



BIHAR STATE HOUSING BOARD

बिहार राज्य आवास बोर्ड

No. BSHB/Accounting/NIT BSHB/2022-23/04

Date: 28/06/22

Appointment of CA Firm for Internal Audit of Bihar State Housing Board (BSHB) for the financial year 2021-22

Bihar State Housing Board (BSHB) seeks to invite Proposal from CA firms for providing their services for the Internal Audit of BSHB for the financial year 2021-22.

The scope of work is to conduct Internal Audit of BSHB for the financial year 2021-22. Deliverables along with timelines for the Internal Audit Services will be as follows:

Sl.	Deliverable	Timeline
1	Audit Report	Within 30 days
2	Final Report	Within 15 days of receiving comments from BSHB

Terms of Payment –60% on submission of Audit Report and 40% on acceptance of final Audit Report in the Board Meeting.

The Technical and Financial bids should be submitted in separate sealed envelopes and must reach the office of Secretary, Bihar State Housing Board, 6 Sardar Patel Marg, Patna - 800015 by 19th July 2022 at 15:00 Hrs.

The eligibility criteria and other details (RFP) for the above assignment can be downloaded from website www.bshb.bihar.gov.in.

The Technical bids will be opened at 20th July 2022 at 15:00 Hrs, in the office of Secretary, BSHB in the presence of bidders.

The date of opening of Financial Bids will be intimated later on.

The validity of bid should be 180 days. Work will be awarded on the basis of lowest financial bid of technically qualified bidders. BSHB reserve the right to accept or reject any or all of the proposals without assigning any reasons.


Secretary

Bihar State Housing Board


Receiver



Bihar State Housing Board
बिहार राज्य आवास बोर्ड



REQUEST FOR PROPOSAL
FOR
APPOINTMENT OF CHARTERED ACCOUNTANTS FIRM FOR INTERNAL AUDIT
OF BIHAR STATE HOUSING BOARD FOR THE FINANCIAL YEAR 2021-22

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Notification for Request of Proposal

Ref: BSHB/Accounting/NIT BSHB/2022-23/04

Date: 28/06/2022

To,

All Prospective Applicants

Sub: “Appointment of Chartered Accountants Firm for Internal Audit of Bihar State Housing Board (BSHB) for the Financial Year 2021-22”

Sir,

The Bihar State Housing Board (BSHB) invites proposals for **“Appointment of Chartered Accountants Firm for Internal Audit of Bihar State Housing Board (BSHB) for the Financial Year 2021-22”**.

The Background Information and Terms of Reference for Internal Audit of BSHB are provided in Chapter 2 of the Request for Proposal (RFP). This RFP is available to all eligible Chartered Accountants firms.

The Firm will be selected through procedures described in this RFP, in accordance with the policies of the Government of Bihar.

The RFP includes the following documents:

Chapter 1 - Datasheet

Chapter 2 -Terms of Reference

Chapter 3 -Instruction to the Applicants

Chapter 4 -Submission & Evaluation of the Proposal

Chapter 5 - Technical & Financial Submission Forms

The deadline for receipt of proposals shall be on the date mentioned in Notice Inviting Request for Proposals.

BSHB reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Managing Director

Bihar State Housing Board

6, Sardar Patel Marg,

Patna - 800 015

1. DATA SHEET

Sl. No.	Information to Applicants
1	<p>Name of the Client: Bihar State Housing Board (BSHB), Govt. of Bihar (GoB)</p> <p>Name of the Assignment: “Appointment of Chartered Accountants Firm for Internal Audit of Bihar State Housing Board (BSHB) for the Financial Year 2021-22”</p> <p>Details on the services to be provided: As Mentioned in Terms of Reference (ToR) under Chapter 2 of the RFP.</p>
2	Financial Proposal to be submitted together with Technical Proposal: Yes
3	<p>The address for Communication:</p> <p>Managing Director Bihar State Housing Board 6, Sardar Patel Marg Patna - 800 015 Phone: 0612-2217992, 9473197743 Fax: 0612-2217605 Email: mdbshb@gmail.com, Website: www.bshb.bihar.gov.in</p>
4	Proposal shall remain valid for a period not less than 180 days from the Proposal date. BSHB reserves the right to reject any Proposal, which does not meet the requirement.
5	The RFP is available for download, free of cost, at www.bshb.bihar.gov.in . All bidders must submit a sum of Rs. 2,000 /- (Rupees Two Thousand only) as the bidding fee (Non-Refundable) and Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft favoring “Bihar State Housing Board” payable at Patna , as Bid Security (Refundable) along with their proposal as per the conditions outlined in this RFP.
6	The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP)
8	Association with other agency/ firms/consultants as a consortium or a sub-consultant for this assignment are not allowed under the assignment.
9	Under contract the Firm’s payments are as mentioned in Terms of Reference (ToR). It is expected that Firm will quote its Fee considering all requirements for satisfactory performance of the services which are included in ToR.
10	Amounts payable by BSHB to the Firm under the contract shall be subjected to local taxes if any. The BSHB will pay Goods & Service Tax, on prevailing rates as applicable on the services.
11	Proposals must be submitted not later than the following date and time: Date 19th July 2022, Time 15:00 Hrs.
12	Eligibility Criteria: As per mentioned in the ToR Chapter 2.
13	Evaluation Criteria: Technical Proposals shall be evaluated on the basis of the criteria provided the RFP. Method of selection: The selection is based on Least Cost Method and further details on the evaluation process are specified in Chapter 4.
14	Expected date for commencement of services: Within a week of issue of work allotment letter.
15	The duration of the assignment: The agency will be required to provide the desired services and complete the assignment within one month.
16	RFP is available for download from bshb.bihar.gov.in
17	No liability will be accepted by BSHB for downloading incomplete document(s).BSHB reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

2. TERMS OF REFERENCE

2.1 Background

Bihar State Housing Board (BSHB) is a state level organization with the mandate to provide housing for all, including economically weaker sections of the society. The Board has been engaged in development of integrated housing colonies with all facilities like sewerage, drainage, water supply, roads, electrification, shops and other infrastructure facilities. BSHB was created in 1972 through an ordinance. The Bihar State Housing Board Act came into force in 1982. It operates under the administrative control of Urban Development & Housing Department, Government of Bihar. **It has its headquarters in Patna and has 8 division offices across the State.**

BSHB seeks to invite Proposal from *Chartered Accountants firms* meeting the minimum eligibility criteria for providing their services for the Internal Audit for the financial year **2021-22**.

2.2 Objective of the RFP

This RFP issued by BSHB seeks to invite proposals from interested bidders for selection of Chartered Accountant firms for the Internal Audit of Financial Year 2021-22.

The objective of the audit is to ascertain that:-

- a) To ensure that the Financial and operating information is accurate and reliable.
- b) To review the efficacy, adequacy and applications of accounting, financial and operating controls and thereby ensuring the accuracy of the books.
- c) To verify that the system of internal check and control is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations, misapplications and loss of assets of the BSHB.
- d) To identify areas of significant inefficiencies in existing systems and to suggest necessary remedial measures.
- e) To verify that the policies, procedures, plan, laws and regulations which is applicable on the entity are complied with.

The Audit will be carried out in accordance with the Standards of internal audit (Internal Auditing Standard Boards) issued by the institute of Chartered Accountants of India in this regard. The auditor should accordingly plan and perform the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit.

In conducting the audit special attention should be paid to the following:

- f)
 - i) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls, level of compliance with established policies, plans and procedures, reliability of accounting systems, data and financial reports, methods of remedying weak controls verification of assets and liabilities, a specific report on these aspects would be provided by the auditor as part of the management letter.
 - ii) Funds have been spent in accordance with the conditions laid down by BSHB from time to time with due attention to economy and efficiency and only for the purpose for which the financing was provided.
 - iii) All necessary supporting documents, records and accounts have been kept in respect of all financial and non-financial transactions.

2.3 Scope of Service

The broad scope of work is to manage operations as given below, however, not limited to the following:

- a. Review and analyze existing accounting system in BSHB;
- b. Examine the relevant Accounting Standards and accounting practices being adopted in similar organizations wherein double entry accrual accounting has been implemented.
- c. Review the accounting Policies and Accounting procedures for BSHB.
- d. Review and analyze internal audit reports and C&AG audit reports and incorporate recommendations provided in these reports to update financial statements and rules and chart of accounts etc.;
- e. Assist in strengthening the accounting system and assist in preparation of Financial Statements for financial year under scope.
- f. The auditor should rectify all matters related to accounting and taxation of Bihar state housing board found during audit and submit the rectified financial statement/report to the authority including Receipt & Payments Account, Trail Balance, Income & Expenditure Accounts/Profit & Loss Accounts, Balance sheet, Inter Unit Reconciliation Statement, Statutory Liabilities Reconciliation Statement, Bank Reconciliation Statements, Fund Flow and Cash Flow Statement, Other statements necessary for finalization of internal audit report.
- g. Design the formats for different accounting requirements;
- h. To ensure that objectives as mentioned under objective clause 2.2 of this RFP has been met.

The audit report should include the observation on the internal control issues as under;

- a. Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit.
- b. Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement.
- c. Report on the level of compliance with the financial internal control and procedures.
- d. Report on the scope of services as per RFP.
- e. Report include risk implication and root cause on the observation made and
- f. Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the BSHB.

2.4 Time Period

Upon selection, the Firm will be required to complete the desired services within a period of One month after signing the Agreement with BSHB and the selected firm will be required to complete the services concerned within time as mentioned hereinabove, failing which performance security of the said firm will be seized, it's contract will be cancelled and the firm concerned will have to compensate the Bihar State Housing Board for the loss and damage (if any) occurred to the Bihar State Housing Board on account of failure by the said firm to complete the concerned service within time and the concerned selected firm will also have to give an affidavit in this regard.

2.5 Firm Experiences

The Firm eligible for the selection process must satisfy the following eligible criteria:

- a) The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN number) and Goods & Service Tax Registration [To provide all Certificates of Registration];
- b) The Firm should have been in operation for at least 10 years after its registration;
- c) The Firm should have at least Five (5) partners and 10 Chartered accountants in total.
- d) The Firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India;
- e) Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2021 must be equal to or more than Rs. 1 crore [To provide copies of audited Financial Statements for all the 3 years and a certificate of average annual income in the last 3 financial years];
- f) Bidder should have experience in at least 3 assignments of internal audit at PSUs entities in last 5 years. [Must submit copy of appointment letter/ work order etc.]
- g) The firm should have an office in Patna.

2.6 Payment Terms

Terms of Payment -60% on submission of Audit Report and 40% on acceptance of final Audit Report in the Board Meeting.

2.7 Performance Security

The Firm will furnish within 5 days of the issue of letter of Acceptance (LOA) for assignment specific contract, an Account Payee Demand Draft/ Fixed Deposit Receipt/ Unconditional Bank Guarantee (in BSHB format) in favour of 'Bihar State Housing Board' payable/en-cashable at Patna, from any nationalized or scheduled commercial bank in India for an amount of 10% of Contract value Performance Security valid for a period of six (6) months beyond the stipulated date of completion of services. The Bank Guarantee will be released after six months of successful completion of the assignment.

3. INSTRUCTION TO THE APPLICANTS

3.1 General

In preparing their Proposals, applicants are expected to examine in detail the documents comprising this RFP Document. Material deficiencies in providing the information requested may result in rejection of an applicant. The Applicants are requested to submit the proposal and all their correspondence in English.

3.2 Number of Applications

Each applicant is eligible to submit one proposal in the format prescribed in the RFP.

3.3 Proposal Validity

The Proposal shall remain valid for acceptance by the BSHB for a period of 180 days from the proposal date. In case of need BSHB may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

3.4 Association of consultants and Sub-Consultants

Association with other firms as Associates or Joint Venture arrangement or Consortium or a sub-consultant is not allowed under the assignment.

3.5 Confidentiality

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant(s) / Successful Applicant(s) shall not be disclosed to any person who is officially not concerned with the process or is not a retained professional advisor advising BSHB in relation to, or matters arising out of, or concerning the process. BSHB shall treat all information submitted as part of proposal as confidential and shall require all those who have access to such material to treat the same in confidence. BSHB shall not divulge any such information unless it is ordered to do so by any authority that has power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or BSHB.

3.6 Litigation History

Any entity which has been barred/blacklisted by the Central/ State Government, or any entity controlled by it, from participating in any assignment/ project, and the bar subsists as on the date of Application (even if the litigation is pending on the same dispute (barred / blacklisted) under the jurisdiction / arbitration/ laws), would not be eligible to submit Application, either individually or as an associate.

3.7 Conflict of Interest

The Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the selection process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, BSHB shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the BSHB and not by way of penalty for, inter alia, the time, cost and effort of the BSHB, including consideration of such Applicant’s Application (the “Damages”), without prejudice to any other right or remedy that may be available to BSHB under the agreement or otherwise.

3.8 Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained herein, BSHB may reject an application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the selection process.

Without prejudice to the rights of BSHB hereinabove, if the Applicant is found by BSHB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, such Applicant shall not be eligible to participate in any EOI/ RFP issued by BSHB during a period of 2 (two) years from the date such Applicant is found by BSHB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case maybe.

For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the selection process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the BSHB who is or has been associated in any manner, directly or indirectly, with the selection process or the LOA or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the BSHB, shall be deemed to constitute influencing the actions of a person connected with the selection process); or (ii) engaging in any manner whatsoever, whether during the selection process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical adviser of the BSHB in relation to any matter concerning the Project;
- b. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the selection process;
- c. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the selection process;
- d. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the BSHB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a Conflict of Interest; and
- e. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the selection process.

4. SUBMISSION & EVALUATION OF THE PROPOSAL

4.1 Submission of Proposal

The Proposal shall be submitted in sealed envelopes as marked below. The Applicant shall submit its Proposal in the following covers:

- **Envelope 1** - “Technical Proposal for Appointment of Chartered Accountants Firm for Internal Audit of Bihar State Housing Board (BSHB) for the Financial Year **2021-22**”
- **Envelope 2** - “Financial Proposal for Appointment of Chartered Accountants Firm for Internal Audit of Bihar State Housing Board (BSHB) for the Financial Year **2021-22**”
- **Envelope 3** - Bid security in the form of Demand Draft

The information “Technical Proposal” and “Financial Proposal” should be specifically mentioned on the cover of respective envelopes. The format of covering letter for technical and financial proposal is given in Chapter 5.

All parts of the Proposal (sealed Envelope 1, 2 and 3) marked as above, shall be placed in a sealed outer envelope or a box, with the following inscription:

“Appointment of Chartered Accountants Firm for Internal Audit of Bihar State Housing Board (BSHB) for the Financial Year 2021-22”

Submitted by: _____ (Name & address of the company)
Submitted To:

**Managing Director
Bihar State Housing Board
6, Sardar Patel Marg
Patna- 800 015
Tel: (0612) 2217992
Fax No.: (0612) 2217992**

The Applicant can submit the Proposal by registered post/ courier or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Proposal for any reason will be entertained. Any Proposal received by BSHB after the deadline for submission of the Proposals stipulated, shall not be opened.

4.2 Content of the Proposal

4.2.1. Technical Proposal

The Proposal shall necessarily comprise the following:

- Profile of the Firm
- Experience in providing similar services
- Detailed profile of proposed team members
- Turnover of the firm

The formats of the Technical Proposal to be submitted as per the requirement of the Technical & Financial formats provided in Chapter 5 of the RFP. In case of non-compliance with the formats marks may be deducted.

4.2.2 Financial Proposal

The agency is required to submit the Professional Fee quote for conducting Internal Audit. The Financial Proposal to be submitted in the format provided in the Chapter 5 (Fin - 1).

4.3 Evaluation Method

The detailed evaluation methods for Technical and Financial proposal are specified below.

4.3.1 Evaluation of Technical Proposal

Technical proposals of all bidders which meet the basic requirements (i.e. timely submission, bid security, sealing of application etc.) would be taken up for evaluation as per the technical bid evaluation criteria. All applicants scoring **75 or above marks** would be technically qualified and would only move into the next stage of financial evaluation. The technical evaluation shall be carried out on the following criteria:

Detailed Evaluation:

S. No	Parameter	Max. Marks
	<ul style="list-style-type: none"> Firm's existence in years after its registration: (Copy of Registration Certificate) 10 Years but less than 15 years: 60% 15 Years but less than 20 years: 80% 20Years & Above :100% 	25
	Total number of Partners & CA in the Firm: 10 to 12- 60% More than 12 but up to 15- 80% More than 15-100%	25
	<ul style="list-style-type: none"> Agency's Average Turnover in last 3 Financial Years: 1 crore to 1.5 crore – 60% More than 1.5 crore but up to 2 crores-80% More than 2 crores-100% 	25
	<ul style="list-style-type: none"> No. of Internal audit assignments at PSUs entities in last 5 years: 3 to 5: 60% 6 to 10: 75% > 10:100% 	25
TOTAL		100

Evaluation would be done on the basis of supporting documents submitted along with the technical proposal.

4.3.2 Evaluation of Financial Proposal

The envelope containing the financial proposal shall not be opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened who obtain minimum qualifying marks / standards prescribed for the technical proposal.

4.3.3 Final Evaluation

Final selection of the firm shall be as per Least Cost method.

The evaluation shall be carried out in full conformity with the RFP.

4.4 Last date of submission of the Proposal

The Proposals must be received by BSHB not later than **19th July 2022 at 15:00 Hrs.** at the following address:

Managing Director
Bihar State Housing Board
6, Sardar Patel Marg,
Patna - 800 015
Tel: 0612-2217992
Facsimile: 0612-2217605

4.5 Date of Proposal opening

The proposal will be opened for evaluation on **the Proposal Submission due date at 15:00 hours** in the BSHB office, Patna in the presence of Managing Director **on 20th July, 2022**. The authorized representatives of the firms (Applicants) may choose to attend the proposal opening. The authorized representatives must carry authorization letter, if they wish to attend the proposal opening. The evaluation of the proposal will be held subsequently in the BSHB.

The Applicants who qualify as per technical evaluation would be intimated in the due course.

5. SUBMISSION FORMS

Form Tech - I: Proposal Covering Letter

FORM TECH I

[Location, Date]

To,
Managing Director
Bihar State Housing Board
6, Sardar Patel Marg,
Patna - 800 015

Dear Sir,

We, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal for the same.

We are submitting our Proposal in our own individual capacity without entering into any association / as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from project specific contract and contract negotiations.

We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal you receive nor to select the firm, without incurring any liability to the Applicants. We acknowledge the right of BSHB to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We shall make available to BSHB any additional information it may find necessary or require to supplement or authenticate the Proposal.

We certify that in the last three years, we/ any of the members have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

We declare that:

- a. We have examined and have no reservations to the RFP Documents issued by BSHB;
- b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by

Or any agreement entered into with BSHB or any other public sector enterprise or any government, Central or State; and

- c. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We declare that We/any member of the firm, are/is not a Member of a/any other firm applying for Selection.

We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the services for the assignment or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our member.

We further certify that no investigation by a regulatory authority is pending against us or against any of our Partners/ employees.

We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by BSHB and / or the Government of India in connection with the Selection of Firm or in connection with the Selection Process itself in respect of the above mentioned Project.

We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, I/We shall have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened.

We agree to keep this offer valid for 180 days from the Proposal Due Date specified in RFP.

In the event of my/our being selected, I/We agree to enter into an Agreement for the assignment awarded to us by the BSHB.

We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form Tech - II: Particulars/ Details of the Firm

FORM TECH II

[Provide here a brief description of the background of your firm for this Assignment/job. The brief description should include both functional and sectoral experiences of the applicants. **It should not exceed more than 6 pages.**]

S. No	PARTICULARS	Supporting Documents required to submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
3	Head Office	Phone No: Email: Mobile of Head Office In-charge:
4	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Phone No: Email: Mobile of Branch Office In-charge:
5	Firm Income Tax PAN No.	Attach copy of PAN card
6	Firm Goods & GST Registration No.	Attach copy of Registration
7	Registration No. with ICAI	Copy of registration certificate
8	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit.
9	No. of Years of Firm Existence & Date of establishment of Firm	Attested copy of Certificate of ICAI
10	Turnover of the Firm in last three years	Attach balance sheet of the last three years or a C.A. Certificate.
11	Audit Experience of the Firm: No. of audit assignments of Internal Audit at PSUs entities in the last 5 years.	Copy of the Offer Letter
12	Details of Partners:	Attested copy of Certificate of ICAI

Form Tech III - Details of Full Time Partners / Semi-qualified Staffs of the firm

(A) Details of Full Time Partners of the firm

S.No	Name of the Partner /	Member ship No.	Whether FCA /ACA	Date of Joining the firm (full time)	Date of becoming FCA	Educational Qualification	Area of Key Expertise	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

(B) Details of Semi-qualified Staff (including Article Clerks etc)

S.No	Name of the staff	Length of Association with the Firm	Educational Qualification	Area of Key Expertise	Relevant Experience	Remarks

[Documentary proof, as previously indicated, to be submitted]

Form Tech - IV: Company's Professional Income

[Using the format below, provide the company's Average Annual Income in the last 3 financial years ended on 31st March 2021.]

Particulars	Year 1	Year 2	Year 3	Average Annual Income
Annual Income* (in Rs. Crores)				

*i.e. Gross Professional Fees earned during the year

Fin 1 - Financial Proposal Covering Letter

(To be placed in the sealed cover containing financial bid)

[Location, Date]

To,
Managing Director
Bihar State Housing Board
6, Sardar Patel Marg,
Patna - 800 015

Dear Sir,

We, the undersigned, offer to conduct “**Internal Audit of Bihar State Housing Board (BSHB) for Financial Year 2021-22**” in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures¹*] is fee for the services to be provided. This amount is inclusive of GST.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 1.5 of the Data Sheet.

We understand that you are not bound to accept any Proposal you receive.

Thanking you,

Sincerely,

Authorised Signature [In full]:

Name and Title of Signatory:

Name of Applicant:

¹ Amounts must coincide with the ones indicated under Total in Form FIN- 2 - i.e. Total Fees including GST.

Fin 2- Summary of Costs

Sr. No.	Description of Services	Fees	
		Rs. (in figures)	Rs.(in words)
A.	Fees for Conducting Internal Audit		
B.	Add: GST as per prevailing rates		
C.	Total Fees including Goods &Service Tax		