

Queries and Concerns submitted by potential Bidders with reference to the Notice Inviting eTenders No. BBMCL/ACC/STK-AUDIT/2025-26/EOI01(e) at the Online Pre-Bid Meeting held on 10 April 2025, 3PM, in connection with Physical Verification of Stock in Biswa Bangla Showrooms, Kiosks and Warehouse

List of Participants	<ol style="list-style-type: none">1. CA Kusum Mishra, MGA & Associates2. Shri Dhrubajit Debnath, KGRS & Co.3. Shri Pradip Kumar Jana, DP Chatterjee & Co.4. Shri Varun Singha Ray, SBA Associates5. CMA Rinku Das Chowdhury, BG Chowdhury & Co.6. Shri Tamal Kumar Sen, Biswa Bangla Marketing Corporation7. Shri Nilay Kumar Aich, Biswa Bangla Marketing Corporation
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Serial No.	Query/Concern submitted by potential bidders	Proposed Reply
1.	Is the Auditors' firm intending in tender participation, required to have an office in Kolkata?	It is preferred that the firms participating in the Tender should have an office/ branch in Kolkata for ease of communication.
2.	Are Cost Accounting firms eligible to apply?	Yes, Cost Accounting firms are also eligible to participate in the tender. CAG empanelment for Cost Accountant firms is not required.
3.	What is the period of Audit?	Currently for 1 year.
4.	Whether both value and quantity need to be certified?	Yes, both value and quantity of stock needs to be certified.
5.	What will be the breakup of points in point No. 2 of the Tender Evaluation Criteria as mentioned in the Notice Inviting e-Tenders?	Scoring will be as follows 1) Having experience of conducting physical verification of stock in 3 or more Retail organisation – 20 marks Having experience of conducting physical verification of stock in 1 or 2 Retail organisation – 10 marks
6.	Will the whole Audit consignment be allotted to one firm?	Audit consignments will be allotted to the L1 bidders respectively for Category A, B, C, D as mentioned in the Notice Inviting e-Tenders.

7.	Is the firm conducting Audit, allowed to change the personnel involved in the Audit process?	Unless there is any exigency, Audit firms are not allowed to change the personnel conducting Stock Audit of BBMC. Adequate laptop should be provided to the audit team for conducting the audit.
8.	Are graduate personnel allowed to be engaged in the Stock Audit process by the qualifying firms?	There is no bar in engaging graduate personnel but the team should have a qualified Chartered/ Cost Accountant in the lead.
9.	Whether physical counting of stock is required?	Physical counting of stock not required. Barcode on products need to be scanned and the same should be tallied with the reports from the software currently in use in the organisation.
10.	Is there any format for submission of Audit Report?	Format for submission of Audit Report will be intimated at the time of issue of Work Order.
11.	How to submit the financial bid?	Financial Bid will be submitted separately for each of the Category A, B, C, D as mentioned in the Notice Inviting e-Tenders.
12.	Will the qualified firm be enlisted for a 3-year period?	Firms selected will be empanelled for a period of 3 years. Management will have the right to call fresh tender in future for empanelment.
13	Nature of Products	The nature of products are of 3 categories:

		<ol style="list-style-type: none">1) Handloom items – saree, readymade garments, home furnishing items. etc.2) Handicraft items – showpiece items made of dokra, shola, wood, terracotta, etc.3) FMCG products – food items like Kasundi, Nalen gur tubs and packets, Tea caddy, Honey, Attar, notebooks, etc.
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