

**BISWA BANGLA MARKETING CORPORATION LIMITED**  
**Room No. 009, Karigari Bhawan, Plot No. B/7, Action Area III,**  
**New Town, Rajarhat Kolkata – 700160**  
**Phone: 033 2324 7230, Email: info@biswabangla.in**  
**CIN – U52100WB2014SGC204751**

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Ref: **BBMC/ACC/SK-AUDIT/2025-26/001**

**04.04.2025**

**NOTICE NO. BBMCL/ACC/STK-AUDIT/2025-26/EOI01(e)**

**Tender ID: 2025\_BBMCL\_832394\_1**

**Notice Inviting Expressions of Interest/ bids for engagement of Stock Auditors for  
undertaking Physical Verification of Stock in Biswa Bangla Showrooms, Kiosks and  
Warehouse**

## 1. Introduction

Biswa Bangla showrooms are operated by Biswa Bangla Marketing Corporation Limited, under Department of MSME & Textiles, Government of West Bengal in Kolkata (Domestic and International Security Hold Area at NSCBI Airport, Park Street, Dakshinapan Shopping Complex at Dhakuria, City Centre, Salt Lake, Kiosk at Misti Hub, Bagdogra Airport, Darjeeling and New Delhi with an objective to market traditional handicrafts, handloom, and heritage products of West Bengal.

On behalf of Biswa Bangla Marketing Corporation Ltd (BBMC) Expressions of Interest/ bids are invited from reputed Chartered Accountant firms for engagement of Auditors for conducting Physical Verification of stock at all the locations and warehouse. Firms who fulfil the criteria/ requirements, as detailed below, may submit their Expression of Interest in the prescribed format, The schedule is detailed below:

Sl. No.	Particulars	Date	Time
01.	Date of Publishing Notice Inviting EoIs (on line)	04.04.2025	At 02.00 PM
02.	Start date for downloading Notice inviting EoIs as well as online submission of bids	04.04.2025	After 02.00 PM
03.	Last date of downloading EoIs as well as last date for uploading online	18.04.2025	Up to 12 Noon
04.	Date for opening Technical Bids	18.04.2025	At 01.00 PM
05.	Online Pre-Bid Meeting	10.04.2025	At 03.00 PM
06.	Date for opening Financial Bids	To be notified subsequently	
07.	Link for Online Pre-Bid Meeting	<a href="https://meet.google.com/xce-htio-dpo">https://meet.google.com/xce-htio-dpo</a>	

## 2. Term of Engagement

The term of the engagement will be for 3 (Three) years initially from the date of issue of engagement letter. However, the term can be extended/ curtailed at the sole discretion of the competent authority of BBMC.

### 3. Scope of the work

#### A) Stock Audit at Stores

- Reconciliation of physical quantities with inventory records and report on shortage/ excess stock.
- Identification of Slow moving, non-moving, surplus items.
- Identification of old, expired, damage stock.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register.
- Proper arrangements exist for locking the stores and keeping the keys in safe custody
- Adequate arrangements exist for fire protection
- Any other areas of checking as may be mutually decided

#### B) Stock Audit at Warehouse

- Reconciliation of physical quantities with inventory records and report on shortage/ excess stock.
- Identification of Slow moving, non-moving, surplus items.
- Identification of old, expired, damage stock.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register.
- Proper arrangements exist for locking the stores and keeping the keys in safe custody
- Adequate arrangements exist for fire protection
- Any other areas of checking as may be mutually decided.

#### C) Methodology to be adopted for conducting the stock audit

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

### 4) Eligibility Criteria

#### A. The Firm of Chartered or Cost Accountant:

- i) Must have at least 3 qualified Chartered Accountants either as Partner/ Director.
- ii) Must have a minimum of 5 years of experience in conducting stock audit in at least 2 Central/ State Government Companies, large companies, etc.
- iii) Must have existing empanelment with Comptroller and Auditor General of India.
- iv) Should have a minimum of 5 Articles/ Paid Assistants.
- v) Should have a Gross Annual Turnover of minimum ₹ 20 lakh.
- vi) Should have conducted at least a minimum of 2 physical verification of stock in Central/ State Government Companies.

vii) Having experience in conducting stock audit of Retail sector – like handloom, handicraft or fast moving consumer goods (FMCG).

viii) **Firms who have applied earlier during the last 3 years need not apply.**

ix) Credentials for conducting bank audit – concurrent audit/ internal audit/ stock verification audit, etc will not be considered for experience purpose.

**5) Time for conducting the stock audit** – audit has to be completed within 15 May 2025.

#### **6) Deployment of Officials**

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

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

#### **7) Submission of Bids**

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

Tender process will be in two parts:

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

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

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

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

#### **8) Technical Bid Opening and Evaluation**

##### **a) Opening of Bids**

BBMC will open all the Technical Bids received before the specified date and time. Bidders are at liberty to be present personally or through authorised representative at the time of bid opening at BBMC office at Garia Commercial Complex, 105/1 Raja S C Mullick Road, Kolkata – 700084 (opposite to Andrew College). In the event of the specified date of Bid opening is declared a holiday, the Bids will be opened on the next working day at the same time.

**b) Preliminary Examination**

Prior to the detailed evaluation of the bids, it will be determined whether each bid is responsive to the requirements of the Bid documents. Any non-responsive bid will be rejected.

**c) Supporting Documents**

Documents for Technical Bid (to be submitted online)

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

**d) Tender evaluation criteria**

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

Sl. No.	Particulars	Marks Breakup	Maximum Marks
1	Experience in Physical verification Audit of Central/ State PSUs	a) Having conducted physical verification of stock in 5 or more Central/ State PSU in the last 5 years. b) Having conducted physical verification of stock in 3 or more Central/ State PSU in the last 5 years.. c) Having conducted physical verification of stock in at least 2 Central/ State PSU in the last 5 years.	20 15 10

Sl. No.	Particulars	Marks Breakup	Maximum Marks
2	Firms having experience in handling stock audit in Retail Sector like Handloom, Handicraft & FMCG	a) Having conducted physical verification of stock in 3 or more Retail organisation during the last 5 years b) Having conducted physical verification of stock in less 1 or 2 more organisation outlets during the last 5 years	20
3	Gross Annual Turnover	a) Gross Annual Turnover of ₹ 50 lakh and above b) Gross Annual Turnover of ₹ 30 Lakh and above c) Gross Annual Turnover of ₹ 20 lakh and above	20 15 10
4	No. of Qualified Chartered Accountants as Partner/ Director	a) 5 marks for each qualified Partner/ Director who is an ACA b) 10 marks for each qualified Partner/ Director who is a FCA	20
5	No. of Assistants who are qualified Chartered Accountant	2 marks each per qualified Assistant	10
6	No. of Assistants who are intermediate passed	1 mark each per intermediate passed qualified assistant	10

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

#### 9) Financial Bid

- i. After the Technical Bids evaluation is completed, Financial Bid of only the technically qualified bidders will be open on the specified date and time (to be intimated later).
- ii. Bidders are required to fill up the Financial Bid ONLINE ONLY.
- iii. The bidder shall quote in figures as well as in words, the rate and amount figured by them in the financial bid.

- iv. The quoted amount shall include all taxes, duties, and cost of all statutory compliances. However, all applicable taxes or duties have to be mentioned separately as per statutory norms.

The fees shall be quoted as follows.

- a. Physical Verification of Stock of the Warehouse (Category A)
- b. Physical Verification of Stock – all locations in Kolkata (Category B – as per list attached)
- c. Physical Verification of Stock – Bagdogra Airport & Darjeeling (Category C)
- d. Physical Verification of stock – New Delhi (Category D)

No other cost like travelling allowance, hotel and lodging allowance, etc. will be paid. **Fees quoted should be exclusive of GST.** GST as applicable will be paid extra. Income Tax and other statutory taxes (if applicable) will be deducted as per rule.

### **10) Conditional Bids**

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

### **11) Award of Contract**

The job will be awarded to the successful Bidder through issue of an acceptance letter.

### **12) Validity of the Bid**

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

### **13) Right of Bid Rejection**

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

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

### **14) Termination**

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

- i) On the expiry of the contract period, without any notice.

Or

ii) On giving one month's notice at any time during the currency of services in case the services rendered by the Contractor are not found satisfactory and in conformity with the general terms and conditions of the contract and the standard prescribed for the services.

Or

iii) On Contractor being declared insolvent by the competent Court of Law without any notice.

### **15) Confidentiality**

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

### **16) Force Majeure**

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

### **17) Notices & Contact Information:**

All notices, queries, communication and submission of bids shall be addressed to:

**Managing Director Biswa Bangla Marketing Corporation Limited (BBMC Ltd.) Garia Commercial Complex, 105/1 Raja S C Mullick Road, Kolkata - 700084 Telephone No. 033 2962 3566 Email: info@biswabangla.in**

**Sd/-  
Managing Director  
Biswa Bangla Marketing Corporation Limited**



## Store, Kiosk and Warehouse Location and value of Stock as on 31.03.2025

### 1) CATEGORY A

Sl. No.	Location	Address	Value of Stock (₹)	Number of products
1	Warehouse (Category A)	Garia Commercial Complex, 105/1, Raja S C Mullick Road, Kolkata - 700084 Karigari Bhawan, Ground Floor, Action Area III, New Town, Rajarhat – 700160	8,49,14,100	1,89,000

### 2) CATEGORY B

Sl. No.	Location	Address	Value of Stock (₹)	Number of products
1	Domestic Airport Store at NSCBI Airport, Kolkata	NSCBI Airport, Domestic Departure Lounge, Dum Dum, Kolkata	1,67,86,200	13,971
2	International Airport Store at NSCBI Airport, Kolkata	NSCBI Airport, International Departure Lounge, Dum Dum, Kolkata	59,56,930	8,680
3	Dakshinapan Market Complex, Dhakuria, Kolkata	Dakshinapan Market Complex, Dhakuria, Kolkata,	1,39,82,380	9,780
4	Park Street	17 Park Street, Kolkata 700016	83,89,810	8,178
5	City Centre Salt Lake	City Centre, Salt Lake	69,17,250	7,954
6	Biswa Bangla Store at Spencer's South City	Spencer's South City, Anwar Shah Road, Kolkata - 700068	32,91,660	2,864
7	Kiosk at Sealdah Station	Sealdah Station	12,63,220	2,206
8	Kiosk at Misti Hub	Gate No 3. Eco Park, New Town	11,78,230	1,774
9	Kiosk at Alipore Museum	17, Judges Court Road, Kolkata – 700027	14,34,810	1,261
10	Kiosk at Dhano Dhanyo Auditorium	1, Thackeray Road, Alipore Police Line, Kolkata – 700027	16,91,470	1,454
11	Banglar Haat, Rupanna	Action Area I, New Town, Rajarhat, Kolkata – 700156	22,77,480	1,791

### 3) CATEGORY - C

Sl. No.	Location	Address	Value of Stock (₹)	Number of products
1	Bagdogra Airport	Bagdogra Airport, Airport Road, Bagdogra	35,00,725	4,177
2	Darjeeling Store	Darjeeling Mall Road	57,67,520	6,522
3	Kiosk at Siliguri	Mainak Tourist Lodge, Hill Cart Road, Siliguri	4,47,120	1,204

### 4) CATEGORY – D

Sl. No.	Location	Address	Value of Stock (₹)	Number of products
1	New Delhi	State Emporia Complex, Baba Kharak Singh Marg, New Delhi 110001	71,11,950	7,190

#### **Methodology to be adopted for conducting the stock audit**

1. All products in stock need to be counted for stock taking
2. All barcodes on production stock need to be scanned.
3. All products without bar codes need to be counted and taken stock of.
4. All damaged goods to be identified and separately reported.

**TECHNICAL BID – APPLICATION FORMAT (ANNEXURE – I)**

**FIRM/ORGANISATION/ COMPANY PROFILE**

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

Date:  
Place:

Signature of authorized person  
Full Name:  
Seal

**Details of at least Three (3) qualified Chartered Accountants who would be undertaking the Physical Verification of Stock**

Sl. No.	Name and Designation	Post Qualification Experience in completed years	Name of the Organisation(s) Audited	Number of Years with the present Firm/ Company/ Organisation	Areas of specialisation in Audit

Date:  
Place:

Signature of authorized person  
Full Name:  
Seal

**Brief Details of the Physical Verification of Stock Audit assignments of Central/ State PSUs completed in the last 5 years.**

Sl. No.	Brief Description of the Assignment	Year of Audit	No. of Offices Unit	No. of Staff Engaged by the Firm		Turnover in ₹ Crore	Central/ PSU State
				Qualified	Assistants		

Date:  
Place:

Signature of authorized person  
Full Name:  
Seal

## DECLARATION (ANNEXURE – II)

1. I \_\_\_\_\_ the authorised officer of the Firm/ Company/ Organisation and I am competent to sign this declaration and execute this Bid Document.
- 2) I have carefully read and understood all the terms and conditions of the Bid and undertake to abide by them.
- 3) The information/ documents furnished along with the Bid are true and correct to the best of my knowledge and belief. I/We am/ are aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my Bid at any stage without prejudice to any other rights that the Corporation may have under the Contract and Law.
- 4) I further undertake that the person(s)/ team deployed for Physical Verification of Stock will complete the assignment and they will not be removed from the task till its completion.

Date:

Place:

Signature of authorized person

Full Name:

Seal: