

**Notice Inviting Quotation**

Quotations in sealed envelope are invited on behalf of The West Bengal State Co-operative Bank Ltd from the firms having expertise of verification of accounts in respect of utilization of Govt. fund and assessment of performance as per milestone of the project of Farmer producer of the organization (FPO).

**Scope of work:**

Year	Components for Release	Milestones to be Completed Make	Instalment No.
1	Baseline survey, farmers mobilization, awareness and salaries for first quarter; 100% furniture & fixtures; 25% administrative expenses; 25% professional charges; 25% travel cost	Acceptance of Terms & Conditions and submission of necessary documents.	1
	Salaries for second quarter; 25% administrative expenses; 25% professional charges; 25% training & capacity building; 25% travel cost	Completion & submission of baseline survey report, group mobilization, awareness programmes, formation of FPOs, appointment of CEOs	2
	Salaries for third quarter; 25% administrative expenses; 25% professional charges; 25% training & capacity building; 25% travel cost	Completion of required awareness programmes, minimum farmer membership, Board constitution, FPO registration, business plan preparation, share capital mobilization	3
	Salaries for fourth quarter; 25% administrative expenses; 25% professional charges; 25% travel cost; balance of training & capacity building for Year 1	Submission of business plan for necessary approvals/licenses/permissions	4
2	Salaries for first quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Completion of all milestones for first year. Overall review of progress	5
	Salaries for second quarter; 25% of administrative expenses; 25% of professional charges; 25% of the provision made for training and capacity building; 25% of travel cost	Facilitation for availing of equity grant; exposure visits; statutory clearances facilitation to FPOs for business activities; registration of FPOs on e-NAM / other e-trading platforms including commodity exchanges (preferably during the quarter preceding harvest season)	6

	Salaries for third quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Appropriate number of institutional training programmes for BoDs and CEOs; first tranche of equity grant availed; sanction of credit by banks.	7
	Salaries for fourth quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; balance of the provision made for training and capacity building during Year 2 or actual, whichever is less	Minimum 50% business activities executed; credit facilitation with CGF coverage; review of business plan progress; trading activity on e-platforms.	8
3	Salaries for first quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Completion of all milestones for first year. Overall review of progress	9
	Salaries for second quarter; 25% of administrative expenses; 25% of professional charges; 25% of the provision made for training and capacity building; 25% of travel cost	Facilitation for availing of equity grant; exposure visits; statutory clearances facilitation to FPOs for business activities; registration of FPOs on e-NAM / other e-trading platforms including commodity exchanges (preferably during the quarter preceding harvest season)	10
	Salaries for third quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Appropriate number of institutional training programmes for BoDs and CEOs; first tranche of equity grant availed; sanction of credit by banks	11
	Salaries for fourth quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; balance of the provision made for training and capacity building during Year 3 or actual, whichever is less	Minimum 50% business activities executed; credit facilitation with CGF coverage; review of business plan progress; trading activity on e-platforms.	12
4	Salaries for first quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Completion of all milestones for first year. Overall review of progress	13
	Salaries for second quarter; 25% of administrative expenses; 25% of professional charges; 25% of the provision made for training and capacity building; 25% of travel cost	Facilitation for availing of equity grant; exposure visits; statutory clearances facilitation to FPOs for business activities; registration of FPOs on e-NAM / other e-trading platforms including	14

		commodity exchanges (preferably during the quarter preceding harvest season)	
	Salaries for third quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Appropriate number of institutional training programmes for BoDs and CEOs; first tranche of equity grant availed; sanction of credit by banks	15
	Salaries for fourth quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; balance of the provision made for training and capacity building during year 4 or actual whichever is less	Minimum 50% business activities executed; credit facilitation with CGF coverage; review of business plan progress; trading activity on e-platforms.	16
5	Salaries for first quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Completion of all milestones for second year; overall review of progress; issue of share certificates to share capital contributing members	17
	Salaries for second quarter; 25% of administrative expenses; 25% of professional charges; 25% of the provision made for training and capacity building; 25% of travel cost	Submission of audited statements of FPOs for Year 2; MoU and vendor registration as per Business Plan where such arrangements are envisaged; improving trading on e-platforms	18
	Salaries for third quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; 25% of the provision made for training and capacity building	Facilitation for availing second tranche of equity grant by the FPO; additional credit from banks for enhanced business with credit guarantee coverage	19
	Salaries for fourth quarter; 25% of administrative expenses; 25% of professional charges; 25% of travel cost; balance of the provision made for training and capacity building during year 4 or actual whichever is less	Execution of 75% business actions	20

The bidders having requisite experience in the field may apply subject to the following Terms & Conditions:

- 1) The bid should contain 02 (Two) packets i.e., Technical and Financial.
  - a. **Technical Packet** should contain Copy of NIQ Notice, valid Trade License, GST Registration Certificate, at least two work completion Certificate all duly authenticated under seal and signature
  - b. **Financial Packet** should contain rate quotation excluding GST. The rate should be quoted in the bidder's letter head pad

**Note:** After clearly mentioning the packet name and Bidder name in each packet, both of them should be put on another large packet **super scribed with** "verification of accounts in respect of utilization of Govt. fund and assessment of performance as per mile stone of the project of Farmer producer of the organization (FPO)". **in respect of NIQ No. HO/MD/NIQ/ FPO/3048/2025-26 dated 05/03/2026"**

- 2) The intending vendor may visit the FPO cell before submission of the quotation to assess the nature of job and site position.
- 3) Selected vendor shall perform the audit work in terms of the scope of work specified in the work order issued as per the fees agreed. The vendor shall perform the audit work on a quarterly basis for a period of 03 (three) years from the date of issue of work order as per the FEES agreed between the vendor and the Bank.
- 4) **That the sealed quotations to be reached to the Managing Director, The West Bengal State Co-operative Bank Ltd, Head Office, 24-A, Waterloo Street, Kolkata-700069 within 2:00 P.M. of 14.03.2026 and after that no quotation will be accepted.**
- 5) Technical Bid would be opened on **4:00 P.M. of 14.03.2026**. Interested bidder or its representative may attend with proper authorization.
- 6) Financial bids will be opened only for the technically qualified bidders.
- 7) That the payment will be made after completion of the job.
- 8) That the Bank reserves the right to modify the terms and conditions or even cancel the tender at any stage before awarding the contract without assigning any reason.

**Sujan Sarkar.**  
**Managing Director.**