



Government of West Bengal
Health & Family Welfare Department
West Bengal State Health & Family Welfare Samiti
Swasthya Bhawan, Salt Lake, Kolkata - 700091
Phone No (033) 2333-0112
E-mail: statefmg@gmail.com

NOTICE INVITING E TENDER FOR EMPANELMENT OF CA FIRMS FOR VARIOUS TYPES OF AUDITS UNDER NATIONAL HEALTH MISSION FOR THE F.Y.- 2019-20 AND ONWARDS.
(Submission of Bid through NIC e tender portal)

Memo No.: WB/State FMG/Emp-CA/496

Dated:- 14-12-2018

The Mission Director, National Health Mission, West Bengal State Health & Family Welfare Samiti, Health & Family Welfare Department, Government of West Bengal invites e-tender for empanelment of CA Firm for various types of audit (Concurrent Audit, Statutory Audit and Special Audit) under National Health Mission for the F.Y.-2019-20 and onwards.

General Instructions:

1. Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system; through logging on to <https://wbtenders.gov.in> using the option "Click here to Enroll". Possession of a valid Class II Digital Signature Certificate (DSC) in the form of smart card /e-token is a prerequisite for registration and participation in the bid submission activities through this website.
2. Intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the Health & Family Welfare Department's website www.wbhealth.gov.in.
3. Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the authorized partner of firm in the website <https://wbtenders.gov.in>. All papers must be submitted in English language with Page Marking. Hard copy of technical bid with all relevant documents (submitted online) are required to be submitted to the office of the Director-Finance in given address within the last date of online bid submission. The authority may demand hard copy of any other relevant document. If any firm fails to provide the document within stipulated time, bid of the firm will be rejected.

Address: Director Finance, NHM
3rd Floor, Wing - A
Swasthya Bhawan, GN - 29, Sector- V, Kolkata - 700091

4. The FINANCIAL BID of the prospective bidder will be opened only if the TECHNICAL BID of the bidder is found qualified by the Authority. The decision of the Authority shall be final and binding in this respect. The name of Qualified Bidder will be displayed in the website.
5. EMD: The bidder has to deposit earnest money of Rs. 16,000/- (Rupees sixteen thousand only) in favour of "West Bengal State Health & Family Welfare Samiti (A/c RCH)" (Account No. 1432010004791, United Bank of India, Sector V Branch) payable at Kolkata **through demand draft or pay order (No direct deposit to Bank A/c)**. Bid not accompanied by photocopy of DD/ pay order will not be considered. The successful bidder will be asked to submit DD or pay order in physically to the Office of Director-Finance, NHM and this will be retained till completion of work.
6. Only those CA Firms, who are empanelled with C&AG for PSU audit for the F.Y. 2018-19, can apply here.
7. Head office of the Firm must be in West Bengal.
8. CA Firms, which will be empanelled under this category, will not be considered for selection of Statutory Auditor of West Bengal State Health & Family Welfare Samiti including District Health & family Welfare samiti in future.
9. The panel will initially be valid for 03 (three) financial years w.e.f F.Y. 2019-20. It may be extended for further period.
10. Assignment of Internal Audit may also be allotted from this panel, if required.

Submission of Tender:

The tender is to be submitted in a 2(Two) Bid System as notified below:

A. Technical Proposal:

I. "BID A" : - Statutory Technical Documents (in PDF)

(SINGLE FILE MULTIPLE PAGE SCANNED) The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

The folder should be named as '**BID A1**' and includes the following:

Sl No.	Particulars
A	Form – T1 : Letter of Transmittal (In the prescribed format which is given below)
B	Form T-2 : Details of the Firm along with Details of Partners and Other Information (In prescribed format which is given below)

C	EMD (Copy of Demand Draft or Order) (A copy of DD/ Pay order shall be submitted with other documents on e-tender portal)
D	Checklist of documents submitted with the bid (In prescribed format which is given below)

II. BID A - Non Statutory Technical Documents (in PDF)

This folder will be named as 'My Document' and includes the following

Sl. No.	Category	Sub Category	Sub Category Description
A	CERTIFICATES	CERTIFICATES	PAN Card of the Firm
			GST Registration certificate of the Firm
B.	Firm's Details	FIRM'S DETAILS 1	Partnership Deed of Firm
			Firm's Registration with ICAI (Copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc.)
		FIRM'S DETAILS 2	Proof of empanelment with C&AG confirming that the firm is eligible for PSU audits for 2018-19.
C.	CREDENTIAL	CREDENTIAL (Only last 5 years i.e. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18 assignment to be considered)	Proof Assignment in Audit of PSU including public sector bank. (Copy of Work Completion Certificate issued by PSU or Copy of Appointment Letter along with self certification that work successfully completed)
			Proof of Assignment in audit of Central/ State Aided Project run by Govt. Dept./ Autonomous Body at State/ District level excluding NRHM/NHM. (Copy of Work Completion Certificate issued by Authority or Copy of Appointment Letter alongwith self certification that work successfully completed)
			Proof Assignment in Audit of NRHM/NHM at State or District level. (Copy of Work Completion Certificate issued by Authority or Copy of Appointment Letter alongwith self certification that work successfully completed)
D.	FINANCIAL INFORMATION	PAYMENT CERTIFICATE - 1 (INCOME TAX RETURN ITR-V)	Income Tax Returns submitted for the Assessment year 2016-17
			Income Tax Returns submitted for the Assessment year 2017-18
			Income Tax Returns submitted for the Assessment year 2018-19

		(P/L A/C & BALANCE SHEET)	1. Income & Expenditure A/c & Balance Sheet for F.Y. 2015-16 2. Income & Expenditure A/c & Balance Sheet for F.Y. 2016-17 3. Income & Expenditure A/c & Balance Sheet for F.Y. 2017-18
E.	MANPOWER	TECHNICAL PERSONNEL-1 PARTNER	Details of Partners (Showing Serial No., Name of each partner, Date of becoming CA, Date of joining the firm, Membership No., Qualification, Experience in short, full time or part time with the firm, Their Mobile No., E-mail Id and full Address)
		TECHNICAL PERSONNEL-2 STAFF (In case of all staff a copy of his/ her highest qualification certificate / mark-sheet must be submitted otherwise it shall not be considered)	Details of Staff a) Details of Qualified Staff (CA/CS/CMA) (Showing Serial No., Name of Staff, CA/CS/CMA, Date of joining the firm, Membership No., Qualification and Mobile No.) b) Details of Semi-Qualified Staff (CA/CS/CMA Inter) (Showing Serial No., Name of Staff, CA/CS/CMA, Date of joining the firm, Qualification and Mobile No.) c) Details of General Staff (Any Graduate) (Showing Serial No., Name of Staff, Date of joining the firm, Qualification and Mobile No.)

B. Financial Proposal

"BID B": FINANCIAL PROPOSAL

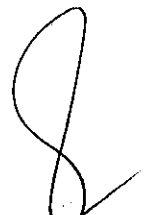
BOQ format which has been provided with NIT. This will be consolidated amount, charged for the whole assignment. The price will be inclusive of TA and DA and it will be inclusive of all incidental cost related to audit but excluding GST.



Terms of Reference (ToR):

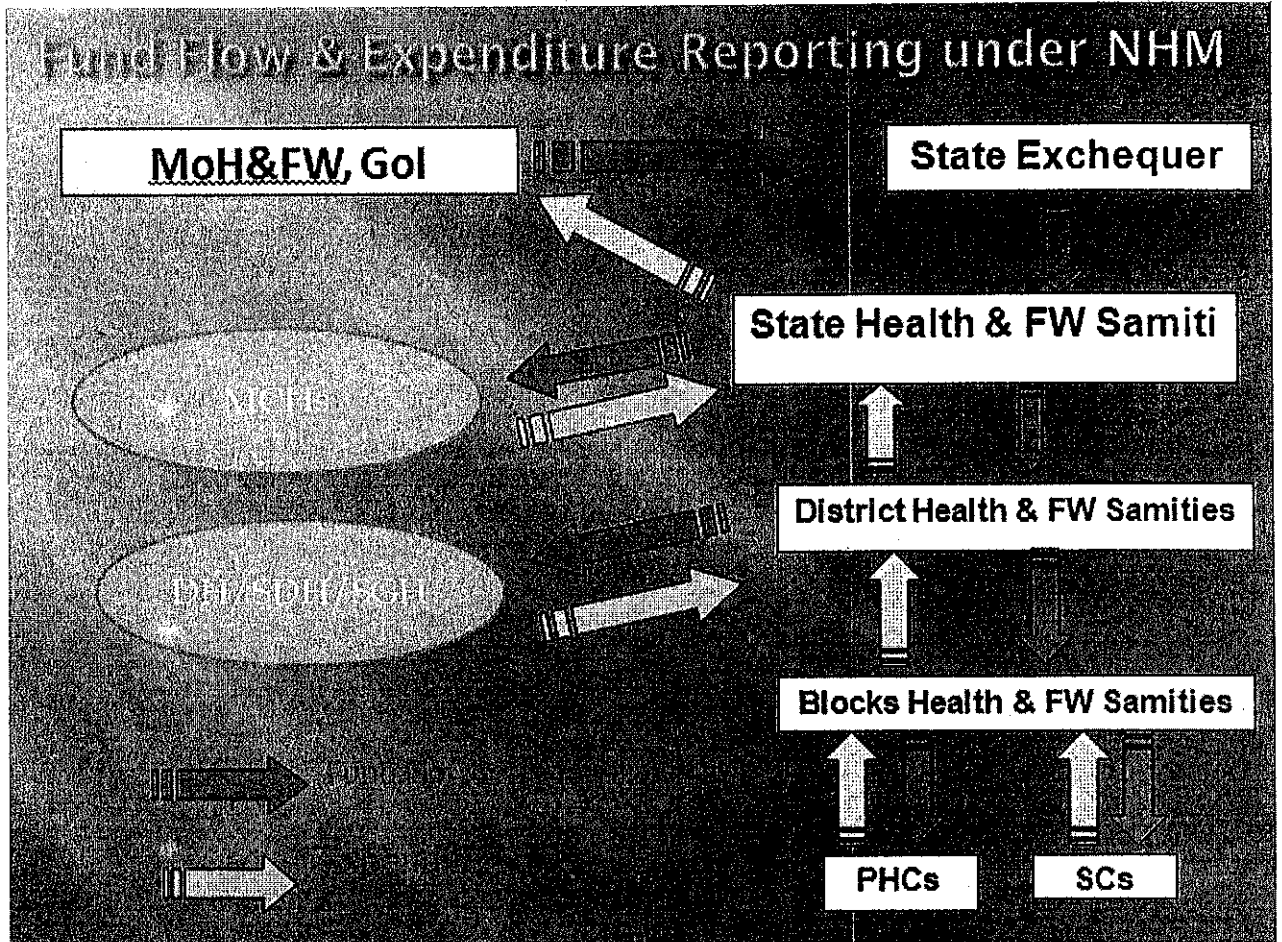
1. National Rural Health Mission (NRHM) of the Ministry of Health & Family Welfare was launched on 12th April, 2005 by the Government of India to improve medical facilities in all the area in the country. The NHM seeks to provide accessible, affordable and quality health care to the population, especially the vulnerable sections. NHM is overarching NUHM also and includes Non-Communicable Diseases (NCD) as well.
2. At present the following Programmes/Schemes falls under the National Health Mission:
 - A. NRHM-RCH Flexible Pool:
 - RCH Flexipool
 - RCH Flexible Pool.
 - Routine Immunization.
 - Pulse Polio Immunization
 - National IDD Control Programme.
 - Health System Strengthening (HSS)
 - Mission Flexipool
 - National Programme for Prevention and Control of Deafness (NPPCD)
 - National Oral Health Programme (NOHP)
 - National Programme for Palliative Care (NPPC)
 - National Programme for Fluorsis (NPF)
 - Assistance to State for Capacity Building (Burn & Injury)
 - B. National Urban health Mission (NUHM).
 - C. Flexible Pool for Communicable Disease:
 - National Vector Borne Disease Control Programme (NVBDCP)
 - Revised National Tuberculosis Control Programme (RNTCP)
 - National Leprosy Eradication Programme (NLEP)
 - Integrated Disease Surveillance Project (IDSP)
 - D. Flexible Pool for Non-Communicable Disease, Injury & Trauma:
 - National Programme for Control of Blindness (NPCB)
 - National Mental Health Programme (NMHP)
 - National Programme for Health Care of the Elderly (NPHCE)
 - National Tobacco Control Programme (NTCP)
 - National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS)

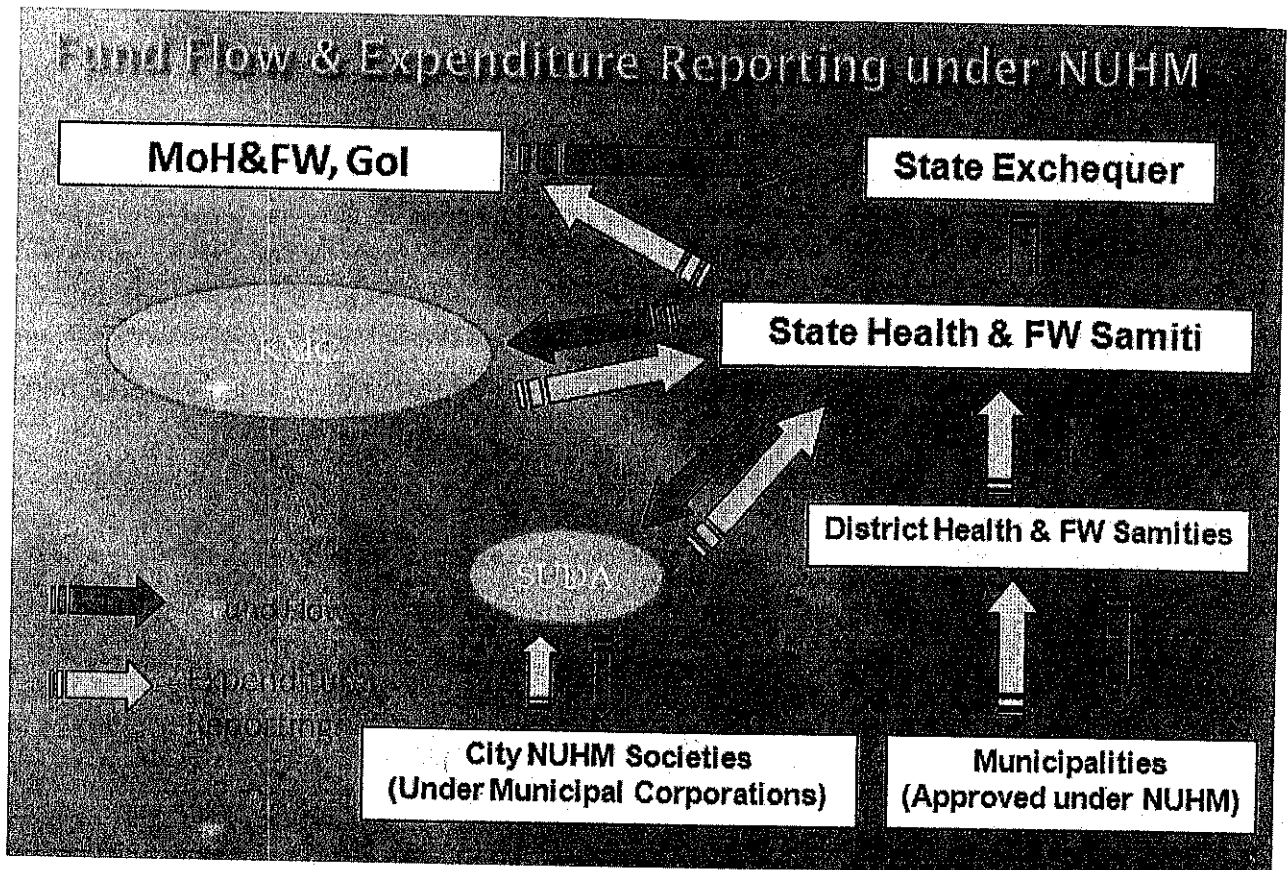
Apart from above; State Health Societies, District Health Societies and Block Health Societies deal with some other funds such as User charges collected from patient, Jangal Mahal Development Fund (JMDF), Health System Development Initiative(HSDI), Collection related to Medical Education, District Illness Assistance Fund and other health related funds. The auditor has to conduct audit of these funds in addition to the funds under NHM.



3. Institutional and Funding Arrangements:

For the implementation of the above programmes, MOHFW has required the creation of an Integrated Health Society at State and District levels (registered as a legal entity at the State and District under Societies Registration Act, 1860). In West Bengal there are Block Health Societies and Urban Local Bodies which are also registered under Societies Registration Act, 1860. The Flow chart of funding is as follows:





4. **Objective of audit services:**

A) **Concurrent Audit of Various Units under NHM:** Concurrent audit is a systematic and timely examination of financial transaction on a regular basis to ensure accuracy, authenticity, compliance with procedures and guidelines. The emphasis under concurrent audit is not on test checking but on substantial checking of transactions.

The main objectives of concurrent audit include that any violation of procedure is brought to light. Ascertaining whether sanction for advances and expenditures is taken from competent authority. Examining books of accounts records and registers to ensure that they are maintained in accordance with the prescribed systems. Ensuring compliance of laid down systems, procedures and policies.

B) **Statutory Audit of Various Units under NHM:** The objective of statutory audit is to determine that organization is providing a fair and accurate representation of its financial position by examining information such as bank balances, bookkeeping records and financial transactions.

C) **Special Audit of Some Units under NHM (When required):** The objective of special audit shall be specified when task is allotted.

5. **Standards:** The audit will be carried out in accordance with **Engagement & Quality Control Standards (Audit & Assurance Standards)** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.
6. **CA firms eligible for audit:** Chartered Accountants firms those are empanelled with C & AG for the year 2018-19 and eligible for doing PSU audits only will be eligible for the audit of the NHM programme. In this regards firm have to submit the details about the firm as per Form T-2.
7. **Audit Fees and TA/DA:** The firms those are interested to be appointed will have to quote consolidated audit fees including all expenses on TA/DA and other incidental charges but excluding GST.
8. **Minimum Audit Fees:** The selection committee has worked out the minimum audit fees based on estimated working days and minimum audit fees recommended by the ICAI. The minimum audit fees for various categories of Audit are as follows:-

Type of Audit	Tiers	Minimum Rate per unit per quarter
Concurrent Audit	Municipality Level	Rs. 2,000 /-
	BHS/ MCH/ DH/ SDH/MC Level	Rs. 3,000 /-
	DHS/ SUDA/ KMC/ DFWO/ CTO	Rs. 17,000 /-
	SHS	Rs. 94,500 /-
Statutory Audit	Block Health Societies	Rs. 4,000 /-
	RKS at Various Facilities	Rs. 4,000 /-

Type of Audit	category of Audit Staffs	Minimum Rate per man day
Special Audit	Partner	Rs. 10,000
	Qualified Staff	Rs. 5,000
	Semi Qualified Staff	Rs. 2,000
	General Staff	Rs. 1,000

The bidders who will quote less than this amount will be rejected.

Scope & Coverage of audit:

A. Concurrent Audit at Various Tiers

Tier : Municipality Level

Task :

1. Study of previous audit report (if any)
2. 100% Vouching
3. Scrutiny of books of accounts and registers
4. Fund reconciliation with District
5. Scrutiny of FMR submitted to District
6. Cash verification
7. Finalizing the Audit Report

Only related to NHM

Assigned Man days per Quarter:

Total no. of working days per Unit = 01 day

Two General Assistant X 01 day

Tier : Block/ MCH/ DH/ SDH/ Municipal Corporation Level

Task :

1. Study of previous audit report (Concurrent & Statutory Audit)
2. 100% Vouching
3. Scrutiny of books of accounts and registers
4. Fund reconciliation with District/SUDA
5. Scrutiny of FMR
6. Cash verification
7. Checking of Statutory Compliance
8. Finalizing the Audit Report

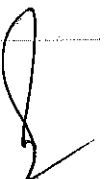
Only related to NHM in respect of Municipal Corporation

Assigned Man days per quarter :

Total no. of working days per Unit = 01 day

One Semi qualified X 01 days

One General Assistant X 01 days



Tier : District Level/SUDA/KMC/DFWO/CTO

Task :

1. Study of previous audit report (Concurrent & Statutory Audit)
2. 100% Vouching
3. Scrutiny of books of accounts and registers
4. Fund Reconciliation with State
5. Scrutiny of FMR
6. Cash verification of all programme
7. Verification of Assets & Stock
8. Checking compliance of different guidelines
9. Checking of Statutory Compliance
10. Taking observation
11. Finalization of audit report & Compilation of audit observations of sub-district units

Only related to NHM in respect of KMC

Assigned Man days per quarter:

Total no. of working days per Unit = 03 days

One Qualified / Partner	X 01 day per unit
One Semi qualified	X 03 days per unit
Two General Assistants	X 03 days per unit

Tier : State Level

Task :

1. Study of previous audit report (Concurrent & Statutory Audit)
2. 100% Vouching
3. Scrutiny of books of accounts and registers
4. Fund Reconciliation with Sanction Order Issued by GoI
5. Scrutiny of FMR
6. Cash verification of all programme
7. Checking compliance of different guidelines
8. Verification of Assets & Stock
9. Checking of Statutory Compliance
10. Taking observation
11. Finalization of audit report & Compilation of Audit observations of all tiers
12. Signing of Executive Summary Report



Assigned Man days for State:

Total no. of working days for State = 10 days

One Qualified/ Partner	X 03 days
Two Semi qualified	X 10 days
Two General Assistant	X 10 days

B. Statutory Audit at Various Tiers

Tier : (1) RKS at Various Facilities (MCH/DH/SDH)
(2) Block Health Samiti including RKS

Task :

1. Study of previous audit report
2. Vouching on sample basis
3. Fund reconciliation with District/Other Units
4. Scrutiny of FMR
5. Scrutiny of books of accounts and registers
6. Cash verification
7. Verification of Fixed Assets & Stock
8. Statutory Compliance Checking
9. Scrutiny of Final Accounts
10. Finalizing the Audit Report

Assigned Man days per unit:

Total no. of working days per unit = 01 day

One Semi qualified	X 01 day per unit
Two General Assistant	X 01 day per unit

C. Special Audit at Various Tiers

- Special Audit shall be conducted as per requirement at various tiers out of empanelled CA Firm.
- Audit Task to be performed shall be decided based on purpose of audit.
- Requirement of Man days shall be decided based on Audit Task to be performed.

13. Reporting and Timing

The reporting format and reporting time shall be notified later.

14. Tentative number of Audit Units apart from State Head quarter

Total No. of Municipalities = 82

Total No. of Blocks = 341

Total No. of DH/SDH = 83

Total No. of MCH = 15

Total No. of Municipal Corporation = 6

Total No. of District Level = (District = 27 + CTO + DFWO + SUDA + KMC) = 31

Above mentioned number of units under various categories is tentative. Actual number of audit units may vary, it may increase or decrease latter.

Selection Process:

For the purpose of empanelment of CA Firms for various types of audit under NHM for the F.Y. 2019-20 and onwards, following points shall be taken into account-

1. Open advertisement in three newspapers at State level for inviting proposals from CAG empanelled Chartered Accountant firms has been issued. A copy of the advertisement has also been e-mailed to the Institute of Chartered Accountants of India (ICAI) for webhosting on ICAI website at secretary@icai.in & secretary@icai.org. Advertisement along with the detailed tender notice has also been uploaded on the website of state's health dept.
2. A pre-bid conference shall be held (date has been indicated below) wherein clarifications to the potential bidders shall be given.
3. National Health Mission has formed a Selection Committee in this regard with suitable representation from programme and finance wings. The Selection Committee is headed by the Addl. Mission Director and other members as nominated by the Mission Director. After selection of auditors by committee the same shall also have to be approved in the meeting of Executive Committee of the SHS.
4. The selection will be done considering the Technical and Financial Bid submitted by the bidders. The CA firms securing less than cut off marks of 60% in technical evaluation will not be qualified in the technical bid and their Financial Bid will not be opened. The firms, who will be qualified in technical bid, will be enlisted in website of e-tender.
5. 15 (Fifteen) Nos. of CA Firms will be selected for empanelment on the basis of lowest financial bid out of technically qualified CA Firm. CA Firm quoted below the minimum audit fees shall be rejected. In case there are more than 15 L1 bidders, the marks earned by the firms in technical bid shall be taken into consideration for finalizing the panel of 15 successful CA Firm. A reserve panel of 05 (Five) more CA firms will also be prepared in the above process. If any CA firm from the main panel exits / de-empanelled in future due to any reason, CA firms from this reserve panel will be upgraded in the main panel.



6. Qualifying for empanelment or being empanelled does not mean allotment of audit assignment. The authority reserves all right for allotment of audit assignment. Audit will be assigned on the basis of actual requirement and considering geographical location. Audit may be allotted for any unit throughout West Bengal. If any firm does not accept the offer, its empanelment may be cancelled.
7. On completion of selection process, the firm selected for empanelment shall be awarded the **Letter of Empanelment (LoE)**. After getting LOE the firm should submit his acceptance and execute a Contract with the State Health Society (SHS) within 2 weeks from issuance of LOE.
8. Number distribution in the technical bid will be as follows:

Sl. No.	Particulars	Maximum Marks
1.	Years of Firm's Existence	10 Marks
2.	Turnover of the Firm in last three years	15 Marks
3.	Audit Experience of the Firm:	
	1. Audit of PSU including public sector banks	25 Marks
	2. Audit of Central/ State Govt. Aided Project, run by Govt. department or Govt. autonomous body; excluding NRHM/NHM audit	10 Marks
	3. Audit of NRHM/NHM at State level/ District level	10 Marks
4.	HR Strength of the Firm:	
	a) Nos. of Partner	10 Marks
	b) Nos. of Staff (Qualified, Semi-Qualified, General)	20 Marks
	Total	100 Marks


Important Information & Dates :

- THE AUTHORITY RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE.
- Date for opening the financial bid as per schedule will **BE NOTIFIED LATER ON.**
- Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections in this respect will be entertained raised by any Bidder. No informal tender will be entertained in the Bid further.
- During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that

bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

- The Authority reserves all right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

Sn	Items	Tentative Date
1.	Advertisement publication date/Date of uploading of N.I.T. Documents in the e tender portal of NIC: https://wbttender.gov.in and in Health website www. Wbhealth.gov.in	18.12.2018
2.	Date of starting of downloading of Documents (online)	18.12.2018
3.	Pre BID Meeting at Swasthya Bhavan, GN 29, Sector V, Kolkata- 91	26.12.2018 at 02:00 PM
4.	Bid Submission Start Date (Online)	07.01.19 on 10:00 AM
5.	Bid Submission Closing Date (Online) :	14.01.2019 by 5.00 PM
7.	Bid Opening Date (Online) – Technical Bid (A)	16.01.19 by 11:00 AM
9.	Date of uploading list for technically qualified bidder (online)	To be notified later
10.	Date of opening of financial Bid	To be notified later
11.	Date of uploading of name of successful CA Firm	To be notified later


Mission Director, NHM &
Secretary to the Deptt of H&FW
Govt. of West Bengal

(To be furnished in the Firm's official letter pad with full address and contact No, e-mail address etc)

Form T-1

Letter of Transmittal

To,
The Mission Director,
National Health Mission
West Bengal State Health & Family Welfare Samiti
Swasthya Bhawan, Saltlake City, Sctor-V
Kolkata -700091

Dear Sir,

We, the undersigned, are interested to be empanelled for various audit services under **National Health Mission** in accordance with your Request for Proposal dated We are hereby submitting our Proposal, having details about the firm and audit fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that National Health Mission is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

(Name of *Authorized Person*)

Designation

Name of Firm

Mobile No.

Particulars / Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Head Office of the Firm:	
	Head Office details	Phone No: Fax No: Name of Head Office In-charge: Mobile No. of Head Office In-charge:
	Date since when is H.O. at the existing Station	
	Branch Office details: (Particulars of branch if any located in West Bengal, to be given)	<u>Branch 1:</u> Address: Phone No: Fax No: Name of Branch Office In-charge: Mobile of each Branch Office In-charge: Date of Establishment of Branch: <u>Branch 2:</u> Address: Phone No: Fax No: Name of Branch Office In-charge: Mobile of each Branch Office In-charge: Date of Establishment of Branch:
3	Firm Income Tax PAN No. (Copy attached, Page No.)
4	Firm GST Registration No.	(..... (Copy attached, Page No.)
5	Firm's Registration No. with ICAI (Copy attached, Page No.)

6	Empanelment No. with C & A G for PSU (Copy attached, Page No.)
7	No. of Years of Firm Existence & Date of establishment of Firm (Copy of ICAI registration certificate attached, Page No.)
8	Turnover of the Firm in last three years:	In F.Y. 2015-16: In F.Y. 2016-17: In F.Y. 2017-18: (Copy of Audited BS & P/L A/c attached, page No. To)
9	<p>Audit Experience of the Firm: Last 5 years i.e. 2013-14 to 2017-18 details with supported documents to be submitted</p> <p>1. Number of Assignments in any audit of PSU including Public sector bank during last five financial years</p> <p>2. Number of Assignments in any Audit of Central/ State aided project run by Govt. Dept./ Autonomous body at State/ District level excluding NRM/NHM during last five financial years</p> <p>3. Number of Assignment in any audit of NRHM/NHM at State/ District level during last five financial years (Copy attached, Annexure No. To)</p>	<p>1. Nos. of assignments conducted: In F.Y. 2013-14: In F.Y. 2014-15: In F.Y. 2015-16: In F.Y. 2016-17: In F.Y. 2017-18: (Copy of work competition certificate or offer letter along with self declaration of work competition attached, Page No. To)</p> <p>2. Nos. of assignments conducted: In F.Y. 2013-14: In F.Y. 2014-15: In F.Y. 2015-16: In F.Y. 2016-17: In F.Y. 2017-18: (Copy of work competition certificate or offer letter along with self declaration of work competition attached, Page No. To)</p> <p>3. Nos. of assignments conducted: In F.Y. 2013-14: In F.Y. 2014-15: In F.Y. 2015-16: In F.Y. 2016-17: In F.Y. 2017-18: (Copy of work competition certificate or offer letter along with self declaration of work competition attached, Page No. To)</p>

10	Numbers of Partners:	Nos. of FCA Partners: Nos. of ACA Partners:
11.	Numbers of staffs:	<p>Nos. of qualified staff: (The staffs who have qualified CA/CS/Cost Accountant will be considered as qualified staff)</p> <p>Nos. of Semi-qualified staff: (The staffs who have qualified CA/CS/Cost Accountant Intermediate will be considered as semi-qualified staff)</p> <p>Nos. of General Audit Assistant: (The staffs who have qualified at least graduation will be considered as General Audit Assistant)</p> <p><i>Provide Details containing name, designation, contact no. & qualification along with concerned qualification certificate / Mark sheet in page no. To</i></p>
12	EMD details	Draft No. date: dd/mm/yy drawn on Bank, Branch for Rs. 16,000/- (Photocopy of draft is attached herewith in page No.)
13	Whether Staffs are proficient in State's official language i.e. Bengali (Both oral and written).	No / Yes (please tick) (If yes, declaration that staffs are proficient in State's official language i.e. Bengali has been attached herewith in page no.)