

**DIRECTORATE OF ECONOMIC OFFENCES,
GOVERNMENT WEST BENGAL**

5, Council House Street, Kolkata – 700 001

e-Tender Reference No. :: 01/DEO/2019

REQUEST FOR PROPOSAL (RFP)

FOR

APPOINTMENT OF ACCOUNTANCY CONSULTANT

Issued on: 06, February, 2019

Last Date of Submission of Proposal: 20, February, 2019, 14:00 hrs

Tender opening date and time: 22, February, 2019, 16:00 hrs

Directorate of Economic offences, Government of West Bengal invites e-tender for the work detailed in the table below (Submission of Bid through online).

Name of work	Amount put to tender (Non-refundable) (Rs.)	Earnest Money (Rs.)	Period of completion
Appointment of Accountancy Consultant	Nil	10,000/-	For one year

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The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this Division wef. 01.10.2015. Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. 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 as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No.

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.

Important InformationDate & Time Schedule

Sl No.	Particulars	Date & Time
1	Date of uploading of NIT Documents online (Publishing Date)	06/02/2019
2	Documents download/sell start date (Online)	06/02/2019 at 13:15 hrs
3	Documents download/sell end date (Online)	20/02/2019 at 14:00 hrs
4	Bid submission start date (On line)	06/02/2019 at 13:15 hrs
5	Bid submission closing (On line)	20/02/2019 at 14:00 hrs
6	Bid opening date for Technical Proposals (Online)	22/02/2019 at 16:00 hrs
7	Date of uploading of list for Technically Qualified Bidder (Online)	Will be uploaded after technical bid evaluation
8	Date & Place for opening of Financial Proposal (Online)	Will be uploaded after technical bid evaluation
9	Date of uploading of list of bidders along with the offer rates through (Online).	Will be uploaded after opening of financial bid
	Also if necessary for further negotiation through offline for final rate.	

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instruction / Guidelines for electronic submission of the Tenders have been annexed for assisting the consultants to participate in e-Tendering.

1. Registration of Consultant:

Any consultant willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in/nicgep/app> (the web portal of NIC e-procurement portal) the consultant is to click on the link for e-tendering site as given on the web portal.

2. Digital Signature Certificate (DSC):

Each consultant is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Center (NIC) on payment of requisite amount. Details are available at the website Stated in Clause A.1 above. DSC is given as a USB e-Token.

3. The Consultant can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website using the Digital Signature Certificate. This only mode of collection of tender Documents.

4. Participation in more than one work:

A prospective consultant shall be allowed to participate in the either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5. Submission of Tenders:

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

i) Invitation to EOI/Tender

Directorate of Economic Offence, West Bengal (DEO WB) is a premier investigating agency of Government of West Bengal. This Directorate primarily deals with WB PIDFE ACT 2013. DEO, WB wishes to appoint an Accountancy Consultant as defined in the WBPIDFE Act 2013 for its investigation of ongoing and future cases.

Expression of Interest is invited from the Individual Chartered Accountants or Proprietary Chartered Accountant firms or Member of Partnership Firms based in Kolkata for engagement as Accountancy Consultant for the Directorate of Economic Offences, West Bengal.

Details of RFP can be downloaded from the Website of DEO, WB www.deo.wb.gov.in The RFP should be addressed to Director, Directorate of Economic Offences, 5 Council House Street, Kolkata – 700 001 and be submitted online.

ii) Brief Scope of work

The scope of work shall primarily be the advisory in criminal investigation and shall include-

- a) Advisory Services during the course of Investigation of cases under WBPIDFE Act 2013.
- b) Advisory Services for analyzing data collected during the course of Investigation.
- c) Advisory services during the course of drafting the charge sheet under WBPIDFE Act 2013 and IPC.
- d) To depose before court of law during the trial of the cases on relevant points.

iii) Detailed Scope of Work

01. Advisory Services in the course of Investigation

- a) Advisory services for identification of Directors/Promoters/Share Holders or such persons who control and own such financial institution directly or indirectly.
- b) Advisory services for recovery of data in electronic format or otherwise.
- c) Advisory services for identification of relevant books accounts/documents in different formats.
- d) Advisory services for framing of questions for interrogation of suspects
- e) Advisory services for obtaining documents from various Government and Non government departments/organization/agencies.
- f) Advisory services for Investigating Officers to develop a theory, and give an orientation to the investigation.

- g) To train the officers and personnel of DEO about Financial dealing of commercial organizations and its implication on various applicable laws.
- h) To appraise the Director about the developments and further requirements during the course of investigation.
- i) Advisory services for preparation of requirement for Forensic Labs particularly for electronic evidences
- j) Advisory services for preparation of various SOP needed in various aspect of such Investigation.

02. Post Investigation Data Analysis with Data collected during the course of investigation

- a) Ascertaining the money trail and identifying actual end use of funds generated through deposit mobilization.
- b) Finding details of assets of key promoter/partner not reported in the financials to ensure recovery of deposits mobilized.
- c) Review of large value expenditures incurred to verify the means of finance and sources thereof.
- d) Movements in unsecured loans in large values or in small values to multiple individuals/entities.
- e) Identify undeclared related party transaction.
- f) Review of any other unusual large value transactions.
- g) Review of substantial debts raised in sister /associated/group companies either through guarantee of the firm or against security of the key promoters/partners of the firm of their assets.
- h) Tracing the source of contribution by promoters/partners by analyzing of equity/ debt infused by promoters if any.
- i) Analyzing the reports and data obtained from forensic labs.

03. Advisory services during course of drafting of charge sheet

Advisory services during the course of drafting the Charge Sheets

- a) Advisory services for correlating evidences collected vis a vis alleged charges.
- b) Advisory services for interpretation of various other laws and its violations by the accused persons.

04. Deposition before any court of law throughout West Bengal during the trial of the cases on relevant issues, if required.

05. Accounting Advisory Services during disbursement of Deposit to the Investors

- a) Advisory services for identification of depositors and their outstanding amount with the available document and KYC documents and database.
- b) Advisory services for policy formulation of Refund for each category of depositor/investor.
- c) Advisory services during the process of claim of refund to the depositors/investor.
- d) Advisory services for maintaining accounts of such refund to the depositors/investor.
- e) Advisory services for Bank reconciliation for such refund.

iv) Expected input of key professional

As defined in selection criteria

v) Proposed schedule for completing the assignments

It shall depend on number and type of cases registered by DEO WB.

vi) Deliverables required from Accountancy Consultant

It shall depend upon the nature and type of cases registered by DEO WB

vii) Procedure of review of the work of the consultant

If needed there will be a periodic review.

viii) Eligibility Criteria

The eligibility criteria for selection of Accountancy Consultant is as follows:

1. The applicant should be an Individual or Proprietorship Firm or Member of Partnership Firm and should have necessary infrastructure like adequate office space, and manpower to effectively discharge the duties of the Accountancy Consultant.
2. The applicant should be based in Kolkata or its head office should be located in Kolkata.
3. The applicant should have in its employment a minimum of Five persons excluding Articled Clerk.
4. The applicant should have valid PAN/GSTN.
5. There should not be any disciplinary action adjudicated against or pending before the Disciplinary committee of ICAI in respect of the applicant.

ix) Requirement of qualification of key professional and experience

The key professional should be a qualified and practicing chartered accountant having experience of at least 10 years in practice and having experience in dealing with criminal cases involving financial fraud with any Government agency.

x) Instruction to Consultants

1. All the terms and conditions for appointment of Accountancy Consultant for the Directorate of Economic Offences West Bengal will be those mentioned in the RFP document and no change/alterations in the terms and conditions by the applicant will be acceptable.
2. Upon verification, evaluation / assessment, if any information furnished by the applicant is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
3. No deviation from terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
4. Applicant shall submit letter of authorisation, authorising the person signing the RFP document on behalf of the applicant.
5. DEO WB will not be responsible for any misinterpretation or wrong assumption by the applicant, while responding to the tender.
6. Applicant should take into account the corrigendum published on the tender document before submitting the bid.
7. The complete bid document along with the documentary evidence should be numbered and cross-referenced/linked with RFP Clause Number.
8. The applicant shall submit its Bid in two (2) parts, namely; Part-I will have Technical Bid (as enclosed at Annexure-B) and Part-II will have Financial Bid (as enclosed at Annexure-C) in separate sheets.

Technical Bid and Financial Bid shall be submitted on the Bidder's letter head.

9. Bid submitted shall be in the prescribed format as given in Annexures and shall also have the relevant documents including documentary evidences in PDF format.
10. Applicant must submit the original 'Technical' and 'Financial Bid' in separate Cover in the e-procurement portal, .
11. The Bids completed in all respects as specified in this RFP shall be submitted through Online : –

To
Director
Directorate of Economic Offences, West Bengal
5, Council House Street
Kolkata – 700 001

12. The Bids shall be valid for a period of 6 months from the closing date for submission of the Bid.
13. The complete bid document should be submitted through online before due date and time as given at Clause 16 above. Bid received after the stated time and date would not be considered and is liable for rejection. However the DEO authority reserves the right to extend the last date of submission notice in this regard will be uploaded in website, if required.
14. The DEO WB reserves the right to accept or reject any/all the bid(s) including the lowest bid without assigning any reason and no correspondence in this regard shall be entertained. The DEO WB takes no responsibility for delay, loss, or non-receipt of response to this RFP.
15. The applicant shall carefully examine and understand the requirements/conditions of RFP and seek written clarifications, if required, to ensure that they have understood all requirements/conditions of RFP.
16. The applicant should have capability/infrastructure to provide the services as described in the RFP document.
17. The successful applicant shall be required to enter into an agreement with the DEO WB, within Seven (7) days of the issue of Letter of Intent or within such extended period, as may be specified by the DEO WB in this regard.
18. Submission of illegible documents shall lead to disqualification of the bidder.

19. No enquiry shall be made by the applicant (s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful applicant (s). However DEO WB can make any enquiry / seek clarification from the applicant (s), which the applicant must furnish within the stipulated time else bid of such defaulting applicant will be rejected.

X) BID EVALUATION PROCESS

Evaluation Process

Response to this RFP would be evaluated in two phases. Initially technical bids will be opened and evaluated. Those bidders who satisfy the technical requirements of the work, as per the requirements/specifications and the terms and conditions of this RFP, shall be short-listed. Financial bids shall be opened only for the short-listed bidders who have qualified in the technical bid.

Technical Evaluation

V)

The bids will be technically evaluated on various components. Each response to the RFP from each bidder will be judged on its own merit. Evaluation of Technical proposal would be on the following technical parameters carrying total 100 marks and each technical parameter has been assigned maximum score as given in the table below:

Serial No.	Parameter	Supporting Documents	Maximum Marks	Criteria	
				Years	Marks
01.	Experience of the Proprietor or Individual/ Member of Partnership Firm	a) Copy of certificate of practice as issued by ICAI b) Copy of Membership Certificate	20	10	4
				10-15	8
				15-20	12
				20-25	16
				25	20

02.	Experience of Job of handling of criminal cases of Financial Fraud involving public or by Financial Institution	Experience Certificate of appropriate Governmental authority	20	Years	Marks
				1	4
				2	8
				3	12
				4	16
				5 or more	20
03.	Experience in Internal Audit or Accounts or GST / Service Tax with large organization	Experience Certificate or other documentary evidences from relevant organization	20	No of Years	Marks
				1	4
				2	8
				3	12
				4	16
				5 or more	20
04.	Experience in Internal Audit or Accounts with State/ Central Government.	Experience Certificate or other documentary evidences from relevant organization. Period of engagement in each Audit to be mentioned	10	Months	Marks
				6	1
				12	2
				18	3
				24	4
				30	5
				36	6
				42	7
				48	8
				54	9

				60	10
05.	Experience in Internal Audit or Accounts with State/ Central Government undertakings.	Experience Certificate or other documentary evidences from relevant organization. Period of engagement in each Audit to be mentioned	10	Months	Marks
				6	1
				12	2
				18	3
				24	4
				30	5
				36	6
				42	7
				48	8
				54	9
				60	10
06.	Average Turnover of Financial Year 2016-2017 & 2017-2018 Of the individual/ proprietor/ Member of Partnership Firm	a) Balance Sheet and Profit & Loss Account supported with Income Tax Return of Individual	20	Average Turnover in Lacs	Marks
				Up to 10	4
				More than 10- up to 20	8
				More than 20- upto 30	12

				More than 30 upto 40	16
				More than 40	20

Bidders scoring 50 percent or more will qualify for opening of financial bid.

Evaluation of Financial Bids

- a) Financial bids of only the Bidders who have cleared the technical evaluation benchmark will be opened and evaluated.
- b) Arithmetic errors in the Bids submitted shall be treated as cancelled.

XI) General Conditions of the Contract

1. Application

These general conditions shall apply to the extent that provisions in other parts of the RFP do not supersede them. For interpretation of any clause in the RFP or Contract, the interpretation/clarification of the DEO WB shall be final and binding on the Bidder.

2. RFP Clarifications

During technical evaluation of the bids, DEO WB may, at its sole discretion, ask Bidders for clarifications on their bids.

3. Amendments in RFP

At any time prior to deadline for submission of bid, DEO WB may for any reason, modify the RFP. The RFP shall be notified with the amendments by posting the same at DEO WB's Website www.deo.wb.gov.in and such latest amendments shall be binding on all the bidders.

4. Disqualifications

The DEO WB may at its sole discretion and at any time during the evaluation of Bid, disqualify any bidder, if the bidder has Submitted the Bid documents after the response deadline; Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; submitted bid that is not accompanied by required documentation or is non-responsive; Failed to provide clarifications related thereto, when sought; Submitted more than one Bid; Declared ineligible by the Government of India or any other body for corrupt and fraudulent practices or blacklisted; or modified the terms and conditions of RFP.

5. Preparation of Bid

- The Bidder shall comply with the following related information during preparation of the Bid:
- The Bid and all associated correspondence shall be written in English and shall conform to prescribed formats.
- Bidders are not permitted to modify, substitute, or withdraw bids after its submission.

6. Deadline for submission of Bids

Bids from Bidders, complete in all respects must be received through online by the DEO WB by the date specified in the RFP.

7. Term of Engagement

The term of engagement of Accountancy Consultant will be for a period of one year (01) and extendable/ renewable for another one year on the same terms and conditions subject to satisfactory performance in handling scope of work given herein.

8. Termination

Either party may terminate the contract in whole or in part by giving thirty (30) days prior notice in writing to the other party without assigning any reason.

9. Right to Accept Bid

With regard to the RFP, the DEO WB has the following rights:

- a) Accept or reject any of the bids, without assigning any reasons thereof.
- b) Ask for re-submission.
- c) Request clarification from bidders.
- d) to accept any Bid in whole or in part

10. Conflict of Interest

DEO WB requires that Accountancy Consultant should provide professional, objective, and impartial advice and at all times hold the DEO WB interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests.

11. Confidentiality

The Accountancy Consultant shall, at all times, during the continuance of this contract or otherwise (i) keep all Confidential Information confidential and accordingly shall not disclose any such Confidential Information to any third party under any circumstances; (ii) not use or cause the use of any Confidential Information for any purpose whatsoever other than that contemplated under this contract.

12. Standards of Performance

The selected Accountancy Consultant shall perform and carry out their obligations under the Contract with due diligence and efficiently. The accountancy consultant shall always act in respect of any matter relating to this contract as faithful advisor to the DEO WB. The Accountancy Consultant shall always support and safeguard the legitimate interests of the DEO WB in any dealings with the third party. The Accountancy Consultant shall conform to the standards laid down in RFP in totality.

13. Assignments

The accountancy consultant shall not assign the work to any other Agency/individual, in whole or in part, to perform its obligation under the Contract, without the DEO WB's prior written consent.

14. Resolution of Disputes

In case of any dispute or difference arising out of or in connection with any of the terms and conditions of RFP Document or meaning or interpretation of the contract arising there under, in the first instance, the parties shall try to resolve the dispute amicably, failing which the

dispute shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Kolkata and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the arbitrator shall be final and binding upon both the parties. All arbitral awards shall be in writing and shall state the reasons thereof. The expenses of the arbitration as determined by the arbitrator shall be shared equally by the DEO WB.

15. Jurisdiction

Subject to the arbitration clause herein contained, all disputes between the parties pertaining to this contract shall be subject to the jurisdiction of the competent Courts at Kolkata only.

Annexure-A**COVERING LETTER (ON THE BIDDER'S LETTER HEAD)**

Date:

To,
The Director
Directorate of Economic Offences,
West Bengal,
5 Council House Street,
Kolkata – 700 001

Dear Sir,

**SUB: BID FOR APPOINTMENT OF ACCOUNTANCY
CONSULTANT FOR DEO WB**

With reference to the RFP document, I/we, M/s _____, offer my/our proposals for the subject works and the same are in full conformity with the said RFP. I/we declare that all the provisions of this RFP are acceptable to my organisation. I further certify that I am an authorized signatory of my organisation and am, therefore, competent to make this declaration. I/We further declare that additional conditions, variations, deviations, if any, found in our bid, shall not be given effect to.

I/We agree to abide by the terms and conditions of this Bid, including this letter, the Technical and Financial Bid, the duly notarized written power of attorney, and all attachments and it shall remain binding upon me/us and may be accepted by you at any time before the expiry of the validity period.

I/We hereby declare that all the information and statements made in this bid are true and any misleading/false information contained in it may lead to our disqualification.

We understand that you reserve the right to accept or reject any bid. Dated this
[date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Bid for and on behalf of [Name of Bidder] Name of Bidder:

Address:

Note: This will be enclosed in original along with Technical.

Annexure- B**TECHNICAL BID (On the Letterhead of the Bidder)**

Details of Bidder

1.	a) Name of the Firm b) Individual/ proprietorship/ partnership c) If partnership firm total number of partners	: : :
2.	Name of the Individual or Proprietor/ Member applicant of Firm as mentioned above	
3.	Professional Address (enclose proof)	
4.	Contact Details Telephone /email/fax	
5.	Membership No. (Enclose certificate(s) issued by ICAI)	
6.	Years of experience (Enclose Copy of certificate(s) of practice as issued by ICAI)	----- Years
7.	Months of Experience of Job of handling of criminal cases of Financial Fraud involving public or by Financial Institution. (Enclose experience Certificate or other documentary evidences of appropriate governmental authority)	----- Months
8.	Years of experience in Internal Audit or Accounts or GST/service Tax with large organization	----- Years

	(Enclose experience Certificate or other documentary evidences from relevant organization)	
9.	Number of entities for experience with West Bengal Government/ West Bengal Government Statutory Corporation. (Enclose experience Certificate or other documentary evidences from relevant organization)	----- Nos
10.	Average Turnover of Financial Year 2016-2017 & 2017-2018 Enclose :Balance Sheet and Profit & Loss Account supported with Income Tax Return	Rs.----- Lacs
11.	PAN (enclose copy of PAN)	
12.	GST No. (Enclose copy of registration certificate)	
13.	Professional Tax No.(Enclose proof)	
14.	Disciplinary action by ICAI (If no disciplinary action taken or pending by ICAI, enclose self declaration in this regard)	Yes/No
15.	Number of staffs excluding Articled Clerk (enclose self declaration)	-----Nos
16.	Head Office in Kolkata (If yes enclose certificate issued by ICAI)	Yes/No
17.	No Objection Certificate from other member of Partnership firm in case of applicant being the member of Partnership Firm.	

Declaration

I/We hereby declare that the above information furnished is true to the best of our knowledge and information and if it is discovered at a later date that any or all of the above information is incorrect, we shall be disqualified and that if the assignment is already awarded, DEO WB shall be within its rights to cancel the contract forthwith without assigning any reasons whatsoever.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Individual/Firm Address: