatory : _____
Name of the Bidder : _____
Company Seal : _____
Date: _____