



WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII of 1972)

‘A B A S A N’, 105, S. N. Banerjee Road, Kolkata – 700014,

Phone : (033) 2265-1965, 2264-1967 / 3966 / 8968 / 4974 / 0950. Fax : (033)

2264-1480 / 0979, Web site : www.wbhousingboard.in Email :

wbhousingboard@gmail.com

Memo .No:- 1085/JD(EP)/HB

Dated :-26.09.2018

NOTICE INVITING e- QUOTATION

NIQ No:-WBHB/JD(EP)/NIQ-10 /2018-2019

The Joint Director (EP), West Bengal Housing Board, invites e-Quotation(as ordered by Housing Commissioner, WBHB) for the work detailed in the table below. (Submission of Bid through online).for &on behalf of West Bengal Housing Board.

Name of Work	Earnest Money	Cost of Bidding documents (Non- refundable)	Period covering	Officer in-charge of the work	Eligibility of Bidder
Internal Audit of office of WBHB and analysis and examination of Annual report and accounts of 8 nos. of JSCs & 2 nos. of ASCS i.e. 1) Bengal Ambuja Housing Dev. Ltd. 2) Bengal Peerless Housing Dev. Co. Ltd. 3) Bengal Shrachi Housing Dev. Ltd. 4) Bengal Greenfield Housing Dev. Co. Ltd 5) Bengal DCL Housing Dev. Ltd. 6) Bengal Park Chamber Housing Dev. Ltd. 7) Bengal Shelter Housing Dev. Ltd. 8) Bengal Emami Housing Ltd. 9) Bengal Merlin Housing Dev. Ltd 10) Bengal Kyal Housing Dev. Ltd.	Rs.25,000.00 To be deposited in the mode of ONLINE (Netbanking / NEFT / RTGS) in favour of 'West Bengal Housing Board'	Cost of Bidding documents (which will be communicated later on) deposited by the successful Bidder during formal Agreement after issuance of LOA. Cost of Bidding document is not required during participation in NIT.	Internal Audit of WBHB for 2018-19 and Analysis & Examination of Annual Report & Accounts of JSCs/ASCs for the year 2018-19 with a provision to renew the same for two more years on the same terms and conditions subject to satisfactory performance and approval of the authority	D.F.A Cum C.A.O. WBHB.	Bonafied and Resourceful CAG/AG empanelled C.A. Firm having experience in similar nature of service fulfilling requisite eligibility criteria as stated in the NIQ Eligibility.

In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary Earnest Money has be deposited by the bidder electronically:

- i) online through his net banking enabled bank account, maintained at any bank or:
- ii)offline through any bank by generating NEFT/ RTGS challan from the e-tendering portal.

- (i. [Net banking \(any of the banks listed in the ICICI Bank Payment gateway\) in case](#)
- (ii. [of payment through ICICI bank payment gateway.\)](#) Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank

.(ii. [RTGS/NEFT in case of offline payment through bank account in any bank.\)](#)

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan

generated from E Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

- 2. Both **Technical bid and Financial Bid** are to be submitted in technical folder and financial folder concurrently duly digitally signed in the website <http://e-tender.wb.nic.in> as per Tender time schedule stated in [Sl. No. 11](#)

The documents submitted by the bidders should be properly indexed & digitally signed.

- 3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL

Document of the Bidder found qualified.

The decision of the Tender committee, W .B.H.B. will be final and absolute in this respect.

- 4. For any queries and clarification, interested Audit Firms may visit the office and may contact with DFA cum DCAO or his authorized person in the accounts wing at the address mentioned below.

- 5. **Address for Communication:** Dy. Financial Adviser cum Dy. Chief Accounts officer

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Web site :

Email :

www.wbhousingboard.in

wbhousingboard@gmail.com

WBHB reserves the right to accept/reject any or all proposals without assigning any reason thereof.

6. **Eligibility Criteria For Participation In The Quotation.**

- a) Experience of CA Firms – The firm should have a minimum professional experience of 10 (Ten) years. *Preferably in housing or real estate companies and should be empanelled with CAG of India. having I.T. Regd. No., P. Tax certificate, PAN Card No., GST Registration No/* The agency should possess **GST Registration number** and copies of necessary documents to this effect is to be submitted
- b) No. of Partners of the Firms – The firm should have minimum 5 (five) nos. of Partners
- c) Annual Turnover of the Firm – The firm should have a minimum average annual turnover of 100.00 lacs (average of last three years) [documentary evidence should be produced]
- d) No. of Statutory Audit / Internal Audit – The firm should have an experience of carrying out minimum 05 (Five) nos. of Statutory Audit/ Internal Audit of *housing or real estate companies/ State/ Central Govt., State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. / Limited Company/ Public Ltd. Co.* having a minimum turnover of 100.00 crore in any of the last 3 Financial Years. [. Attach list of client with address, phone number, and nature of work year wise etc.& documentary evidences should also be produced]
- e) No. of qualified CA's with the Firm - The firm should have at least 3 employee Chartered Accountants on the date of Tender submission. [documentary evidence should be produced]
- f) Conflict of Interest – The firm and the directors should not be associated in professional capacity or any capacity with the above mentioned 8 nos. Joint Sector Cos.(JSCs) & 2 nos. Assisted Sector Cos. (ASCs) /perform any job /or any other Group of Co attached with them for the period under review and upto submission of final report so as to have any conflict of interest. (**Declaration in this respect has to be submitted**)
- g) The Firm should have Head Office / Branch Office in Kolkata (**Declaration in this respect has to be submitted**)

Bidding Process:

The Technical Bid consisting of documents in support of eligibility criteria are required. Financial bid will be called from successful technically qualified firms. The Technical Bid will be evaluated w.r.t. eligibility criteria and on the basis of marks stated below.

Evaluation of Technical Bid for the empanelment of Independent Auditors shall be made on the following basis: -

Sl. No	Particulars	Maximum Marks.	Marks
1	Experience of CA firms	20	
	At least 10 years		15
	>10 to 15 years		17
	>15 years .		20
2	Number of partners in CA firms	20	
	At least 5 partners		14
	>5-10 partners		17
	>10 partners.		20
3	Annual Turnover of the Firm (Average of last 3 years)	20	
	At least INR 100 lacs		14
	>INR 100 lacs To INR 200 lacs.		16
	>INR 200 lacs To INR 300 lacs.		18
	>INR 300 lacs .		20
4	No of companies (registered under Companies Act) /GOVT/Statutory bodies/ Housing or real estate companies having a minimum turnover of <u>1 0 0 . 0 0</u> crore audited in the capacity of statutory auditors and / or Internal Auditor (At least 5 companies/GOVT/Statutory bodies) in any of the last 3 Financial Years.	20	
	At least 5 companies including /GOVT/Statutory bodies <i>Did not deal with housing or real estate companies</i>		8
	At least 5 companies(<i>dealt with housing or real estate companies</i>)		12
	More than 5 to 10 companies including /GOVT/Statutory bodies <i>Did not deal with housing or real estate</i>		12
	More than 5 to 10 companies (<i>dealt with housing or real estate companies</i>)		14
	More than 10 companies including /GOVT/Statutory bodies <i>Did not deal with housing or real estate companies</i>		16

	More than 10 companies <i>dealt with housing or real estate companies</i>		20
5	No. of qualified CA in the full time employment with the CA firms	20	
	At least 3 CA's		12
	> 3-6 CA's		16
	>6 CA's .		20
		100	

Each Technical Bid having fulfilled minimum criteria set for all 5 categories will be evaluated by the Tender Evaluation Committee on the basis of the points as mentioned above i.e a maximum achievable score of 100.00.

Those securing average score of 75 or above in Technical Bid will qualify for financial bid (WBHB reserves the right to reduce the average qualifying marks up to 63.)

After opening the financial bids of the technically qualified Bidders the Financial evaluation statement will be sent to Tender Committee and Technical-Cum-Works-Committee, for their consent/objection, if any,

7) Documents to be submitted scanned copy (In the E-Portal Only): -

- i) In respect of eligibility criteria Serial No. 1 & 2 scanned copy of Certificate issued
 - a. by The Institute of Chartered Accountants of India on or after **1st January, 2016/2017**
 - b. duly certified by 2 partners.
- ii) In respect of eligibility criteria Serial No. 3, scanned Copy of Income Tax Return
- iii) Tax Audited Report in **3CD Form** is to be furnished along with Balance Sheet & Profit and Loss A/c. and all schedules forming the part of Balance Sheet and Profit and Loss Account for the last 3 (Three) years (year just preceding the current Financial Year will be considered as year-1). Tax Audit report, Balance Sheet and Profit and Loss Account including all schedules forming the part of Balance Sheet and Profit and Loss Account should be in favour of applicant. No other name along with applicant name, in such enclosure will be entertained.
- iv) In respect of Serial No. 4 list of companies audited as on 31st March, 2015, 31st March, 2016 and 31st March, 2017 duly certified by two partners of the bidder in The following format.

Sl. No.	Name of the Company /GOVT/Statutory bodies	Whether as Internal Auditor/ Statutory Auditor	Year of auditing	Turnover of the Company/GOVT/ Statutory bodies

- v) In respect of Serial No. 5, list of CA employees duly certified by 2 (two) partners.
- vi) A copy of GST Registration No.
- vii) Income Tax return with acknowledgement for the current year including PAN Card.
- viii) Professional Tax (PT) certificate
- ix) Valid Trade license
- x) Power of Attorney (Authority to sign the Tender documents)
- xi) Partnership Deed (In case of partnership firm.) Memorandum of Association (in case of companies)
- xii) Prequalification Application as per format given in **Sec-3,Form-3**(Qualification Information)
- xiii) Affidavit- Format for general affidavit shown in "Y"Section-3.
- xiv) Documentary evidence of C.A.G Empanelment.
- xv) Declaration along with documentary evidence towards H.O/ Branch office at Kolkata
- xvi) Undertaking for not blacklisted as per Section -3

Bidder should Quote their Rate inclusive all Taxes (including GST as applicable) and shall have to comply with the provisions of Minimum wages Act including all the Statutory Levis as per Govt. Order.

8. Scope of Work

A) Internal Audit of WBHB consist of the following wings

- i) Finance Wing(i) General Accounts, ii) Work Accounts, iii) Refund Cell, iv) CPF Cell)
- ii) Production Wing (i)Engineering works, ii) Engineering Planning, iii) Engineering Electrical
- iii) Architect Wing
- iv) Administrative Wing (i) General Section ii) Allotment Section iii) Documentation Cell, v) Pay Bill Cell, v) Law Cell

Work of Accounts Wing in brief.

- 1. Internal audit of all books and records of accounts wing

2. Supervise & assist to maintain such Register/Ledger such as all personal ledgers (HIDCO, JVCs/ASCs), register for Assets (Movable & immovable) & Liabilities of WBHB etc. This is exemplary not exhaustive.
3. Guide and assist in maintenance of proper books of records which ought to be maintained.
4. Any other services and guide which may be required in connection with above work but not specifically mentioned.

Work of Production Wing

1. Internal audit of all books and records of Production wing
2. To see that all registers and books of records are properly maintained as per requirement of the said wing to fulfil the object of WBHB as per WBHB Act

Work of Architect Wing

1. Internal audit of all books and records of Architect wing
2. To see that all registers and books of records are properly maintained as per requirement of the said wing to fulfil the object of WBHB as per WBHB Act
3. Guide and assist in maintenance of proper books of records which ought to be maintained.

Work of Administrative Wing

1. Internal audit of all books and records of Administrative wing/Allotment section/Documentation Cell/Land Cell//P.R. Cell/Pay-Bill Cell & store Section & Law Cell (bills submitted and paid to the panel Advocates & payment made to the parties in compliance of Courts Order)
2. To see that all registers and books of records are properly maintained as per requirement of the said wing to fulfil the object of WBHB as per WBHB Act
3. Guide and assist in maintenance of proper books of records which ought to be maintained.

B) Examination and analysis of JVC/ASC accounts (Financial Year 2018-19) to pointed out the irregularities which has financial implication on the interest of WBHB. Name of the JVCs and ASCs are 1) Bengal Ambuja Housing Dev. Ltd. 2) Bengal Peerless Housing Dev. Co. Ltd. 3) Bengal Shrachi Housing Dev. Ltd, 4) Bengal Greenfield Housing Dev. Co. Ltd, 5) Bengal DCL Housing Dev. Ltd, 6) Bengal Park Chamber Housing Dev. Ltd, 7) Bengal Shelter Housing Dev.Ltd, 8) Bengal Emami Housing Ltd, 9) Bengal Merlin Housing Dev.Ltd, 10) Bengal Kyal Housing Dev. Ltd.

1. Scrutinize/verify the audited accounts of the 8 (eight) Joint Sector and 2 (two) Assisted Sector Companies.
2. Shall assess whether the audited accounts of the company reflects actual financial position of the company.
3. Whether there have been under statement of revenue or overstatement of expenditure which in effect understates profit of the company and thereby reducing quantum of dividend.

4. Whether there is any diversion of fund from the concerned JSC / ASC to it's subsidiary or related company.
 5. Verify Project Accounts & project-wise cost analysis of running project to find out the construction cost per sq.ft including selling rate per sq.ft.
 6. Scrutinise, whether the cost of sales and selling price of flat in each project. Have the selling price of HIG flats differed from market rate prevalent during the period with reason if any.
 7. Verify the valuation of shares at the end of each Financial Year i.e 31st March 2019.
 8. List of shareholders along with nos. of share held by them against issued & paid up share capital.
 9. Whether there is any secured & unsecured loan taken/loan given by the JSCs/ASCs and also any repayment is ether made/received by the concerned JSCs/ASCs, if yes, then submit a complete detail with the present status.
 10. Whether any subsidiary company, LLP/SPV has been created, if yes, then submit a detail report.
 11. Whether any amount of fund has been diverted from one project to another.
 12. Scrutinise the detail of Foreign Payments if any
 13. Scrutinise the investment if any
 14. Any other irregularities which will be found to be required in case of a particular company
 15. Verify the minutes books of JVCs/ASCs.
- 9. No Mobilization Advance will be allowed.**

10. Bids shall remain valid for a period not less than **120 (One hundred twenty) days** after the dead line date of Bid submission. If the bidder withdraws the bid during the period of bid validity, without any valid reason, the earnest money as documented will be forfeited forthwith without assigning any reason thereof or necessary appropriate legal action may be taken against the Bidder.

11. Important Information: Date & Time schedule

Sl.No.	Particulars	Date& Time
1.	Date of uploading of N.I.Q. and Bid Documents (online) (Publishing Date)	26.09.2018 AT 18.00 HRS
2.	Date & time of start of downloading Bid	26.09.2018 AT 18.00 HRS
4	Date and Time of Pre-Bid meeting in the Board room of WBHB	04.10.2018 AT 15.00 HRS
5.	Date & time of start of Bid submission (On line)	10.10.2018 AT 18.00 HRS
6.	Date & time of closing of Bid Submission	29.10.2018 AT 11.00 HRS
7.	Date & time of Bid opening for Technical Proposals (Online)	31.10.2018 AT 11.00 HRS

8.	Date of uploading list of technically qualified bidders (online)	To be notified after evaluation of Technical Bid.
9.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders

**{NB.
Further corrigendum and addendum if issued, will be published only on e- tender website.}**

LOCATION OF CRITICAL EVENT

**Pre-Bid Meeting & Bid Opening –West Bengal Housing Board
ABASON BUILDING-3rd Floor
105, SN Banerjee Road,
Kolkata-700014**

12. The Quotation Inviting Authority reserves the right to reject any application for participating in bidding process and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationer at the stage of Bidding.
13. **Released of EMD:** The Earnest Money of every technically disqualified Tenderer as well as that of every technically qualified tenderer other than L.1 (i.e. 1st lowest tenderer) and L2 (i.e. 2nd lowest tenderer) tenderers shall be released after the comparative statement has been prepared and approved.
The Earnest Money of L2 Bidder shall be released after L1 Bidder has accepted the LOI (i.e. Letter of intent)
The Earnest Money of L1 Bidder shall, after he has accepted the LOI (i.e. Letter of Intent), be credited to the account of WBHB as 10% security deposit of the work which will be paid on successful completion of the job.
14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in NIQ 'and various conditions in "Conditions of Contract", before Quotationing the bids.
15. No Conditional/ Incomplete Quotation will be accepted under any circumstances.
In case of ascertaining the authority of the intending bidders at any stage of Quotation process or execution of work, necessary registered irrevocable power of attorney in original is to be produced for verification as and when asked for by the Quotation Inviting & Accepting Authority / Officer -in-Charge.

16. During the scrutiny, if it comes to the notice to Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.
The Quotation Inviting Authority reserves the right to cancel the N.I.Q. due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
- 17 . During the process of scrutiny of Quotation document, the Quotation inviting authority or his authorized representative may verify the credential and other related documents as submitted by the Bidders with the original, if necessary. After verification, if it is found that the documents submitted by the Bidders is either

manufactured or false, the bid submitted by the Bidder will be summarily rejected and the Earnest Money deposited by the bidder will be forfeited by the Quotation Inviting Authority without assigning any reason thereof.
18. WBHB requires that the agency will provide professional services and impartial advice and all times, hold the WBHB's interest paramount, strictly avoid conflicts with other assignments or their own corporate/Firms interest and act without any consideration for future work.
19. The set of Quotation/Bidding Documents comprises the documents listed below:
i) Notice Inviting Quotation with all addenda & corrigendum, if any.
ii) Instruction to Bidders
iii) Financial offer
20. The documents forming the Contract shall be interpreted in the following order of priority:
i) Agreement,
ii) Letter of Acceptance,
iii) Notice to proceed with the work (i.e. Work Order),
iv) Contractor's Bid,
v) Contract Data
21. **Qualification criteria.**
The Quotation inviting & Accepting Authority through a 'Quotation Evaluation Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
Experience/Credential.
The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in NIQ. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder/ Quotationer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any

Quotation within the jurisdiction of W BHB for a period of 1 (one) year or more as deemed fit by the Quotation Inviting authority.

22. "Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be director or partner, such individual person shall, while uploading any Quotation for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm, uploading such Quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1998"

23. Deduction of Taxes & duties:- As applicable, as per norms.

24. There should not be conflict of interest for the work mentioned in tender. The bidder should submit clear declaration that there is no conflict of interest and there will be no conflict of interest till the works completed and accepted by the authority.

25. In case of any dispute it will be under Calcutta jurisdiction.

26. **Conflict of Interest** : The bidder shall not have a conflict of interest for discharge of assignment. Any bidder found to have a conflict of interest shall be disqualified. In the event of disqualification, the authority shall forfeit the earnest money, other compensation and damages if any caused to the authority the bidder will be liable to compensate. The bidder shall have to submit declaration for having no conflict of interest in discharging the assignment.

27. **Joint Venture will not be allowed**

28. Payment terms:

The payment against the satisfactory services provided by the firm is subject to the following terms and conditions:

The price quoted by the Firm, should be valid for the entire contract period. Payment shall be made quarterly at agreed rates ie. 20% of total fees in every quarter & 40 % payment in 4th quarter after completion of the entire work.

No price variation would be allowed during the contract period.

Bidder should Quote their Rate in lump-sum, inclusive all Taxes in BOQ only nowhere else.

(including GST as applicable) and shall have to comply with the provisions of all the Statutory Levis as per Govt. Order.

**Joint Director (EP)
West Bengal Housing
Board**

Copy forwarded for kind information & wide circulation to the :-

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata — 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata — 700001. .
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata-700064
4. Vice-Chairman, HRBC, St. Georges Gate Road, Kol.
5. The Institute of Chartered .Accounts of India, ICAI Bhawan Anadilal Poddar Sarani (Rssell Street) Kolkata,70007
6. Institute of Cost Accountant of India,12,Sudder Street,Kolkata-700016

**Joint Director (EP)
West Bengal Housing Board.**

Copy forwarded for kind information to the :-

1. Secretary, Housing Department, Govt of West Bengal, N.S. Building,1,K.S. Road, Kolkata -1
2. Engineer-in-Chief, Housing Dept. Govt. of West Bengal, N.S. Building,1,K.S. Road, Kolkata -1
3. Chief Engineer, Housing Dept. Govt. of West Bengal, N.S. Building,1,K.S. Road, Kolkata -1
4. Housing Commissioner, WBHB
5. JHC&Secretary, WBHB
6. Director (Engg.),WBHB for information & necessary action with the request to please publish the same(Abridge) in local Leading 3(Three) dailies(Bengali, English and Hindi)
7. FA-Cum-CAO,WBHB
8. L.A.O./AHC-I/AHC-II, W BHB with the request to publish the Notice in BOARD's Web site.
9. Notice Board

**Joint Director (EP)
West Bengal Housing Board.**

WEST BENGAL HOUSING BOARD

Section-1

INSTRUCTION TO BIDDERS

- **GENERAL**

General guidance for e-QUOTATION

Instruction/Guidelines for Quotations for electronic submission of the Quotations online have been annexed for assisting the contractors to participate in e-QUOTATION.

1. Work Background

West Bengal Housing Board (hereinafter referred to as “WBHB” or the “Client”) intends to engage reputed Chartered Accountant Firms for special audit on accounts of the below mentioned 8 nos. Joint Sector Cos. (JSCs) & 2 nos. Assisted Sector Cos. (ASCs) and report thereon.

WBHB invites request for NIQ to appoint a reputed Audit firm for the above mentioned Services for 8 nos. Joint Sector Cos. (JSCs) & 2 nos. Assisted Sector Cos. (ASCs) of West Bengal Housing Board, which comes under the purview of this special Audit

Above details are tentative and are subject to change. Above description is given only for the purpose of submitting the proposal.

2 Scope of Work

A) Internal Audit of WBHB consist of the following wings

- Cell)
- i) Finance Wing(i) General Accounts, ii) Work Accounts, iii) Refund Cell, iv) CPF
 - ii) Production Wing (i)Engineering works, ii) Engineering Planning, iii) Engineering Electrical
 - iii) Architect Wing
 - iv) Administrative Wing (i) General Section ii) Allotment Section iii) Documentation Cell, v) Pay Bill Cell, v) Law Cell

Work of Accounts Wing in brief.

1. Internal audit of all books and records of accounts wing

2. Supervise & assist to maintain such Register/Ledger such as all personal ledgers (HIDCO, JVCs/ASCs), register for Assets (Movable & immovable) & Liabilities of WBHB etc. This is exemplary not exhaustive.
3. Guide and assist in maintenance of proper books of records which ought to be maintained.
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Work of Production Wing

1. Internal audit of all books and records of Production wing
2. To see that all registers and books of records are properly maintained as per requirement of the said wing to fulfil the object of WBHB as per WBHB Act

Work of Architect Wing

1. Internal audit of all books and records of Architect wing
2. To see that all registers and books of records are properly maintained as per requirement of the said wing to fulfil the object of WBHB as per WBHB Act
3. Guide and assist in maintenance of proper books of records which ought to be maintained.

Work of Administrative Wing

1. Internal audit of all books and records of Administrative wing/Allotment section/Documentation Cell/Land Cell//P.R. Cell/Pay-Bill Cell & store Section & Law Cell (bills submitted and paid to the panel Advocates & payment made to the parties in compliance of Courts Order)
2. To see that all registers and books of records are properly maintained as per requirement of the said wing to fulfil the object of WBHB as per WBHB Act
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- B)** Examination and analysis of JVC/ASC accounts (Financial Year 2018-19) to pointed out the irregularities which has financial implication on the interest of WBHB. Name of the JVCs and ASCs are 1) Bengal Ambuja Housing Dev. Ltd. 2) Bengal Peerless Housing Dev. Co. Ltd. 3) Bengal Shrachi Housing Dev. Ltd, 4) Bengal Greenfield Housing Dev. Co. Ltd, 5) Bengal DCL Housing Dev. Ltd, 6) Bengal Park Chamber Housing Dev. Ltd, 7) Bengal Shelter Housing Dev.Ltd, 8) Bengal Emami Housing Ltd, 9) Bengal Merlin Housing Dev.Ltd, 10) Bengal Kyal Housing Dev. Ltd.

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7. Verify the valuation of shares at the end of each Financial Year i.e 31st March 2019.
8. List of shareholders along with nos. of share held by them against issued & paid up share capital.
9. Whether there is any secured & unsecured loan taken/loan given by the JSCs/ASCs and also any repayment is ether made/received by the concerned JSCs/ASCs, if yes, then submit a complete detail with the present status.
10. Whether any subsidiary company, LLP/SPV has been created, if yes, then submit a detail report.
11. Whether any amount of fund has been diverted from one project to another.
12. Scrutinise the detail of Foreign Payments if any
13. Scrutinise the investment if any
14. Any other irregularities which will be found to be required in case of a particular company
15. Verify the minutes books of JVCs/ASCs.

(A) PREPARATION OF BIDS

1. Registration of bidder

Any bidder willing to take part in the process of e-QUOTATION will have to be enrolled and registered with the Government system through log In on to <https://eQuotation.wb.nic.in> (or on the web portal of West Bengal Housing Board). The contractor is to click on the link for e-QUOTATION site as given on the web portal.

2. Digital Signature Certificate (DSC)

Each bidder is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of Quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in clause-1 above. DSC is given as a USB e-Token.

3. Collection of Quotation Documents

The Bidder can search & download NIQ and bid documents electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Quotation documents.

5. **Pre-Bid meeting :- Provision of pre-bid meeting**

Section -2

(B).SUBMISSION OF BIDS

Bids are to be submitted through online to the website stated in Cl. 1 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

a). Technical proposal (ALL THE DOCUMENTS MENTIONED BELOW SHOULD BE UPLOADED IN TECH_FILE OF THE TECHNICAL COVER)

The Technical proposal should contain scanned copies of the following

Cover Containing (Packet 1)

1. Particulars relating to Qualification of Bidder – Eligibility and Qualification Criteria as per Clause 6.
 \
2. The Technical proposal should contain scanned copy/ copies of e-procurement chalan.
3. Self attested copies of PAN CARD, EPF Code No., Professional Tax Enrolment No. and GST Registration Certificate/ The agency should possess **GST Registration number** and copies of necessary documents to this effect is to be submitted , Latest IT Return
4. A written Power of Attorney authorizing the signatory of the bid.
5.
 - i) Prequalification Application as per format given in **Sec-3,Form-3**(Qualification Information)
 - ii) Affidavit- Format for general affidavit shown in “Y”Section-3.
 - iii) Documentary evidence of C.A.G Empanelment.
 - iv) Declaration along with documentary evidence towards H.O/ Branch office at Kolkata
 - v) Undertaking for not blacklisted as per Section -3

b). Financial Proposal (Packet 2)

- i) The financial proposal contain the Bill of quantities (BOQ), the Firm is

to quote the rate (Lumsum) online, through computer in the space marked for quoting rate in the BOQ.

- C) Audit Firm should provide photo identity of deployed person (as per sec-3)
The photo-identity card shall convey a full-face image in colour, full name of the person of the **Chartered Accountant Firms** and the identification number of the individual to whom the photo identity card is issued.
The photo-identity card shall be maintained up to date and any change in the particulars shall be entered therein. Any loss or theft of photo-identity card will be immediately brought to the notice of the Agency that issued it.

(D) **Quotation Evaluation committee (TEC)**

a. **Opening and evaluation of Quotation :-**

- i. If any Quotationers exempted from payment of EMD, copy of relevant order needs to be furnished.
- ii. Technical proposals will be opened jointly by The Joint Director(EW) and any other Engineer Officer(s) of W BHB (holding DSC) electronically from the web site using their Digital Signature Certificate.
- iii. Intending Quotationers may remain present, if they so desire.
- iv. Cover containing Technical documents should be opened first. If there is any deficiency in the statutory documents, the Quotation will summarily be rejected.
- v. Decrypted (transformed into readable formats) documents of folder-1 will be downloaded and handed over to the Quotation Evaluation Committee.
- vi. Bid opening summary of the Technical Bid is then uploaded to send email to all the participating Bidders.
- vii. Pursuant to scrutiny and decision of the Quotation Evaluation Committee, the summary list of Qualified & Non-qualified Bidders for the work (mentioning the serial number) will be uploaded in the web portals.
- viii. While evaluation, the committee may summon the QUOTATIONERS and seek clarification / information or additional documents .if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

(E). **Penalty for suppression / distortion of facts/Non Performance/Losses**

Submission of false document by Quotationers strictly prohibited and in case of such act by the Quotationers the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

(F). REJECTION OF BID

The Employer (Quotation accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or QUOTATIONERs of the ground for Employer's (Quotation accepting authority) action.

(G) Opening of Financial Bid

- a) Financial proposals will be opened by the Joint Director(EP) along with other authorised Engineer Officer(s) of WBHB electronically as per schedule date, time place.
- b) After opening of Financial Bid if situation demands, the Joint Director(EW) WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

(H) Award of Contract

The Quotationer whose Bid has been accepted will be notified by the Quotation Inviting and Accepting Authority/DFA cum CAO of WBHB through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Quotation Form will incorporate all necessary documents e.g. LOA, N.I.Q. with all addenda-correcting, Instruction to Bidders terms and condition and the same will be executed between the Quotation Accepting Authority and the successful QUOTATIONER.

Throughout these bidding documents, the terms 'bid' and 'Quotation' and their Derivatives (bidder/Quotation, bid/Quotation, bidding/QUOTATION, etc.) are synonymous.

• **(I) NOTIFICATION OF AWARD**

Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by e-mail confirmed by registered letter that his bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon final selection of the bidder, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

Signing of Agreement

At the same time that he notifies the successful bidder that his bid has been accepted, the Employer will send the bidder the Form of Agreement provided in the NIQ documents, incorporating all agreements between the parties.

Within seven days of receipt of the Form of Agreement, the successful bidder shall sign the Form and return it to the Employer.

(K) Issue of Notice to Commence

If the Audit Firm fails to commence works from the date of issue of Notice to Commence Work, that will constitute a breach of contract and in that case the Employer will have right to terminate the Agency with forfeiture of EMD/ SD.

(L) EXTENSION OF TIME

The Board reserves the right to extend the Services period without prejudice to the terms and conditions of this contract, if necessary.

(M) Suspension

If the Audit Firm fail to perform any of their obligations under this Contract, including the carrying out of the service provided, the WBHB may, by written notice of suspension to the Audit Firm, suspend all payments (Full/Part) to the Firm hereunder, such notice of suspension shall specify the nature of the failure and with the request to the Firm to take remedy of such failure within a period not exceeding thirty (30) days aft

N) Termination

The WBHB may be terminate by not less than thirty (30) days' (Written notice of termination) for the following reasons:-

- (a) if the Agency fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing;
- (b) if the Firm become insolvent or bankrupt or enter into any agreement with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) if the Audit Firm submit to the Client a statement which has material effect on the rights, obligations or interests of the Client and which the Agency know to be false;
- (d) if, as the result of Force Majeure, the Agency are unable to perform their services.
- (e) if the Client(WBHB), in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

O)Payment upon Termination

Upon termination of this Contract hereof, the Client shall make the following payments to the Audit Firm:

- (i) amount for items of service which have been executed prior to the date of termination but payment for the same not yet made to the Audit Firm.
- (ii) a proportionate sum being the amount of any expenditure reasonably incurred by the Audit Firm for the Service partially performed.

P) Settlement of Dispute

Except where otherwise provided in the contract all questions and disputes relating to claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts instructions, orders or

these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter:

If the agency considers any work demanded of him to be outside the requireme within 15 days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the Agency's letter. The Dispute Redressal Committee shall be constituted with the following officials as members -

(

1	Secretary, Housing Department, Government of West Bengal	Chairman
2	Housing Commissioner, West Bengal Housing Board.	Member
3	Director (Engineering), West Bengal Housing Board.	Member Secretary and Convenor
4	F.A.-cum-C.A.O., Finance Wing, West Bengal Housing Board.	Member

This provision will be applicable irrespective of the value of the works to which the dispute may relate."

WEST BENGAL HOUSING BOARD
QUALIFICATION
INFORMATION

PRE-QUALIFICATION APPLICATION

**T
o
The Joint
Director (EP)
West Bengal
Housing
Board.**

Ref Quotation for (Name of work)
.....

.....
.....
..... [N.I.Q No _____]

Dear sir,

Having examined the Statutory, Non statutory and NIQ documents, I /we
hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of
..... In the capacity.....
..... duly authorized to submit the same.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of
the group of firms for Application and for completion of the contract documents is attached
herewith.

We are interested in bidding for the works given in

Enclosure to this letter. We understand that:

- (a) Quotation Inviting & Accepting Authority can amend the scope & value of the contract bid under this Service.
- (b) Quotation Inviting & Accepting Authority reserves the right to reject any application without assigning any reason;

Encl:- e-Filling:

- 1. Statutory documents.
 - 2. Non statutory documents.
- Date:-

**. Signature of applicant including title
and capacity in which application is made**

FORM OF AGREEMENT

This CONTRACT (hereinafter called the “Contract”) is made the _____ day of the month of _____, 2017 between, on the one hand, The Joint Director(EP) , West Bengal Housing Board, ‘ABASAN’, 105, S. N. Banerjee Road, Kolkata - 700014 (hereinafter called the “Client”) and, on the other hand, _____(hereinafter called the “Agency”)

WHEREAS

- (A) the Client has requested the Audit Firm to provide “ Special Audit” as defined in the General Conditions attached to this Contract (hereinafter called the “Services”);
- (B) the Agency, having represented to the Client that they have the required personnel have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a) The Agreement
 - b) Letter of Acceptance
 - c) Addenda to the NIQ Document, if any
 - d) Form of Bid duly filled up
 - e) Instructions to Bidder
 - f) Financial Offer with Payment Schedule
 - g) Notice Inviting Quotation & The General Conditions of Contract
 - h) Other Documents as agreed upon
- 2. The mutual rights and obligations of the Client and the Agency shall be as set forth in the Contract in particular:
 - (a) the Agency shall carry out the Services in accordance with the provisions of the Contract, and
 - (b) the Client shall make payments to the Agency in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**FOR AND ON BEHALF OF
[CLIENT]**

By _____
Authorized Representative

**FOR AND ON BEHALF O
[Chartered Accountant Firms]**

By _____
Authorized Representative

Sec-3

.

UNDERTAKING FOR NOT BLACKLISTED

We do hereby undertake that we have not been blacklisted or deregistered by any central/state government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last 5 years.

.....
STAMP & SIGNATURE OF AUTHORIZED SIGNATORY

Sec-3

Photo Identity Card -

- . Every photo-identity card issued by the Agency shall be in Form as below :-

Photo-Identity Card for Audit Party
(Name of the Chartered Accountant Firms

Name.....

Official Designation Identification No.

.....

Date of Issue. Valid up to

..... Signature of the

cardholder.....

Signature of the issuing authority

Official Seal

Sec-3

Flow chart for on line EMD Transaction.

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e- procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e- procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –

- a) EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L₁ bidder.
- b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

(P A Siddiqui)

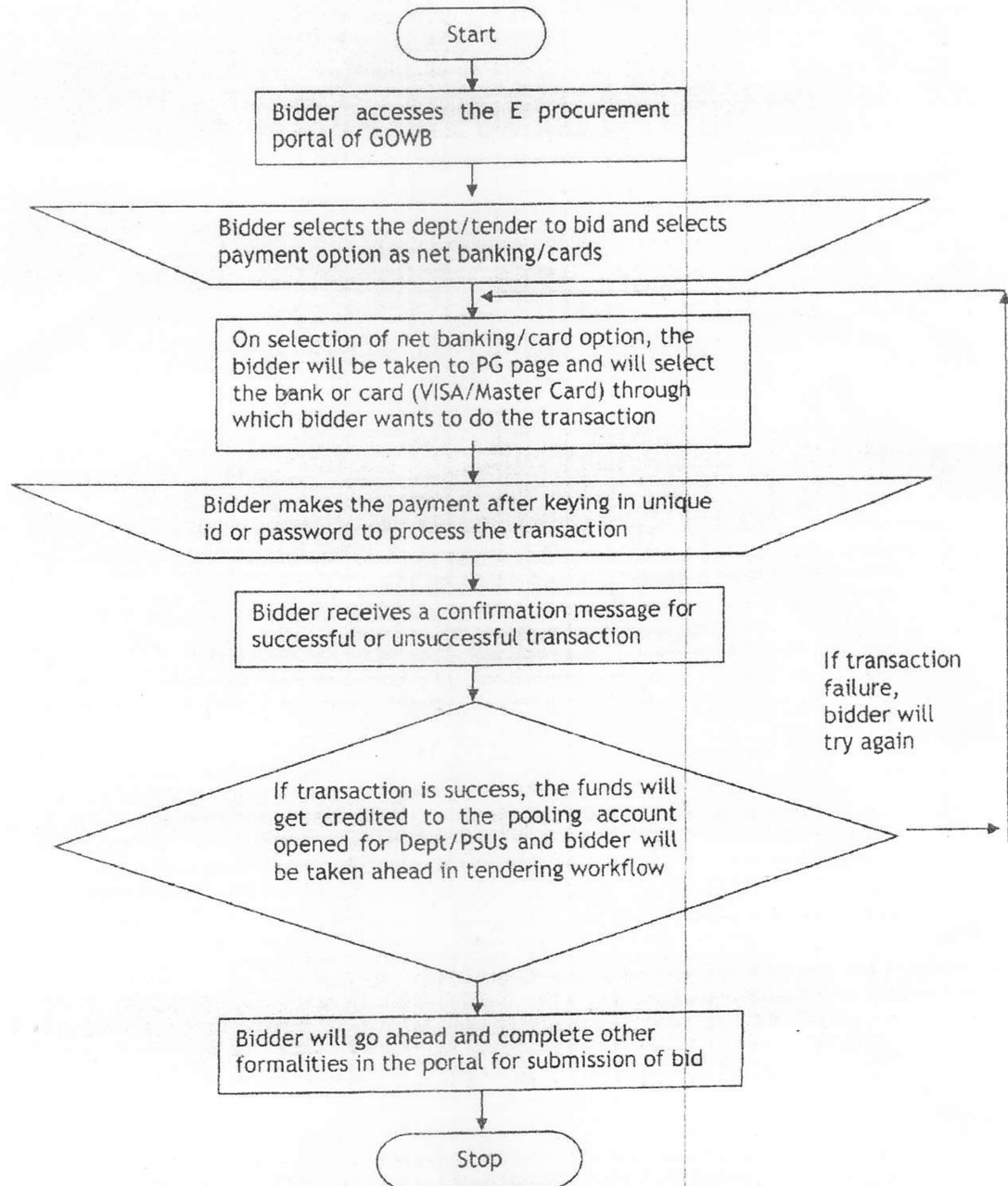
Secretary to the
Government of West Bengal
Finance Department

NIC & ICICI BANK E-PROCUREMENT

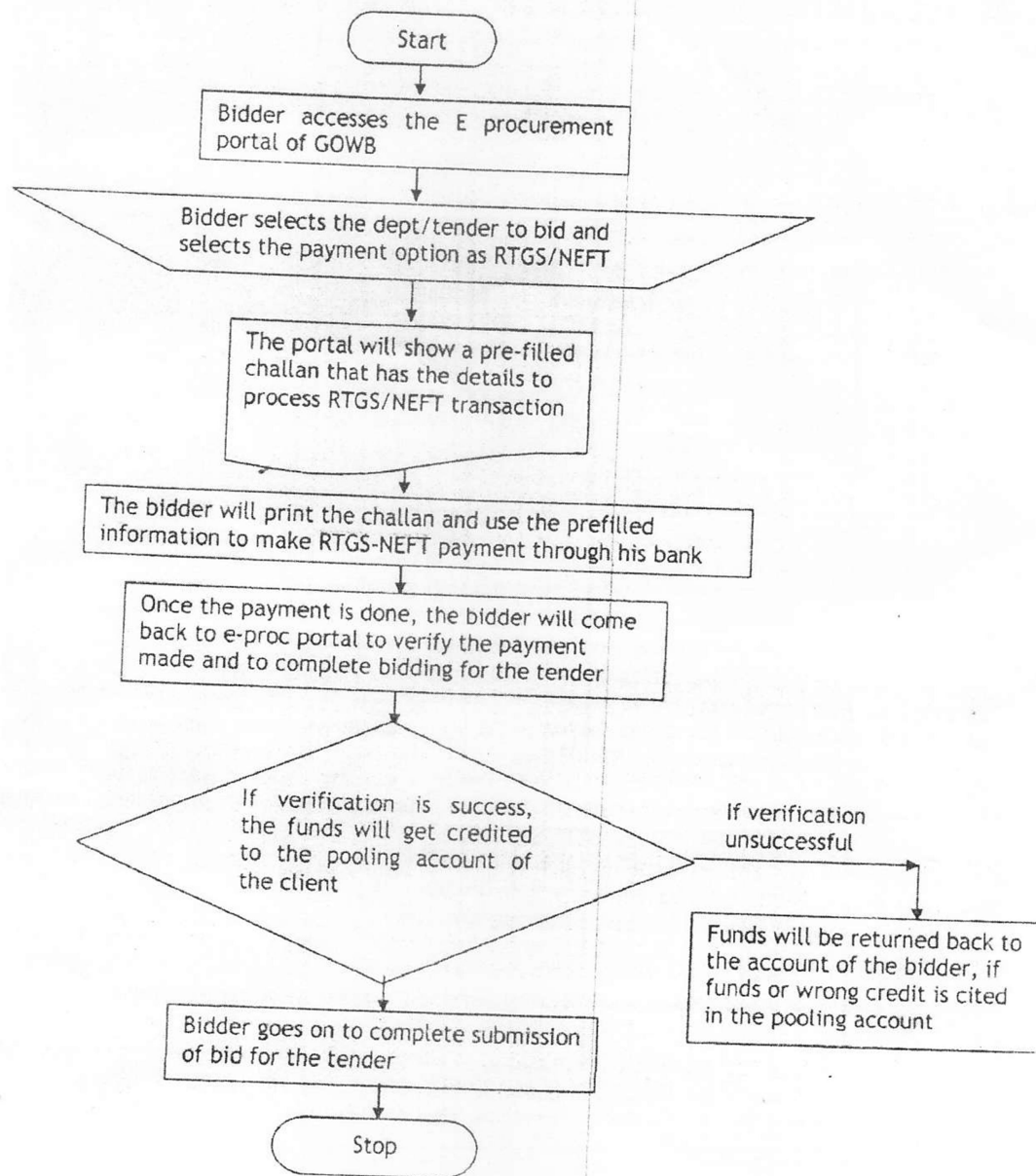
HELP DESK

<u>NAME</u>	<u>LOCATION</u> <u>NIC HELP DESK</u>	<u>CONTACT</u> <u>NO.</u>	<u>MAIL-ID</u>
Mr. ATANU BHUNIYA TANMOY LAHIRI NAZMUS SAHADAT MOLLA JAYANTA SAMANTA NILADRI HEMBRAM	WBPWD guest house, pranjali 3/2 st. Georgers gate road hasting more	033-22236236	wbehelpdesk@gmail.com
Mr. Habibulla Rahaman Mr. Bhaskar Rao Mr. CHANDAN DEY Mr. ROBIN DAS	Irrigation & Waterways dept Jalsampad bhavan, Jalsampad bhavan, Salt lake GROUND floor, Salt lake	9874961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAOY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Berhampore, Dist.- Murshidabad, Pin-742101	8158999869 9641902796	hripwdmsd@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641951710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Aftab Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION,SINGTALA BUS STOP-HANTA KALIBARI	9800262930	hripwdmld@gmail.com
Mr. NIRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 ND MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwddjg@gmail.com
ICICI Bank Help desk	NA	033-40267512 033-40267513	saptarshi.chandra@icicibank.com

Process for payment through Payment gateway (PG) (Annexure I)



Process for payment through RTGS/NEFT (Annexure II)



Process of refund/settlement (Annexure III)

