



BIHAR STATE HOUSING BOARD

6, Sardar Patel Marg, Patna-15



Govt. of Bihar

Short Notice Inviting Quotation Through E-procurement mode- www.eproc.bihar.gov.in

No.- BSHB-/2022-23/03

| S.No | Information to Bidders |
|------|--|
| 1 | Name of the Client: Bihar State Housing Board (BSHB), A Govt. of Bihar Undertaking Name of the Assignment: "Selection of Chartered Accountant Firms for outsourcing of accounting and financial management services in Bihar State Housing Board." Details on the services to be provided: As Mentioned in Terms of Reference (TOR) under chapter 2 of the RFP. |
| 2 | Financial Proposal to be submitted together with Technical Proposal: Yes |
| 3 | There shall be a pre-proposal meeting as under:- Date and Time: 15 th June, 2022 at 3:00 P.M Venue: Bihar State Housing Board The Address for clarification is : Secretary, Bihar State Housing Board (BSHB) 6, Sardar Patel Marg, Patna – 800 015 Phone: 0612-2217992, Fax: 0612-2217605 Email: mdbshb@gmail.com, Website: www.bshb.bihar.gov.in |
| 4 | Last date for proposal submission is 21 st June, 2022 at 3:00 P.M |
| 5 | Tender opening date is 22 nd June, 2022 at 3:00 P.M |
| 6 | Proposals must remain valid for 90 days from the submission date. |
| 7 | The Non-refundable Bid Cost and refundable bid Security Rs 5,000 (Rupees Five thousand only) and Rs. 1,00,000/- (Rupees One Lakh only) to be submitted as mentioned in the data sheet. |
| 8 | The Bid processing fee to be paid through online mode i.e internet payment gateway. |
| 9 | All the information/corrigendum/addendum related to the tender shall be published on eproc portal. The authority shall have the right to reject the bid partially or fully without assigning any reason what so ever |

For further details please visit website www.state.bihar.gov.in/prdbihar

PR. No. 3283 (NI.NI) 2022-23

SECRETARY
BSHB, Patna

नशे की मार, बर्बाद करे सुखी परिवार।

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services



BIHAR STATE HOUSING BOARD

बिहार राज्य आवास बोर्ड

Sardar Patel Marg, Patna – 800 015

Phone: 0612-2217992, Fax: 0612-

2217605 Email: mdbshb@gmail.com

Website: www.bshb.bihar.gov.in

Request for Proposal for

**"Selection of Chartered Accountant Firms for outsourcing of
accounting and financial management services in Bihar State
Housing Board"**

RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services**Short Notice Inviting Quotation
Through E-Procurement Mode**

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02.6.22
SECRETARY
BSHB, Patna

Disclaimer

The information contained in this request for proposal document(" RFP Document") or subsequently provided to Bidder(s), whether verbally or in documentary form or otherwise by Bihar State Housing Board, (BSHB), A Government of Bihar Undertaking or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP Document and such other terms and conditions subject to which such information is provided.

The RFP Document is neither an agreement nor a binding offer by BSHB to the prospective Bidders or any other person. The purpose of this RFP Document is to provide pre-qualified interested parties with information to assist in the formulation of their Proposal pursuant to this RFP Document. This RFP Document includes statements, which reflect various assumptions and assessments arrived at by BSHB in relation to the Project. Such assumptions and statements do not purport to contain all the information that each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for BSHB, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. The assumptions, assessments, statements and information contained in this RFP Document may not be complete, accurate, adequate or correct. Each Bidder shall conduct its own investigations and analysis and shall check the accuracy, adequacy correctness, reliability and completeness of the assumption, assessments and information contained in this RFP Document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BSHB, its employees and advisors, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

BSHB, its employees and advisors make no representation or warranty, express or implied, and shall have no responsibility or liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP Document and any assessment, assumption or information contained therein or deemed to form part of this RFP Document or arising in any way with evaluation of Bidders or selection of the Successful Bidder in the Bidding Process.

The BSHB, its employees and advisors, also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP Document.

BSHB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP Document does not imply that BSHB is bound to select a Bidder for implementing the Project and BSHB reserves the right to reject all or any of the Proposals/Bids or withdraw or cancel the RFP Document or annul the Bidding Process at any time without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BSHB or any other costs incurred in connection with or relating to its Bid. All such costs and expenses shall remain with the Bidder and the BSHB, its employees and advisors, shall not be liable in any manner whatsoever for the same and for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services
Notification for Request of Proposal

Date:

To,
All Prospective Bidders

Sub: "Selection of Chartered Accountant Firm for outsourcing of accounting and financial management services in Bihar State Housing Board"

Sir,

The Bihar State Housing Board (BSHB) invites proposals for **"Selection of Chartered Accountant Firms for outsourcing of accounting and financial management services in Bihar State Housing Board"**

The Background Information and Terms of Reference of the proposal are provided in **Chapter 2** of the Request for Proposal (RFP). This RFP is available to all eligible Chartered Accountant Firms involved in accounting and financial management services.

A Firm will be selected under Quality Cost Based Method (QCBS) and procedures described in this RFP, in accordance with the policies of the Govt. of Bihar.

The RFP includes the following documents:

Chapter 1 – Datasheet

Chapter 2 – Terms of Reference

Chapter 3 – Instruction to bidders

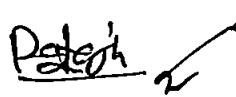

Chapter 4 – Submission & Evaluation of the Proposal

Chapter 5 – Technical & Financial Submission Forms

A Pre-proposal meeting will be held on the date notified in Notice Inviting Request for Proposals wherein all issues/clarifications sought by bidders will be discussed and finalized. The deadline for receipt of proposals shall be on the date mentioned 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.

Secretary
Bihar State Housing Board

DATASHEET

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| 4 | Proposals must remain valid for 90 days from the submission date. |
| 5 | The Bid cost and Security amount is as under in prescribed format: Rs 5000/- (Rupees Five Thousand only) non-refundable as bid cost and Rs. 1,00,000/- (Rupees One Lakh only) for bid security to be submitted in the form of DD in favor of Managing Director, Bihar State Housing Board and original DD should be submitted to the BSHB office on or before proposal due date submission. Further, scan copy of DD must be attached with the technical proposal uploaded on eproc portal. |
| 6 | Consortium and Joint Ventures with other Firms for this assignment are NOT permitted. |
| 7 | Under this contract the payments for the services of Chartered Accountants Firm will be made as per the Terms of Reference (ToR). It is expected that the Firm will quote its fee after considering all requirements for satisfactory performance of the services specified in this ToR. |
| 8 | Amounts payable by BSHB to the Firm under the contract shall be subjected to local taxes if any. The BSHB will pay GST, on prevailing rates as applicable on the consultancy charges. |
| 9 | <p><u>The Consultants shall submit the Proposals only online on the Eproc Portal and Manual submission of Proposals is not permissible.</u> The Consultant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms.</p> <p>An authorized representative of the Consultant shall digitally sign the Proposal submission letters in the required formats for both the Technical Proposal and the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal. The digitally signed and encrypted Technical and Financial Proposals shall be uploaded in respective folders in the Procurement Portal as mentioned below, using valid DSC.</p> <p>The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in the Data Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server.</p> <p>Once the Proposal is uploaded on the Portal, the system will generate a unique identification</p> |

(Signature)

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services

| | |
|----|---|
| | <p>number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission.</p> <p>Other requirements are specified below: The Consultants must have Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the selection process. The Consultant may use their DSC if they already have. They can also obtain DSC from any of the Government of India's authorized Certifying Authorities. For user-id they have to get registered themselves on e-procurement website and submit their Proposals online on the same. Offline bids shall not be entertained by the Client.</p> <p><u>Last date for Proposal Submission is 21st June, 2022 at 3:00 PM.</u></p> |
| 10 | Eligibility Criteria: As per mentioned in the ToR Chapter 2 |
| 11 | Evaluation Criteria: Technical Proposals shall be evaluated on the basis of the criteria provided the RFP (refer to Chapter 2 & 4). |
| 12 | For clarification regarding the E-tendering process, please contact E-procurement, helpdesk, first Floor, M/22 Bank of India Building, Road No.-25, Sri Krishna Nagar, Patna-800001, Telephone-0612-2523006 Mobile No.-07542028164. |
| 13 | Method of selection: The selection is based on Quality Cost Based Method (QCBS) and further details on the evaluation process are specified in Chapter 4. In the overall evaluation of the proposal financial score will be assigned 20% Weightage and the technical score a Weightage of 80%. The contract shall be awarded to the bidder who has secured highest total score for the financial and the technical scores as combined with respective weightages. The formula to be used for the purpose of arriving at the final weighted score is detailed out in Chapter 4 of the RFP. |
| 14 | Expected date for commencement of services: Within 15 days from LOA |
| 15 | The Bid processing fee to be paid through online mode i.e internet payment gateway. |

POB  

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 accounting and financial management services.

2.2 Objective of the Assignment

BSHB intends to engage a chartered accountant Firm which can provide the services of quality accounting and financial management professionals in order to strengthen the accounting system & support BSHB in financial management activities.

2.3 Scope of Work

The broad outline of the scope of service would include but not limited to:

1. Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement relevant enactments and notifications;
2. Preparation and finalization of Accounts on yearly basis and timely preparation of Financial Statements with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guidelines.
3. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
4. Day-to-day cash and treasury management including cash forecasting;
5. Preparation of Annual Budgets estimates and Budget Execution;
6. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of BSHB.
7. Data entry of vouchers in latest version of Tally/equivalent accounting software at headquarters and all divisions and Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
8. Preparation and maintenance of Cash & Bank Books at headquarters and each division level; Preparation of periodic Bank Reconciliation Statements
9. Reconciliation of inter-division transactions and fund transfers to various divisions from headquarters
10. Preparation and maintenance of direct tax (Income Tax, TDS etc.) and indirect tax (Sales Tax, VAT, GST etc.) related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance.
11. Salary Preparation & Tax Computation
12. Maintenance & verification of Tax Deductions (TDS) details
13. Preparation of provident fund statements

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services

14. Issuance of TDS' Certificates (Form 16 & Form 16 A etc.), as required
15. Reviewing BSHB accounting & financial management systems and suggest modifications/improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
16. Assisting BSHB in various statutory audits e.g. Annual Audit, Internal Audit, C&AG Audit etc. from time to time and implementing audit recommendations
17. Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report as per BSHB rules and regulations
18. The agency will submit all the reports/deliverables to the BSHB management for review, checking and verification and modify the reports/deliverables as per the comments of BSHB management.

2.4 Time Period:

The Chartered Accountant Firm will be required to provide the desired services for a period of 36 months after signing the agreement with BSHB. The annual performance evaluation would be carried out by the BSHB at the end of every 12 months and the continuation of its services shall be subject to satisfactory performance of the Firm in the preceding completed 12 months.

Notwithstanding anything contained herein above, BSHB reserves the right to extend the tender for further period of 3 years after completion of agreement period on the basis of performance and discontinue the services of Chartered Accountant Firm after giving one month notice in the event their services are evaluated as unsatisfactory at any time during the period of 36 months.

2.4.1 Firm Experiences

The Chartered Accountant Firm is envisaged to play a critical role in handling accounting and financial management services at BSHB. One of the major roles of the Firm would be to strengthen the accounting system & support BSHB in financial management activities. The Firm eligible for the bidding process must satisfy the following eligible criteria:

- i. 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 GST Registration [To provide all Certificates of Registration];
- ii. The Firm should have been in operation for at least 10 years after its registration;
- iii. The Firm should have at least Ten (10) partners and at least three (3) of them must be Fellow Chartered Accountants as per ICAI Constitution Certificate as on 01.04.2022.
- iv. The Firm should have more than 20 Chartered Accountants (including partners) with itself. In this regard constitution certificate of the Firm as 01.04.2022 should be attached.
- v. The Firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India for FY 2021-22 or 2022-23.
- vi. 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. 2 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];
- vii. The Firm entity should have experience in handling accounting and financial management services of at least 5 Public Sector Undertakings or Government Organization [Documentary

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services
proof/ work orders/client certificates/ completion certificates to be submitted].

viii. The firm should not be blacklisted from any government department/organization as on date of bid submission and undertaking in this regard to be submitted.

2.4.2 Team Experiences

The agency is required to provide qualified and dedicated staff to handle the entire accounting and financial management services at BSHB. The required profile of the key professionals and their desired experience are given below:

| Position | Nos | Qualifications | Experience | Role |
|-------------|-----|---------------------------------|--|---|
| Team Leader | 1 | CA with 5 years experience | <ul style="list-style-type: none"> • Experience in Accounting, Financial Management taxation and loan appraisal in similar organizations • Must have worked in at least 3 assignments in Government Accounting & Financial Management with govt. undertakings • Should have proficiency in use of Tally software and/or other accounting packages | Location: Head Office <ul style="list-style-type: none"> • Provide technical leadership to the team including regular coordination & quality assurance • Overall in-charge of accounting & financial management team and accountable for performance of the team |
| Accountants | 8 | B. Com with 2 years' experience | <ul style="list-style-type: none"> • At Least 2 years working experience of accounting in the government organizations | Location: Head Office & Division Offices as per need of work |

- In addition to the qualification criteria provided above, staff should also be well versed in English and Hindi languages.
- Management has right to increase or decrease the staff as per need of the Bihar State Housing Board and additional fee will be paid in case of increase in nos. of staff on same rates which are quoted in the tender.
- The team shall be deployed on an exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. All team members shall be stationed full time in the Bihar State Housing Board office at Patna and Divisions offices (As required) during the entire contract period. The office timing, list of holidays, EL/CL shall be as per BSHB's terms and conditions.
- BSHB will provide the required office space to the team. However, the team shall arrange for their boarding & lodging, travels etc. on their own cost. Any expenses incurred by the team on request of the BSHB will be borne by the Company.
- If any staff of the team member is found to be indulging in fraud/ corruption or not performing during the contract period, BSHB shall have the right to discontinue his services and the Firm shall provide replacement with equal or more qualified personnel within a period of 15 days.

This shall also apply in case any of the team members resign/leave the Firm.

2.5 Payment Schedule

The Firm shall be paid a consolidated Monthly Fees as prescribed in Fin-2 of the Proposal during the entire contract period towards outputs and deliverables as mentioned in Terms of Reference.

2.6 Payment Terms

The payment shall be made on monthly basis against the services provided by the team members subject to the following terms and conditions:

1. The payment during the entire contract period of 36 months shall be made in accordance with the financial proposal submitted by the selected bidder and shall remain valid till the completion of the contract period. No price variation should be asked for increase in manpower cost or any other cost during the contract period of 36 months.
2. The Firm shall submit time sheet of each of the team members deployed on a monthly basis. The firm shall ensure compliance of minimum wages, EPF and ESI as applicable.
3. Any additional expenses incurred for the activities/travel performed by the team members on official duty, incurred as per BSHB rules and duly certified by the BSHB, shall be reimbursed on submission of actual bills.
4. The BSHB may make the payment to the agency for all the deployed professionals; on receipt of time sheet approved by the BSHB officials.

2.7 Support and inputs to the agency

BSHB shall provide adequate office space to the Agency to perform its services. In terms of hardware and software support, BSHB shall provide necessary software(s), data server and requisite hardware i.e. computers and printers to the Firm.

2.8 Performance Security

The Firm will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft/ Fixed Deposit Receipt/ Unconditional Bank Guarantee (in BSHB format)/in favour of "Managing Director, Bihar State Housing Board" payable/en-cashable at Patna, from any nationalized or scheduled commercial Bank in India for an amount equivalent to 2% (Two percent) of the Annual contract value towards Performance Security valid for one year. Consultant is required to renew the bank guarantee at every year on renewal of agreement. 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 only 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 90 days from the last date of submission of proposals. 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 Pre-bid Queries

The Applicants can also submit their queries in writing (through fax/email) to the Secretary, BSHB. Enquiries, if any, can be addressed to:

The Secretary, Bihar State Housing Board

All communication seeking clarifications pertaining to the RFP document, if any, should reach the designated official on or before pre-bid meeting. Any communication received after the due date will not be entertained.

BSHB shall endeavor to clarify the queries through a written response and circulate to all the Applicants within a week time, without identifying the party seeking the clarifications.

3.5 Amendment of RFP

At any time prior to the Proposal Due Date, BSHB for any reason, whether on its own initiative or in response to clarifications requested by a prospective Applicant may modify and/or amend the RFP Document or part thereof by the issuance of an amendment.

Any amendment thus issued shall form a part of the RFP Document and shall be communicated in writing to all the Applicants who shall acknowledge receipt of such amendment in writing to BSHB.

To give the prospective Applicants reasonable time in which to take such amendments/modifications into account for preparing their Proposals, BSHB reserves the right to extend the Proposal Due Date.

3.6 Association of consultants and Sub-Consultants

Associates or Joint Venture arrangement or Consortiums are not allowed under the assignment.

3.7 Confidentiality

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant / Successful Applicant shall not be disclosed to any person who is officially not concerned with the Bidding Process or is not a retained professional advisor advising

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services

BSHB in relation to, or matters arising out of, or concerning the Bidding 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 registered entity and/or BSHB.

3.9 Conflict of Interest

The Applicant shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding 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.

The shortlisted Firm shall not be allowed to bid for any Audit related assignments with BSHB during the contract period of 3 years.

3.10 Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the Bidding 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 Bidding 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 Bidding Process, such Applicant shall not be eligible to participate in any RFP issued by BSHB during a period of 2 (two) years.

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 may be.

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 Bidding 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 Bidding Process or the LOA or has dealt with matters concerning the agreement or arising therefrom, before or after the execution thereof, at any time

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services

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 Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding 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 Bidding 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 Bidding 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 Bidding 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 Bidding Process.

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4. SUBMISSION OF & EVALUATION OF THE PROPOSAL

4.1 Submission of Proposal

The Consultants shall submit the Proposals only online on the Eproc Portal. Manual submission of Proposals is not permissible. The Consultant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms.

An authorized representative of the Consultant shall digitally sign the Proposal submission letters in the required formats for both the Technical Proposal and the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal. The digitally signed and encrypted Technical and Financial Proposals shall be uploaded in respective folders in the Procurement Portal as mentioned below, using valid DSC.

The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in the Data Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server.

Once the Proposal is uploaded on the Portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission.

Other requirements are specified below:

The Consultants must have Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the selection process. The Consultant may use their DSC if they already have. They can also obtain DSC from any of the Government of India's authorized Certifying Authorities. For user-id they have to get registered themselves on e-procurement website and submit their Proposals online on the same. **Offline bids shall not be entertained by the Client.**

4.2 Content of the Proposal

4.2.1 Technical Proposal

The Technical Proposal shall necessarily comprise the following:

- Profile of the Firm
- Experience in providing accounting and financial management services
- Detailed profile of proposed team leader
- Turnover of the Firm
- Approach & methodology for handling accounting and financial management services

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 accounting and financial management services. The Financial Proposal to be submitted in the format provided in the Chapter 5.

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services
4.3 Evaluation Methods

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

4.3.1 Evaluation of Technical Proposal

Technical proposals of all the Firm which meet the basic requirements (i.e. timely submission, bid security, sealing of application, Pass/ Fail criteria etc.) would be taken up for detailed evaluation as per the technical bid evaluation criteria. All Firm scoring **70 or above marks** would be technically qualified and would only move into the next stage of financial evaluation.

The Applications shall be first evaluated on the basic requirements parameters. Those Applicants, who meet the basic requirements, shall be evaluated further as part of Technical Evaluation.

Pass/ Fail Criteria for evaluation: Eligibility criteria have been given as above.

Detailed evaluation of the proposals shall be undertaken for those Firm which qualify the above basic requirements.

Detailed Evaluation:

| S. No | Parameter | Max.Marks |
|-------|--|-----------|
| 1 | Firm Experience 10 Years to 15 Years- 70% >15 Years to 20 Years- 85% > More than 20 years- 100% | 10 Marks |
| 2 | No. of Partners 10 Partners - 70% 11 to 15 Partners- 85% More than 15 Partners - 100% | 10 Marks |
| 3 | Chartered Accountants (Including Partners) 20 Nos. Chartered Accountants- 70% 21 Nos. to 30 Nos CAs- 85% More than 30 Nos. CAs- 100% | 10 Marks |
| 4 | Average Turnover of the Firm Rs. 2 Crore to 3 Crore- 70% Rs. 3 Crore to 10 Crore- 85% More than 10 Crores- 100% | 10 Marks |
| 5 | Approach & methodology for each of the major task assigned Weightage to be applied for marking: a) Understanding of objectives under each task- 10%- 2.5 Marks b) Quality of Methodology- 20% - 5 Marks c) Strategy for executing work assigned under each task- 40%- 10 Marks d) Work Programme-10%- 2.5 Marks e) Overall Presentation of Methodology-20%- 5 Marks | 25 Marks |
| 6 | Firm experience in handling accounting/financial management services of at least 5 Public Sector Undertaking or Government Organizations/Local bodies 5 Projects- 70% 6 to 7 Projects- 85% More than 7 Projects- 100% | 10 Marks |

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| | | |
|---|--|------------------|
| 7 | Firm experience in at least one similar nature project "Accounting and Financial Management" at PSUs/Govt. Department and Local Bodies having project value of More than 02 crore (exclusive of GST) with deployment of more than 10 nos. of staff | 15 Marks |
| 8 | Key experts' qualifications & competence CV of Team Leader A) General experience such as academic qualification and the number of years of experience in accounting and financial management and Taxation related assignments- 3 Marks B) Project related experience based on the number of relevant projects Up to 1 Project- 3 Marks Up to 3 Projects-5 Marks More than 3 Projects- 7 Marks | 10 Marks |
| | Total Scores | 100 Marks |

Note: At the time of bid submission, CV of accountants are not required and to claim the marks under point no-7 of above table, firm shall also submit scope of work as well as team requirement of such projects as per RFP/agreement.

4.3.2 Opening and Evaluation of Financial Proposal

The Client's shall conduct the opening of the Technical Proposals online on 22nd June, 2022 at 3:00 PM. The opening of proposals can be viewed by the Consultants online. The folder with the Financial Proposal shall remain unopened, encrypted and shall be securely stored on the portal. The envelope containing the financial proposal shall not be opened till the technical evaluation is complete.

The online opening procedure shall be available on the e-procurement portal of the State.

After the technical evaluation is completed, the Client shall upload a Notification on the e-Procurement Portal to notify the Consultants whose proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score. The Notification shall also include information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion. The Notification shall also mention that the Financial Proposals of those Consultants whose Technical Proposals did not meet the minimum qualifying score shall not be opened. The Client shall simultaneously notify those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for online opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.

The Financial Proposals shall be opened online by the Client's in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score of 70 Marks or above. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud first and recorded. The Financial Proposals shall be then opened, the total prices read aloud and recorded. Copy of the record of the opening shall be scanned and uploaded on the e-Procurement Portal for the information of the Consultants who submitted Proposals.

The financial proposal of only such Applicants will be opened who obtain **minimum qualifying 70 or above Marks prescribed.** Out of the technically qualified applicants, the final selection shall be based on **Quality cum Cost based selection (QCBS) method.** The detailed contents of each Financial Proposal will be subsequently reviewed. The evaluated total price (ETP) for each Financial

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Proposal will be determined. The score for each Financial Proposal is inversely proportional to its ETP and will be computed as follows:- $S_f = 100 \times F_m / F$

Where:

S_f is the financial score of the Financial Proposal being evaluated

F_m is the ETP of the lowest priced Financial Proposal

F is the ETP of the Financial Proposal under consideration

The lowest evaluated Financial Proposal will receive the maximum score of 100 marks.

4.3.3 Combined and Final Evaluation

Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a **weight age of 0.80 (or eighty percent) and 0.20 (or Twenty percent)** respectively to the technical and financial scores of each evaluated qualifying Technical and Financial Proposals and then computing the relevant combined total score for each Consultant. The technical and financial scores shall be added and the Contract will be awarded to the agency which scores maximum points and will be invited for contract negotiations.

4.4 Last date of submission of the Proposal

Proposal must be submitted on or before 21st June, 2022 at 3:00 PM.

4.5 Award of contract

The Firm shall sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract of BSHB, within 30 days of issuance of LOA. The Firm is expected to commence the Assignment/job on the date and at the location specified in the contract.



5. SUBMISSION FORMS - TECHNICAL & FINANCIAL

Form Tech - I: Technical Proposal Covering Letter

FORM TECH I

(To be placed in the sealed cover containing technical proposal)

[Location, Date]

To,
The Secretary,
Bihar State Housing Board
6 Sardar Patel Marg,
Patna-800015, (BIHAR)

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, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the RFP, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the RFP (*Please indicate date*).

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form Tech - II: Profile of the Firm

FORM TECH II

[Provide here a brief description of the background and organization of your Firm for this Assignment/job. The brief description should include both functional and sectoral experiences of the bidders.

FORM TECH IIA: Brief Description about background of the Firm covering ownership details, date of incorporation, number of employees, geographical experiences etc. It must cover the following:

| Criteria | Firm Strength | Supporting documentation |
|--|--|---|
| The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax (PAN number) and GST | ICAI Registration – [Yes/ NO] Income Tax PAN number – [Yes/ NO] Service Tax Registration – [Yes/ NO] | Provide all Certificates of Registration |
| The Firm should have been in operation for at last 10 years after its registration | Year of Registration/ start of Operations | Provide necessary evidences |
| The Firm should have at least Ten (10) partners and at least three (3) of them must be Fellow Chartered Accountants | Number of Partners Number Of FCA Partners | Provide ICAI Constitution Certificate as on 01.04.22 |
| The Firm should have at least 20 Chartered Accountants (including partners) as on 01.04.22 | Nos. of Chartered Accountants | Provide ICAI Constitution Certificate as on 01.04.22 |
| | | |
| The Firm should be empaneled with Comptroller and Auditor General of India (C&AG) of India | Empanelled with C&AG – [Yes/ NO] | Provide necessary detail and undertaking for the same |
| 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. 2 Crore. | 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 is Rs. (Rs. in words) | Provide copies of audited Financial Statements for all the 3 years and a certificate of average annual income in the last 3 financial years |

Form Tech - III: Firm Experiences of Similar Services

Firm experience in handling accounting and financial management services of at least 5 Public Institution or Government Organization

[Using the format below, provide the summary of information on each Assignment/job for which your Firm was legally contracted for providing similar services (The Firm shall specify exact assignment / job for which experience details may be submitted)]

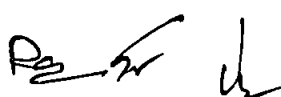
| Sr. No. | Name of Project | Name of client | Project Details | | | | Name of documentary evidence provided |
|---------|-----------------|----------------|----------------------------|----------------------------|----------------------|----------------------------|---------------------------------------|
| | | | Government /Private/Others | Assignment Value (ex. GST) | Period of Assignment | Status (Completed/Ongoing) | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

[Documentary proof/ work orders/client certificates/ completion certificates to be submitted]

Form Tech III (B) – Detailed description of Firm Experience

[Using the format below, provide information on each Assignment/job for which your Firm was legally contracted for providing similar services (Please specify exact assignment / job for which experience details may be submitted).].

| | |
|--|--|
| Assignment Name: | Approx. value of the contract: |
| Country: | Duration of Assignment: |
| Location within Country: | Nature of the Assignment: |
| Name of Client/Sponsoring Authority: | Total No. of Staff -Months provided: |
| Start Date (Month/Year): | Completion Date (Month/Year): |
| Name of Senior Staff involved and functions performed: | |
| Address/Client Contact: | Approx. value of services provided by your Firm: |
| Narrative Description of Assignment: | |
| Description of Actual Services Provided by Your Staff: | |



Form Tech IV – Detailed Description of Approach and Methodology

[Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities under accounting, financial management, payroll management, internal control and project accounting services in line with the scope of work envisaged by BSHB, and the degree of detail of such output, including the templates of the same. Approach and methodology should be in detailed and bidders approach regarding execution of major activities mentioned in the scope of work should be clearly displayed. If consultant will be unable to display practical approach regarding execution of work then BSHB will allot zero marks against it. If bidders have any type of query in the regard then they may visit BSHB office to get clear understanding about activities of the board and its divisional offices.

Form Tech - V: Format for Submission of CVs of Experts

Form Tech V (B) - Detailed Curriculum Vitae of proposed experts

[Using the format below, provide the detailed description of the curriculum vitae of the proposed team]

| | | | |
|---|--|--------------------------|----------------------|
| 1. PROPOSED POSITION | | | |
| 2. NAME OF FIRM | | | |
| 3. NAME OF EXPERT | | | |
| 4. DATE OF BIRTH | | CITIZE | |
| 5. EDUCATION | | | |
| Degree Obtained | | Name of Institute | |
| | | Year | |
| | | | |
| 6. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS | | | |
| - | | | |
| - | | | |
| 7. OTHER TRAININGS | | | |
| | | | |
| 8. COUNTRIES OF WORK EXPERIENCE | | | |
| | | | |
| 9. LANGUAGES | | | |
| | | | |
| 10. EMPLOYMENT RECORD | | | |
| From | | To | Employer |
| | | | Position held |
| | | | |

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| | |
|-----------------------------------|--|
| 11. DETAILED TASK ASSIGNED | 12. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED <Add project experience against your eligibility criteria> Project Name: Year: Location: Client: Main project features: Positions held: Activities performed: |
| | Project Name: Year: Location: Client: Main project features: Positions held: Activities performed: |
| 13. CERTIFICATION | <p>I understand that any willful misstatement described herein may lead to my disqualification or Dismissal, if engaged. I, the undersigned, certify to the best of my knowledge and belief—</p> <ol style="list-style-type: none"> 1. This CV correctly describes my qualifications and my experience 2. I am not employed by the Executing or the Implementing Agency 3. I am willing to work full time at BSHB office as a part of proposed team 4. I will not provide any other consultancy services to BSHB during the contract period <p style="text-align: right;">Date: _____</p> <p>[Signature of expert] _____</p> |

Form Tech - VI: Firm Turnover

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

| Particulars □ | Year 2018-19 | Year 2019-20 | Year 2020-21 | Average Annual Income |
|-----------------------------------|-----------------|-----------------|-----------------|--------------------------|
| Annual Income* (in Rs. Crores) | | | | |
| | | | | |

“The Applicants are required to attach Auditor’s certificate certifying their annual income(s). No marks will be awarded to the applicants for this criterion, in case the auditor’s certificate is not submitted along with the proposal”.

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RFP for Selection of Chartered Accountant Firm for Accounting and Financial Management Services

Non-Blacklisting Declaration

We..... having registered office at hereby certify and affirm that the firm or any partners of the firm are not be black listed by any PSU's or Govt. Co. or any other organisations as on date of bid submission in respect of any assignment or behavior.

Authorized Representative

Fin 1 - Financial Proposal Covering Letter

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

[Location, Date]

To,
The Secretary,
Bihar State Housing Board
6 Sardar Patel Marg,
Patna-800015, (BIHAR)

Dear Sir,

We, the undersigned, offer to provide “**Accounting and financial Management Services at BSHB**” 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 figures*] is fee for the services to be provided. This amount is inclusive of all taxes.

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,
Authorized Signature [In full]:
Name and Title of Signatory:
Name of Firm:

Fin 2- Summary of Costs

| Sr. No. | Description of Services | Fees | |
|---------|---|------------------|-----------------|
| | | Rs. (in figures) | Rs.(in words) |
| A. | Fees for providing accounting and financial management services (per month) | | |
| B. | Add GST as per prevailing rates (per month) | | |
| C. | Total Fees including GST (per month) | | |
| E. | Total Fees including GST (for three years) | | |

Fin 3- Man Month rates

Man-month rate for the proposed accounting & financial management team including support staff shall be as under.

| Position | Man Month Rate Per Mont | Man Month Required | Cost for 3 Years |
|----------------------|-------------------------|--------------------|------------------|
| Team Leader- 01 Nos. | | | |
| Accountants- 08 Nos. | | | |

B. H. W.