



WEST BENGAL ELECTRICITY REGULATORY COMMISSION

Notice inviting Tender/ Request for Proposal

No. WBERC/C-24/2/549

Dated Kolkata 23 September, 2025

West Bengal Electricity Regulatory Commission (WBERC) invites proposals from eligible, experienced and reputable audit firms for empanelment to carry out intensive audit of its Distribution Licensees — West Bengal State Electricity Distribution Company Limited (WBSEDCL), CESC Limited (CESC), Damodar Valley Corporation (DVC) and India Power Corporation Limited (IPCL) in compliance with the order of the Hon'ble Supreme Court in Case Number Writ Petition (Civil) No.104 of 2014 and batch dated 06.08.2025. The objective is to carry out intensive audit of the circumstances in which these Distribution licensees have continued without recovery of the Regulatory Asset.

Key Information

- Tender Document: Available on WBERC website (www.wberc.gov.in) from 23rd September 2025.
- Bid Submission Start Date: 24th September 2025 11:00 Hrs (IST) [Please refer Calendar in WBERC website for list of working days]
- Cost of Tender Document: Nil.
- Earnest Money Deposit (EMD): INR 50,000/-.
- Pre-bid Queries Last Date: 8th October 2025, 15:00 Hrs (IST).
- Pre-bid Discussion: 14th October 2025 at 12:00 Hrs in the WBERC Office
- Uploading of Pre-bid clarifications in WBERC Website on 16th October 2025
- Last date of submission of bid: 31st October 2025, 15:00 Hrs (IST).
- Opening of Techno-Commercial Bids (Part A): 31st October 2025, 16:00 Hrs (IST).
- Opening of Price Bids (Part B): To be notified later.

Submission Address

Secretary, WBERC
Plot No AH/5 (2nd & 4th Floor)
Premises No: MAR16-1111, Action Area-1A
Newtown, Rajarhat, Kolkata - 700163.

Contact Details

Email: wberc99@gmail.com

Phone: +91-33-2962 3764, 3761, 3765

WBERC reserves the right to accept or reject any bid without assigning reasons. Detailed terms and conditions are available in the Tender Document.

Sd/-

Deputy Director (Engineering)
West Bengal Electricity Regulatory Commission

Instructions to Bidders (ITB)

1. General

- 1.1 West Bengal Electricity Regulatory Commission (WBERC) invites sealed bids from eligible and qualified bidders for empanelment to carry out intensive audit of distribution licensees (WBSSEDCL, CESC, DVC, IPCL).
- 1.2 The bidding process shall be governed by this ITB, the Request for Proposal (RFP), and all annexures issued under this RFP.

2. Eligibility of Bidders

- 2.1 The bidder(s) must meet all eligibility criteria specified in Section 4 of the RFP.
- 2.2 Joint ventures or consortiums are not permitted.

3. Cost of Bidding

- 3.1 The bidder(s) shall bear all costs associated with preparation and submission of the bid. WBERC will not be responsible or liable for such costs regardless of the outcome of the bidding process.

4. Clarifications

- 4.1 Prospective bidders requiring any clarification on the bidding documents may notify WBERC via email before the deadline for seeking clarifications.
- 4.2 WBERC will upload the clarification restricting to the contents of the RFP document in the website of the WBERC.

5. Bid Preparation

- 5.1 Bids shall be prepared in two parts: Part A (Techno-Commercial) and Part B (Price Bid).
- 5.2 Part A shall include covering letter, eligibility documents, methodology, CVs, and annexures as required, in a sealed envelope mentioning the details of the bidder and marked Part A.

5.3 Part B shall include the price bid in the prescribed format in a sealed envelope mentioning the details of the bidder and marked as Part B.

5.4 The bid shall be also accompanied with a sealed envelope marked as "EMD" containing EMD of Rupees 50,000/-.

5.5 All documents must be signed by an authorized signatory of the firm.

6. Bid Security (EMD)

6.1 An Earnest Money Deposit (EMD) of INR 50,000 must accompany the bid in the form specified in the RFP.

6.2 Bids without EMD shall be rejected.

6.3 EMD will be forfeited if the bidder withdraws, modifies or fails to submit the acceptance letter after 15 days from the date of award.

7. Submission of Bids

7.1 Bids must be submitted in hard copy and dropped in the Tender Box kept at the following address within the specified deadline:

Secretary, WBERC

Plot No AH/5 (2nd Floor)

Premises No: MAR16-1111, Action Area-1A

Newtown, Rajarhat, Kolkata – 700163

7.2 Late bids will not be accepted.

7.3 Part A, Part B and EMD must be sealed in separate envelopes and placed inside a larger envelope, clearly marked with tender number and name of the bidder.

8. Opening of Bids

8.1 Part A will be opened at the specified date and time in the presence of bidders' representatives who choose to attend.

8.2 Part B will be opened only for technically qualified bidders at a later date, as notified by WBERC.

9. Evaluation of Bids

9.1 Evaluation will be carried out as per criteria detailed in the RFP.

9.2 WBERC reserves the right to seek clarifications and additional information from bidders during evaluation.

9.3 Any tender found incomplete and/or non-responsive shall lead to outright cancellation of the tender.

9.4 Any engagement/involvement/assignment/appointment with the four Distribution Licensees mentioned in Clause 1.1 presently and during three preceding financial years will lead to cancellation of bid.

10. Award of Contract

10.1 The contract shall be awarded to the bidder declared as the L1 bidder and other qualified bidders who confer their consent to match the L1 price if the situation so warrants.

10.2 WBERC reserves the right to accept or reject any bid, annul the bidding process, or award partial work without assigning any reason.

11. Performance Security

11.1 The EMD of the bidders selected for empanelment shall be held as Performance Guarantee.

11.2 EMD of the unsuccessful bidders shall be refunded after finalization of the RFP.

12. Corrupt or Fraudulent Practices

12.1 Bidders shall observe the highest standard of ethics during the execution of the contract.

12.2 Any attempt to influence the evaluation process shall result in rejection of the bid and blacklisting.

12.3 Any evidence of collusion or formation of cartel shall lead to outright cancellation of the bid.

12.4 Canvassing in any form shall lead to outright cancellation of the bid.

13. Governing Law

13.1 The bidding process shall be governed by the laws of India and subject to the jurisdiction of courts in Kolkata.

West Bengal Electricity Regulatory Commission (WBERC)
Request for Proposal (RFP)
Empanelment of Audit Firms for Intensive Audit of Distribution licensees

Date: 23 September 2025

Tender No.: WBERC/C-24/2/549

1. Introduction

West Bengal Electricity Regulatory Commission (WBERC or Commission) invites proposals from eligible, experienced and reputable audit firms for empanelment to carry out intensive audit of its Distribution Licensees —West Bengal State Electricity Distribution Company Limited (WBSEDCL), CESC Limited (CESC), Damodar Valley Corporation (DVC) and India Power Corporation Limited (IPCL) in compliance with the order of the Hon'ble Supreme Court in Case Number Writ Petition (Civil) No.104 of 2014 and batch dated 06.08.2025. The objective is to carry out intensive audit of the circumstances in which these Distribution licensees have continued without recovery of the Regulatory Asset.

2. Tender / Bid Submission (Two-Part)

This is a two-part tender comprising:

Part A – Techno-Commercial Proposal;

Part B – Price Proposal.

Part A will be opened first and only those bidders who qualify in Part A will have their Part B opened.

3. Scope of Work

- A. Intensive audit of the circumstances in which these Distribution licensees have continued without recovery of the Regulatory Asset.
- B. Extant Regulatory Assets from its inception as per relevant orders issued by the Commission from time to time.
- C. Identify the source of funding for functioning and continuation of operation without recovery of the Regulatory Asset.

- D. Examination of relevant documents as may be felt necessary during the course of intensive audit.
- E. Preparation of interim and final reports with findings.

4. Eligibility & Qualification Criteria

Registered Chartered Accountant/Cost Accountant firm with at least 10 years in business

- a) At least 3 assignments in last 7 years from the date of publication of this RFP, involving audit of utilities engaged in Generation/Transmission/Distribution of electricity (Cumulative value \geq INR 20 lakhs for such assignments).
- b) Average turnover of INR 25 lakhs during three preceding financial years.
- c) Not engaged/involved/assigned/appointed in any capacity in the above mentioned four Distribution Licensees, presently and during three preceding financial years.
- d) Shall undertake not to take up any engagement/ involvement/ assignment/ appointment by the above mentioned four Distribution Licensees if selected for this empanelment for the intensive audit till completion of the said assignment.
- e) Not blacklisted or debarred in three preceding financial years.
- f) Adequate professional staff strength including experienced partners and managers.
- g) Capability for handling large-volume data and evidence preservation.
- h) Office or establishment in Kolkata.

5. Evaluation Methodology

The rate should be quoted on lumpsum basis. The bidder quoting the lowest rate shall be declared as the L1 bidder.

6. Price Matching Clause

- a) In the event that more than one technically qualified bidder is required for empanelment, WBERC reserves the right to adopt a price matching mechanism.
- b) Under this mechanism:
 - The L1 bidder's price shall be treated as the benchmark price.
 - Other technically qualified bidders (L2, L3, etc.) may be offered empanelment, provided they agree in writing to match the benchmark (L1) price.

- If any bidder declines to match, the opportunity shall pass to the next qualified bidder in order of ranking.
- c) The final empanelment may consist of multiple firms, all working at the L1 price, subject to their acceptance and Commission's approval.
- d) The allocation of assignments among empaneled firms shall be at the sole discretion of WBERC.

7. Payment Terms

Payments shall be milestone-based:

- a) 25% on submission of Interim Report;
- b) 25% on acceptance of submitted Final Report;
- c) 50% on successful presentation and closure.

8. Completion Time

- a) Zero date shall be the date of acceptance of the Letter of Award (LOA).
- b) Completion time shall be 60 days from the date of acceptance of Letter of Award (LOA).
- c) Interim Report shall be submitted within 30 days from the date of acceptance of Letter of Award (LOA).

9. Liquidated Damage

In the event of delay in completion of work, a sum equivalent to ½ % (half of one percent) per week subject to maximum of 5% of the awarded value shall be leviable as liquidated damage in form of deduction from amount payable in terms of the LOA.

10. Confidentiality & Data Security

The bidder(s) selected for intensive audit shall ensure confidentiality of all documents and implement security measures for data handling. Disclosure requires prior written approval from WBERC.

11. Conflict of Interest

The bidders must disclose any relationship in line with stipulation at Clause 4 (C).

12. Forms, Annexures and Templates

The bidders must submit forms and annexures as specified, including Covering Letter, Firm Profile, Turnover, Assignments, CVs, Technical Approach, Declarations, EMD Form, and Price Bid Format.

13. Price Bid – Format (Part B)

The price bid must include lump-sum fee, applicable taxes, and validity of at least 120 days.

14. Security & Performance Guarantee

Earnest Money Deposit (EMD): INR 50,000 (Rupees Fifty Thousand only) in the forms of Banker's cheque/Demand Draft drawn on scheduled Bank payable at Kolkata is to be submitted with the bid in a separate sealed envelope. Performance Guarantee: The EMD of the bidders selected for empanelment shall be held as Performance Guarantee.

15. Termination, Liability & Indemnity

WBERC reserves the right to terminate the contract for non-performance or breach. The bidder(s) selected for empanelment is liable for losses due to negligence or misconduct and shall indemnify WBERC.

16. Dispute Resolution & Governing Law

Disputes shall be resolved through arbitration in Kolkata under the Arbitration and Conciliation Act, 1996. This will have the jurisdiction of the courts in Kolkata and shall be governed by the appropriate laws in India.

17. Submission Instructions & Tender Schedule

Submission Address:

Secretary, WBERC
Plot No AH/5 (2nd & 4th Floor)
Premises No: MAR16-1111, Action Area-1A
Newtown, Rajarhat, Kolkata – 700163

Tender Timelines:

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- h) Opening of Price Bids (Part B): To be notified later.

18. Force Majeure

Neither the WBERC nor the selected bidder(s) shall be considered in breach of this Contract to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure comprising act of God, war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo rebellion, revolution, insurrection, or military or usurped power, or civil war, riot, commotion, strikes, contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly acts or threats of terrorism that arises after the acceptance of the LOA.

Bid Submission Form

RFP No.: WBERC/C-24/2/549

Tender for Empanelment of Audit Firms – Intensive Audit of Regulated Entities

1. Bidder Information

Name of Firm: _____

Address: _____

PAN: _____ GST No.: _____

Telephone: _____ Email: _____

Authorized Signatory: _____ Designation: _____

2. Eligibility Confirmation

- I. We confirm that our firm has more than 10 years of standing.
- II. We confirm that we have undertaken at least 3 assignments in last 7 years involving audit of utilities engaged in Generation/Transmission/Distribution of electricity (Cumulative value \geq INR 20 lakhs for such assignments).
- III. We confirm that our average turnover in the last 3 years is INR 25 lakhs during three preceding financial years.
- IV. We confirm that the bid shall remain valid for 120(one hundred twenty) days.
- V. We confirm that we are/were not engaged/involved/assigned/appointed in any capacity in the above mentioned four Distribution Licensees, presently and during three preceding financial years.
- VI. We confirm that we shall undertake not to take up any engagement / involvement / assignment / appointment in these above mentioned four Distribution Licensees if selected for empanelment for the intensive audit till completion of the said assignment
- VII. We confirm that our firm is not blacklisted by any government/regulatory authority in the last 5 years.
- VIII. We confirm compliance with all requirements stated in the RFP.

3. Documents Enclosed

Please tick (✓) the documents attached:

- [] Covering Letter (Annexure I)
- [] Firm Profile & Registration (Annexure II)
- [] Turnover (Annexure III)
- [] Similar Assignments List (Annexure IV)
- [] CV of Key Personnel(s) (Annexure V)
- [] Methodology & Work Plan (Annexure VI)

- [] Declaration on Blacklisting (Annexure VII)
- [] Conflict of Interest Declaration (Annexure VIII)
- [] Earnest Money Deposit (Annexure IX)
- [] Price Bid (Annexure X, in separate sealed envelope)

4. Earnest Money Deposit (EMD)

Details of EMD submitted: _____

Amount: As mentioned in RFP.

5. Declaration

We hereby declare that the information provided above is true and correct. We agree to abide by the terms and conditions of the RFP and WBERC's decisions during the evaluation process.

Date: _____ Place: _____

Signature of Authorized Signatory: _____

Name: _____ Designation: _____

Seal of Firm: _____

Annexure I - Covering Letter

Covering letter for submission.

Annexure II - Firm Profile & Registration

Details of firm registration, PAN, GST, office address(s), Contact Number(s), Email Id.

Annexure III - Turnover

Documents in support of turnover

Annexure IV - Similar Assignments

List of similar assignments.

Annexure V – CV of Key Personnel(s)

CV of key Personnel(s)

Annexure VI - Methodology and Work Plan

Intensive Audit methodology & workplan.

Annexure VII - Declaration regarding Blacklisting

Self-declaration of not blacklisted.

Annexure VIII - Conflict of Interest

Undertaking of no conflict of interest.

To
The Secretary, WBERC

We hereby declare that we are/were not engaged/involved/assigned/appointed in any capacity in West Bengal State Electricity Distribution Company Limited (WBSEDCL), CESC Limited (CESC), Damodar Valley Corporation (DVC) and India Power Corporation Limited (IPCL) presently and during three preceding financial years.

We further declare that we undertake not to take up any engagement / involvement / assignment / appointment in these above mentioned four Distribution Licensees if selected for empanelment for the intensive audit till completion of the said assignment.

We understand that in the event of failure to comply with the above, our bids/empanelment are liable for cancellation.

Seal and Signature of the Authorized Signatory

Annexure IX - EMD Form

Form for furnishing Earnest Money Deposit.

Annexure X - Price Bid

Particulars	Details
Name and details of the Bidder: -	
RFP reference number: -	
Lumpsum offered price (in figures and words): -	
Applicable Tax: -	
Note: - In the event of difference in amount between figures and words, the amount written in words shall prevail for the purpose of evaluation.	