



Request for Proposal (RFP) For Selection of Chartered Accountant Firm for

**Outsourcing of Accounting and Financial Management Services at Bihar
Council on Science & Technology and its organizations - Bihar Remote
Sensing Application Centre & Indira Gandhi Science Complex Planetarium,
Patna**

(RFP Reference No.-RFP-01-2022/BCST)

**BIHAR COUNCIL ON SCIENCE AND TECHNOLOGY
INDIRA GANDHI SCIENCE COMPLEX PLANETARIUM,
ADALATGANJ, BAILEY ROAD,
PATNA- 800001**

Date: 26/07/2022

**BIHAR COUNCIL ON SCIENCE AND TECHNOLOGY
INDIRA GANDHI SCIENCE COMPLEX PLANETARIUM,
ADALATGANJ, BAILEY ROAD,
PATNA- 800001**

No... RFP-01-2022/BCST

Date: 26-07-2022

NOTICE INVITING

Request for Proposal (RFP)

For Selection of Chartered Accountant Firm

For

**Outsourcing of Accounting and Financial Management Services at Bihar Council on
Science & Technology and its organizations - Bihar Remote Sensing Application
Centre & Indira Gandhi Science Complex Planetarium, Patna**

Phone +91-0612-2508264

Email – pd@bcst.org.in

Web – www.bcst.org.in

**BIHAR COUNCIL ON SCIENCE AND TECHNOLOGY
INDIRA GANDHI SCIENCE COMPLEX PLANETARIUM,
ADALATGANJ, BAILEY ROAD,
PATNA- 800001**

No... RFP-01-2022/BCST

Date: 26-07-2022

**REQUEST FOR PROPOSAL (RFP)
FROM CHARTERED ACCOUNTANT FIRMS**

For

OUTSOURCING OF ACCOUNTING AND FINANCIAL MANAGEMENT SERVICES
AT BIHAR COUNCIL ON SCIENCE & TECHNOLOGY AND ITS ORGANIZATIONS -
BIHAR REMOTE SENSING APPLICATION CENTRE (BIRSAC) AND INDIRA
GANDHI SCIENCE COMPLEX PLANETARIUM, PATNA

1. Bihar Council on Science & Technology (BCST) under the Government of Bihar, Department of Science & Technology was established in June 1984 as an autonomous body under Societies Registration Act 1860 with vision to promote Science & Technology and its utilization for achievement of socio economic objectives.
2. BCST invites Proposals from eligible and reputed Chartered Accountant Firm for handling Accounting & Financial Management Services at Bihar Council on Science & Technology and its organizations - Indira Gandhi Science Complex Planetarium, Bihar Remote Sensing Application Centre, Patna. Brief details of bidding procedure are depicted below in the Factsheet:
3. **Factsheet:**

Sr. No.	Particulars	Description
1	RFP No.	
2	Cost of non-refundable RFP Document	Rs.5,000.00 (Rupees Five Thousand only)
3	Earnest Money Deposit (EMD)	INR 25,000/- (Rupees Twenty Five Thousand Only) The EMD payment shall be in the form of online mode and shall be in favour of Bihar Council on Science & Technology
4	Bid Submission Start Date & Time	01/08/2022 at 11:00 AM
	Last Date for submission of queries	08/08/2022 till 05:00 PM
5	Date, Time and place of Pre-Bid meeting	13/08/2022 at 01:00 PM, Bihar Council on Science & Technology, IGSC Planetarium, Adalatganj Bailey road Patna, Bihar - 800001
6	Last date of Bid Submission & Time	21/08/2022 till 05:00 PM
7	Bid Open Date & Time (Technical)	22/08/2022 at 11:00 AM
8	Bid Open Date & Time (Financial)	<i>To be informed after Technical Evaluation</i>
9	Bid validity period	90 Days (Ninety days)
10	Contact Person for queries	Amrita Kumari Bihar Council on Science & Technology, IGSC Planetarium, Adalatganj Bailey road Patna, Bihar - 800001

Sr. No.	Particulars	Description
		Phone – 0612-2508264 Email -pd@bcst.org.in Mob. No. - 9572395945

- Interested bidders may download Request for Proposal (RFP) document from the official website of e-Procurement, Bihar i.e. www.eproc2.bihar.gov.in
- No liability shall be accepted by BCST for downloading incomplete or incorrect document(s).
- BCST reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.
- The complete tender document shall be published on www.eproc2.bihar.gov.in for the purpose of downloading. The downloaded tender document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ RFP document fee through online mode and EMD through online mode and in favour of “**Bihar Council on Science and Technology, Bihar, Patna**” as per scheduled date and venue mentioned in the Factsheet above, failing which the bid will be summarily rejected.
- Bidders/ Agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications

Project Director

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1. INTRODUCTION

1.1 Background

Bihar Council on Science & Technology herein to be referred as BCST was established on June 1984 as an autonomous body registered under Societies registration Act of 1860 under department of Science and Technology, Government of Bihar with a vision to harness the potential of Science & Technology as an instrument of socio-economic change.

The Council strives to ensure that efforts in Science & Technology are not restricted to scientific laboratories and academic institutions but percolate to the use so that science, technology & innovation increasingly become part of the everyday life of our citizens as well as transform rural Bihar. This organization is actively involved in:

- a) Conducting workshop/seminars for the purpose of increasing the quantitative and qualitative yield of medicinal and aromatic plants utilizing the latest scientific innovations. This has resulted an increase in the income of farmer by many folds
- b) To make aware and develop scientific temper among the common mass. The Council organizes as well as promotes various activities like National Science Day, National Mathematics Day, Children Science Congress, etc. The Council has established District Science Centers to promote Science & Technology amongst common people
- c) Mapping of land, watershed and flood affected area through remote sensing satellite. Utilization of Remote Sensing Technology for assessment and management of natural resources to facilitate planning process of the State Govt. Bihar Remote Sensing Application Centre, Patna is envisaged in many projects funded by State Government Departments and national agencies like ISRO, NRSAC etc.
- d) Analyzing the data related to the production of wheat, rice etc. which helps in prediction of estimated production
- e) Besides, the Council undertakes projects sponsored by various Departments of the Government for development of Geographical Information System, Disaster management system, and Ground water system based on numerical modeling technique by integrating Science and Technology, the welfare of the state in general and region in particular
- f) Popularization and Promotion of Astronomical Science through presentation of various planetarium shows at Indira Gandhi Science Complex Planetarium, Patna where one can see the gathering of School going children and people of all corners of societies.

The BCST and its wings Bihar Remote Sensing Application Centre, Patna, IGSC Planetarium, Patna, District Science Center, Patna - finance and Accounts department currently has robust and effective double entry accounting system. The BCST has further envisaged carrying forward the same accounting system.

1.2 Request for Proposal

BCST 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 BCST & its organizations BIRSAC & IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna in financial management activities. CA firm will be required to provide its handholding services for agreed period. The Proposals should include a Technical Proposal specifying the details of the Applicant, the Proposed Team, and the Qualification of the Applicant and the Key Personnel as further described in this RFP document, and a Financial Proposal quoting the monthly payments (the “Monthly Retainer ship Fee”) to be made by the Authority for the services provided under the Agreement. To assure about the capacity, 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) & empanelled with Comptroller and Auditor General of India (C&AG) and have Income Tax Permanent Account Number (PAN card) and Goods & Service Tax Registration [GST registration document, Certificates of Registration with ICAI & CAG together with the details of partners and full time employees issued by ICAI];
- II. The Firm should have been in operation for at least **10** years after its registration;
- III. The Firm should have at least Five (**5**) partners and at least Two (**2**) of them must be Fellow Chartered Accountants and **at least Twenty (20) employee including articles;** (details of respective partner employees)
- IV. Average Annual Turnover (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.50.00 Lakh (Rs. Fifty Lakh Only). [To provide copies of audited Financial Statements/ Service tax / G.S.T., ITR return for all the 3 years and a certificate of average annual turnover in the last 3 (three) financial years 2018-2019, 2019-2020, 2020-2021];
- V. The Firm should have experience in handling accounting and financial management services of at least 3 (Three) Public Sector Undertakings or Government Organization [Documentary proof, work orders, client certificates, completion certificates to be submitted]
- VI. The Firm should have experience in handling accounting and financial management services of at least 1 (one) Project in Infrastructure sector [Documentary proof/ work orders, client certificates, completion certificates to be submitted]
- VII. The firm should have its Head office or Branch office in the state of Bihar. (Details to be provided for the office in Bihar along with self-declaration letter for the same)

- VIII. The Applicant will be declared ineligible if their performance in current/ previous assignment with BCST/Department of Science & Technology, Bihar is found unsatisfactory
- IX. Bidder should not be debarred and blacklisted in any of the government organizations / any proceeding by ICAI/any other organization against themselves. (Affidavit by the Firm as per Section 9.3 of Appendix-III)

1.3 Document Fee

The bidder may download the RFP documents from the website www.eproc2.bihar.gov.in RFP document fee of Rs.5000/- (Rupees Five Thousand only) drawn in favor of “Project Director, Bihar Council on Science & Technology, Bihar, Patna”. Proposals received without or with inadequate RFP Document fees shall be rejected.

1.4 Validity of the Proposal

The Proposal shall remain valid for acceptance by the BCST for a period of 90 days from the last date of submission of proposals. If needed, BCST may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

1.5 Brief description of the Selection Process

The Authority has adopted a **Least Cost Based Selection (“LCBS” L1)** process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted online, through eproc2.bihar.gov.in. In the first stage, a technical evaluation will be carried out as specified in RFP Documents. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in RFP. In the second stage, a financial evaluation will be carried out based on the total price as quoted by the Applicants as specified in RFP. Of all the financial bids opened, the bidder whose financial bid is lowest (L1), will be considered eligible for negotiation and award of contract.

1.6 Communications

- a) All communications including Pre-bid queries (as per Section 9.1 of Appendix-III) and about the submission of Proposal should be addressed to:

Project Director,
Bihar Council on Science & Technology
Bailey Road, Patna - 800001
Phone – 0612-2508264
Email – pd@bcst.org.in

- b) The Official Website of the Authority is www.bcst.org.in

1.7 Important Information Related to Bid:

Sr.No.	Particulars	Description
1	RFP document fee (Non-refundable and Not exempted)	Tender fee of Rs.5,000/- (Rupees Five Thousand only), including Service Tax, in the form of Online.
2	Bids Security/ Earnest Money Deposit (EMD)	INR 25,000/- (Rupees Twenty Five Thousand Only)

Sr.No.	Particulars	Description
		The EMD payment shall be in the form of online mode and shall be in favour of Bihar Council on Science & Technology
3	Tender Processing Fee (e-Procurement)	Applicable as per e-Procurement Portal of Bihar and payment to be made through e-payment mode/Online.
4	Performance Bank Guarantee (PBG)	5% of Contract Value
5	Name and address for communication, seeking clarification and submission of proposal.	Project Director, Bihar Council on Science & Technology Bailey Road, Patna – 800 001 Phone – 0612-2508264 Email – pd@bcst.org.in Mob :- 9572395945

1.8 E-tendering Process Related Instructions:

The bidder shall submit his response through Bid submission to the tender on e-Procurement portal at www.eproc2.bihar.gov.in by the procedure given below:-

- 1) The bidder shall submit his bid/tender on e-Procurement platform www.eproc2.bihar.gov.in The bidder must have the Class II/III Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website before participating in the e-tendering process. They can also take Digital Signature Certificate (DSC) from any of the authorized agencies. For user-id they are required to register themselves on **e-procurement website www.eproc2.bihar.gov.in and submit their bids online on the same. Offline bids are not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.**
- 2) The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid, etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificates /documents in the e-Procurement website. The bidder shall duly signed and sealed on the supporting statements, documents, certificates, uploaded by him on e-Procurement portal, owning responsibility for their correctness/authenticity as per the tender notice and bid document.
- 3) All the required documents should be attached at the proper place and with proper nomenclature (as mentioned in the e-forms) otherwise the tender of the bidder will be rejected.
- 4) Tender Processing Fee (TPF) to be paid through **e-Payment** mode/Online.
- 5) Tender fees and Earnest Money Deposit (EMD) can be paid only through online mode.

Note: "Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc2.bihar.gov.in before the date and time specified in the NIT/RFP. The Tendering Authority does not take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."

2. ABOUT THE ASSIGNMENT

2.1 Scope of Work

The broad outline of the scope of service would include:

- i. Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement of the Bihar Financial Rule / Income tax Act / Labor law /GST/EPFO /EPFO Accounting standards, directives of Reserve Bank of India and other relevant enactments and notifications;
- ii. Preparation and finalization of Accounts and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guidelines;
- iii. Day-to-day cash and treasury management including cash forecasting;
- iv. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
- v. Preparation of Annual Budgets estimates and Budget Execution;
- vi. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of BCST & its organizations BIRSAC and IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna;
- vii. Data entry of vouchers in latest version of Tally/equivalent accounting software at of BCST & its organizations BIRSAC and IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna.
- viii. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
- ix. Concurrent Audit i.e., Scrutiny of each & every vouchers of of BCST & its organizations BIRSAC and IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna;
- x. Preparation and maintenance of Cash book, Ledger & Bank Accounts at of BCST & its organizations BIRSAC and IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna
- xi. Preparation of periodic Bank Reconciliation Statements of BCST its organizations BIRSAC and IGSC Planetarium, Patna as well as Department of Science & Technology, Bihar, Patna.
- xii. Maintenance of statutory books of account, Fixed Asset Register and records of BCST and its organizations BIRSAC, IGSC Planetarium as well as Department of Science & Technology, Bihar.
- xiii. Manage funds and ensure timely release of funds to units.
- xiv. Preparation and maintenance of direct tax (Income Tax, TDS etc.) and indirect tax (Goods & Sales Tax etc. related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance.
- xv. Handling Project based accounting, as per BCST / BIRSAC rules and regulations
- xvi. Salary Preparation & Tax Computation
- xvii. Maintenance & verification of Tax Deductions (TDS) details

- xviii. Preparation of ESI & provident fund statements
- xix. Issuance of TDS Certificates (Form 16 & Form 16 A etc.), as required
- xx. Reviewing and its organizations BIRSAC, IGSC Planetarium as well as Department of Science & Technology, Bihar accounting & financial management systems and suggest modifications/ improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations;
- xxi. Assisting BCST and its organizations BIRSAC & IGSC Planetarium as well as Department of Science & Technology, Bihar in various statutory audits e.g. Annual Audit, Internal Audit, C&AG Audit etc. from time to time and implementing audit recommendations;
- xxii. Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per BCST rules and regulations;
- xxiii. Time to time (as agreed) reporting to the concerned office of BCST and its organizations BIRSAC & IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna with list of completed works and pending works;
- xxiv. Issuance of completion of assignment and filing of returns, if any / reporting with concerned Government/authorities within prescribed time line;
- xxv. Other works as assigned by BCST and its organizations BIRSAC & IGSC Planetarium as well as Department of Science & Technology, Bihar from time to time;
- xxvi. Communicate to Project Director, BCST if any deadlock pertaining to the works / assignment or aforesaid matter immediately.

The Chartered Accountant firm shall be required to provide the desired services for three years and will be extendable up to next two years if performance found satisfactory. The performance evaluation would be carried out by the BCST and its organizations- BIRSAC, IGSC Planetarium, Patna as well as Department of Science & Technology, Bihar, Patna at the end of contract period and the continuation of its services shall be subject to satisfactory performance of the Firm in the preceding period. Notwithstanding anything contained herein above, BCST reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period of contract.

3. KEY PERSONNEL

The agency is required to provide qualified and dedicated staff to handle the entire accounting and financial management services at BCST and its organizations BIRSAC and IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna. The required profile of the key professionals and desired experience are given below.

Position	No	Qualification	Experience	Role & Responsibilities
Accounting & Financial Management Expert (Team Leader)	01 (one) for 01 (one) day/ week	FCA (Fellow Chartered Accountant)	•Excellent knowledge of financial reporting, Taxation and accounting with at least 05 (five) years of post-qualification experience	•Overall incharge & responsible for supervising accounting & financial management related activities. Supervise accountants in

Position	No	Qualification	Experience	Role & Responsibilities
			<ul style="list-style-type: none"> • Should have proven record in conducting accounting & financial management support consultancy • Must have worked in at least 3 assignments in Government sector. • Should have proficiency in use of accounting. • Easy going nature and able to coordinate with all departments 	implementation & maintenance of accounting system
Accountant	02 (Two)	Chartered Accountant (CA) - Inter Passed / ICWA	<ul style="list-style-type: none"> • At least 03 (three) years of working experience (including article ship) in Accounting & Book keeping • Similar work experience in government Projects will be preferred • Knowledge of Tally, MS office, computerized accounting. 	<ul style="list-style-type: none"> • Responsible for payroll Management & Tax Computation • Responsible for annual budget forecasting. • Responsible for computerized accounting • Execution of service as provided time to time and as directed by team leader

Note:

- a) The team leader will be required for 01 (one) day in every week and accountants shall be deployed on an exclusive basis. They shall be responsible for carrying out the complete scope of work under the RFP. Accountants shall be stationed full time at the BCST Head office during the entire contract period and Team Leader will visit one day in every week. The office timing, list of holidays, shall be as per BCST and its organizations - BIRSAC, IGSC Planetarium as well as Department of Science & Technology, Bihar terms and conditions.
- b) BCST and its organizations - BIRSAC, IGSC Planetarium as well as Department of Science & Technology, Bihar will provide the required office space to the team. If during the contract period, team have field visits for BCST than expenses incurred on boarding & lodging, travels etc. shall be reimbursed by the BCST on actual basis.
- c) BCST and its organizations - BIRSAC, IGSC Planetarium as well as Department of Science & Technology, Bihar may reduce/increase the staff if found appropriate to do so, any time during the tenure of contract period.

4. PAYMENT SCHEDULE

The firm shall be paid a consolidated Monthly fee as prescribed in Appendix-2 (Fin-2) of the Proposal during the entire contract period towards outputs and deliverable as mentioned in this RFP.

5. INSTRUCTION TO BIDDERS

5.1 Content of the RFP

This RFP comprises the appendix for technical financial proposals.

5.2 Number of Proposals

No Applicant or its Associate shall submit more than one Application for the chartered accountants firm services.

An applicant applying individually or as an Associate shall not be entitled to submit another application.

5.3 Language

The Proposal with all accompanying documents (the Documents) and all communications in relation to or concerning the Selection Process shall be in English Language and strictly on the forms provided in the RFP.

5.4 Cost of Proposal

- The applicant shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Projects site, BCST etc. the Authority will not be responsible or in any way liable for such costs regardless of the conduct or outcome of the Selection Process.
- The bidder may download the RFP documents from the website www.eproc2.bihar.gov.in RFP document fee of Rs.5000/- (Rupees Five Thousand only) drawn in favour of “Bihar Council on Science & Technology, Bihar, Patna”. Proposals received without or with inadequate RFP Document fees shall be rejected.

5.5 Bid Security/ Earnest Money Deposit (EMD)

i) All bids submitted in response to this RFP document shall be accompanied by Earnest Money Deposit (EMD) of **Rs.25,000/- (Rupees Twenty Five Thousand) Only** through online mode.

ii) **Forfeiture of Earnest Money Deposit (EMD)**

The EMD submitted along with the bid shall be forfeited under the following conditions:

- a) If the bid is withdrawn during the validity period or any extension agreed to by the Bidder thereof.
- b) If the Bidder tries to influence the evaluation process.
- c) If the Bidder withdraws his Bid during evaluation.
- d) If the Bidder does not accept the correction of errors in his bid.
- e) If the Bidder is successful but fails to sign the Contract within the time stipulated by the Bihar Council on Science & Technology.
- f) If the Bidder refuses to take up the job within the time stipulated by the Bihar Council on Science & Technology.
- g) If the Bidder, having been notified of his selection, fails or refuses to submit the required Performance Bank Guarantee within the time stipulated by the Bihar Council on Science & Technology.

iii) Refund of EMD

The EMD will be refunded as follows:

- a) In case of unsuccessful bidders, the EMD will be returned to them without any interest accrued thereon at the earliest after the final bid validity period and the award of the contract to the successful bidder.
- b) In case of selected bidder(s), the EMD shall be refunded on receipt of the Performance Bank Guarantee.

5.6 Mode of Bid Document Fee & EMD submission:

The bidder must submit the scanned copy of online transaction slip for Bid Document Fee and online payment receipt of EMD within the stipulated bid submission due Date & Time in their respective proposal response.

5.7 Acknowledgement by Applicant

It shall be deemed that by submitting the proposal, the Applicant has well aware about the RFP and Project. The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

5.8 Right to reject any or all Proposals

Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the selection process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons, therefore.

5.9 Amendment of RFP

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarification requested by an Applicant modify the RFP document by the issuance of Addendum/ Amendment and posting it on the official Website/ e-Procurement portal and by conveying the same to the prospective Applicants (who have purchased the RFP document) by e-mail. The amendments will be posted on the official Website/ e-Procurement portal along with the revised RFP containing the amendments and will be binding on all Applicants.

5.10 Conflict of Interest

The Applicant shall not have a 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, BCST and its organizations - BIRSAC, IGSC Planetarium as well as Department of Science & Technology, Bihar shall be entitle to forfeit applicable bid security and further debar the firm for a period of one year or as decided by BCST on genuine pre-estimated loss and damage likely to be suffered and incurred by the BCST and its organizations - BIRSAC, IGSC Planetarium as well as Department of Science & Technology, Bihar and not by way of penalty for, inter alia, the time, cost and effort of the BCST BIRSAC & IGSC Planetarium, Patna including consideration of such

Applicant Application (the Damages) without prejudice to any other right or remedy that may be available to BCST under the agreement or otherwise.

5.11 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 prescribed format)/in favor of Bihar Council on Science & Technology “payable /encashable” at Patna, from any nationalized or scheduled commercial Bank in India for amount equivalent to 5% of total contract value towards 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.

Preparation and submission of proposal

5.12 Technical Proposal

Applicant shall submit the technical proposal in the formats at Appendix-I (the Technical Proposal). In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Application shall disqualified forthwith if not yet appointed either by issue of the Letter Of Acceptance or entering into of the Agreement, and if the Selected Applicant has already been issued the Letter Of Acceptance or has entered into the Agreement , as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

In such an event, the Authority shall forfeit the Performance Security, if available, and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

5.13 Financial Proposal

Applicant shall submit the financial proposal in the formats at Appendix-II (the “**Financial Proposal**”) clearly including “**Financial proposal for Selection of Chartered Accountants Firm for Handling Accounting & Financial Management Services at BCST and its Organizations - BIRSAC & IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna**” (Form-2 of Appendix II) in both figures and words in the Indian Rupees with duly signed and sealed by the Applicants Authorized Representative. In the event of any difference between figures and words the amount indicated in words shall prevail, In the event of difference between the arithmetic total shown in the Financial Proposal, the lower of the two shall prevail.

5.14 Submission of Proposal

- a) The bidder/applicant shall submit his response through Bid submission to the tender on the e-Procurement portal at www.eproc2.bihar.gov.in
- b) The Applicant shall submit the proposal with all pages numbered serially and by giving an index of submission. Each page of the submission shall be initialed by the Authorized Signatory.
- c) The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal.
- d) Bids not confirming the eligibility criteria listed in this RFP will be summarily rejected.
- e) Submission of forged documents will also result in outright rejection of the bid and other legal actions.
- f) Bids with deviation from any of prescribed formats are liable for rejection.

5.15 Bid Queries:

- 1) All enquiries from the bidders related to this Bid Document must be submitted to email id: pd@bcst.org.in only in editable Format preferably in Excel format. The queries should necessarily be submitted as per format given in section 9.1 under Appendix-III and in editable Format preferably in Excel format.
- 2) Bihar Council on Science & Technology will host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The Date, Time and Place of the meeting are given in Factsheet Section. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts/seek clarification or additional information, necessary for them to submit their bid.
- 3) Queries submitted after post the specified deadline or which do not adhere to the specified format may not be responded to. All the responses to the queries (clarifications / corrigendum) shall be made available on the e-procurement website, www.eproc2.bihar.gov.in. The last Date & Time of receiving pre-bid queries will be as per schedule provided in this RFP.

5.16 Issue of Corrigendum :

- Bihar Council on Science & Technology will formally respond to the pre-bid queries after the pre-bid conference. **It is to be noted that no query will be entertained after the deadline to submit pre-bid query as per Factsheet of this RFP.**
- Bihar Council on Science & Technology will endeavor to provide timely response to all queries. However, Bihar Council on Science & Technology makes no representation or warranty as to the completeness or accuracy of any response; nor does Bihar Council on Science & Technology undertakes to answer all the queries that have been posed by the bidders.
- At any time prior to the last date for receipt of bids, Bihar Council on Science & Technology may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document through a corrigendum. The Corrigendum (if any) & Clarifications to the queries from all bidders will be posted on the website www.eproc2.bihar.gov.in
- Any such corrigendum shall be deemed to be incorporated into this RFP. In order

to provide prospective Bidders reasonable time for taking the corrigendum into account, Bihar Council on Science & Technology may, at its discretion, may extend the last date for the receipt of Proposals.

- Bihar Council on Science & Technology reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate to do so or do not find any merit in it.

5.17 Late Bids and Bid Validity Period:

Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever shall not be entertained and shall not be opened in the e-Tendering system. All bids should remain valid for a period of 90 days from the bid due date and Bihar Council on Science & Technology reserves the right to reject a bid valid shorter than 90 days considering as non-responsive without any correspondence. In special circumstances, Bihar Council on Science & Technology may solicit extension of the period of validity from a bidder. The request and response there, to be made in writing. Extension of validity period by the bidder shall be unconditional. The EMD provided shall also be sufficiently extended. Bidder granting extension of validity will not be permitted to modify its technical or financial bid.

5.18 Rights to Terminate the Process:

- 1) The Bihar Council on Science & Technology may terminate the bid process at any time and without assigning any reason thereof. Bihar Council on Science & Technology makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 2) This bid does not constitute to an offer by Bihar Council on Science & Technology. The Bidder's participation in this process may result in Bihar Council on Science & Technology selecting the Bidder to engage in further discussions and negotiations towards the execution of Contract. The commencement of such negotiations does not, however, signify a commitment by Bihar Council on Science & Technology to execute a contract or to continue negotiations. The Bihar Council on Science & Technology may terminate negotiations at any time without assigning any reason.

5.19 Bid Submission Format:

- 1) The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal.
- 2) Bids not confirming the eligibility criteria listed in this RFP will be summarily rejected.
- 3) Submission of forged documents will also result in outright rejection of the bid.
- 4) Bids with deviation from any of prescribed formats are liable for rejection.

5.20 Modification and Withdrawal of Proposals:

No Proposal may be withdrawn in the interval between the deadline for submission of Proposals and the expiry of the validity period specified in this Request for Proposal. Entire EMD may be forfeited if any of the Bidders withdraws his Bid during the validity period.

6. EVALUATION OF PROPOSAL AND APPOINTMENT OF CONSULTANT

6.1 Evaluation of Proposal

- a) The Authority shall open the Proposal on **22-08-2022 at 11.00 hours** preferably in the presence of the Applicant who chooses to be present. The “Technical Proposal” shall be opened first, the “Financial Proposal” shall be kept sealed for opening at a later date.
- b) Proposal for which a notice of withdrawal has been submitted shall not be opened.
- c) The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals
- d) Financial proposal of only those firms will be opened who qualifies technically. After the technical evaluation, the Authority shall prepare a list of pre-qualified Applications for opening of their financial proposals. A date time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial proposals. Before opening of the Financial Proposals, the list of pre-qualified Applicants along with their technical Scores will be read out. The opening of Financial proposals shall be done preferably in presence of respective representatives of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants during the Bid opening process. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process.
- e) Applicants are advised that Selection shall be entirely at the discretion of the Authority
- f) Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection

6.2 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 BCST and its organizations - BIRSAC & IGSC Planetarium as well as Department of Science & Technology, Bihar, Patna in relation to, or matters arising out of, or concerning the Bidding Process. BCST, IGSC Planetarium, Patna 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. BCST, BIRSAC & IGSC Planetarium, Patna 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 BCST/BIRSAC / IGSC Planetarium / Department of Science & Technology, Bihar, Patna.

6.3 Clarifications

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

6.4 Evaluation of Technical Proposals

Technical proposals of all the firms 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 firms scoring **75 (seventy five) or above marks out of 100 (One Hundred)** would be technically qualified and would only be eligible for Financial bid opening. In case if only 01 (one) bid qualifies on the score of 75 (seventy five), then the minimum qualifying marks will be considered as 65 (sixty five) and above marks.

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 & detailed evaluation of the proposals shall be undertaken.

6.4.1 The scoring Criteria to be used for evaluation shall be as follows.

Detailed Evaluation

Sr. No.	Parameters	Max Marks
1.	a) Firm's existence in years after its registration : <ul style="list-style-type: none"> • < 10 Years : 0 marks • 10 years:10 marks • 10 - 15 years: : 12.5 marks • > 15 years : 15 marks 	15
	b) Average Annual Turnover of the Firm (In the last 03 (three) financial years) ended on March 31st, 2021 <ul style="list-style-type: none"> • <Rs. 50 Lakhs : 0 marks • Rs. 50 lakh – Rs. 75 lakh: 10 marks • Rs. 75 lakh – Rs. 1 crore : 12.5 marks • >Rs. 1 crore: 15 marks 	15
	c) Firm's experience in handling accounting and financial management services of at least 01 (one) Project in Infrastructure Sector (Documentary Proof, work orders, client certificates, completion certificates to be submitted) <ul style="list-style-type: none"> • < 1 Project – 0 marks • 1 project – 3 marks • 2 projects – 5 marks • More than 2 Projects – 10 marks 	10
	d) Services of at least 03 (three) public Sector Undertaking or Government Organization (Documentary proof, work orders, client certificates, completion certificates to be submitted):	20

Sr. No.	Parameters	Max Marks
	<ul style="list-style-type: none"> • < 3 Projects : 0 marks • 3-5 projects:10 marks • 5-10 Projects: 15 marks More than 10 Projects: 20 marks 	
2.	<p>Key experts experience - Team Leader (01 No.) for 01 day in a week– 20 marks; Accountants 02 Nos. - 10 Marks each</p> <p>Weightage to be applied for marking :</p> <p>a) Team Leader (01 No.) Relevant Experience - (10 marks)</p> <ul style="list-style-type: none"> • < 5 years – 0 marks • 5 years– 5 marks • 1 extra marks for each completed year of experience subject to maximum of 5 marks <p>Experience in government sector (Accounting and financial management)- (10 marks)</p> <ul style="list-style-type: none"> • <3 assignments – 0 marks • 3 assignments – 5 marks • 1 marks for each additional completed assignment subject to maximum of 5 marks <p>b) Accountants (02 Nos.) 10 marks for each Relevant Experience (5 marks)</p> <ul style="list-style-type: none"> • <3 years – 0 marks • 3 Years – 3 marks • 1 marks for each completed year of experience subject to Maximum of 2 marks <p>Experience in government sector (Accounting and financial management)- (5 marks)</p> <ul style="list-style-type: none"> • <1 assignment – 0 marks • 1 assignment – 3 marks • 1 marks for each completed assignment subject to maximum of 2 marks 	40
	Total Score	100

6.5 Short –listing of Applicants

All the Applicants ranked as aforesaid, shall be pre-qualified for financial evaluation in the second stage. However if the number of such prequalified Applicants is less than 2 (two), the Authority may, in its sole discretion, open the financial proposal of a sole technically qualified Applicant whose score is more than 75 or pre-qualify the Applicant(s) whose Technical score is less than 75 but more than 65 or 65; provided that in such an event, the total number of prequalified Applicants shall not exceed 2 (two).

6.6 Evaluation of Financial Proposal

The financial proposal shall not be opened till the technical evaluation is complete. The financial proposal of only such Applicants will be opened who obtain minimum qualifying **75 or above** Marks prescribed. In case if only 1 bid qualifies on the score of 75, then the minimum qualifying marks will be considered as 65 marks. Out of the technically qualified applicants, the final selection shall be based on **Least Cost Based Selection (LCBS)**.

6.7 Negotiations

The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal but will be for re-confirming the obligations of the firm under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. In case the Selected Applicant fails to reconfirm its commitment, the Authority reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.

The Authority will examine the CVs of all other Key Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.

6.8 Substitution of Key Personnel

The Authority expects the Key Personnel to be available during implementing the Agreement. The Authority will consider substitution of the Key Personnel only in extraordinary / unavoidable circumstances. Such substitution shall ordinarily be subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

6.9 Indemnity

The selected firm shall, subject to the provisions of the Agreement, indemnify the Authority, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

6.10 Award of Contract

The firm will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract of BCST and its organizations - BIRSAC & IGSC Planetarium within 30 days of issuance of the letter of intent. The firm is expected to commence the Assignment/job on the date and at the location specified in the contract.

6.11 Commencement of Assignment

The Firm shall commence the Services within seven days of the date of the Agreement, or such other date as may be mutually agreed. If the Selected Applicant fails to either sign the Agreement as specified or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the LOA or the Agreement, as the case may be, may be cancelled / terminated.

6.12 Proprietary data

Subject to the applicable provisions, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. The Authority will not return any Proposal, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Applicant to the Authority in relation to the chartered accountant firm Services shall be the property of the Authority.

7. APPENDIX-I

7.1 Form Tech - I: Technical Proposal Covering Letter

FORM TECH I

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

[Location, Date]

To

The Project Director,
Bihar Council on Science & Technology,
IGSC Planetarium, BIRSAC,
Adalatganj, Bailey Road,
Patna - 800001

Dear Sir,

We, the undersigned, offer to provide the services for **Accounting & Financial Management Services at BCST and its organizations - BIRSAC , IGSC Planetarium as well as Department of Science & Technology, Bihar** in accordance with your Request for Proposal dated.....

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal..

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 dateindicated in the RFP

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

7.2 FORM TECH - II

7.2.1 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's 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 Registration	<ul style="list-style-type: none"> • ICAI Registration – YES / NO • Income Tax PAN – YES / NO • GST Registration – YES / NO 	Provide all certificates of Registration
The Firm should have been in operation for last 10 years after its registration	<ul style="list-style-type: none"> • Year of Registration / start of operation _____ 	Provide necessary evidences
The firm should have at least five (5) partners & at least two (2) of them must be fellow Chartered Accountants	<ul style="list-style-type: none"> • Number of Partners _____ • Number of FCA Partners _____ • Number of Employees _____ 	Provide necessary detail & undertaking for the same.
The firm should be empanelled with Comptroller & Auditor General of India (C&AG) of India	Empanelled with C&AG – YES / NO	Provide necessary detail & undertaking for the same.
Average annual turnover (i.e. Average Gross Professional Fees earned during 3 years) of the Firm in last 3 financial years ending on March 31 st ,2021 must be equal to or more than Rs. Fifty Lakhs.	Average annual turnover (i.e. Average Gross Professional Fees earned during 3 years) of the Firm in last 3 financial years ending on March 31 st ,2021 is Rs._____ (In words)	Provide copies of audited financial statements for all the 3 years and a certificate of average annual turnover in the last 3 financial years.

7.3 FORM TECH - III

**7.3.1 Firm’s Experiences of Similar Services Form Tech III (A) –
Summary of Firm’s Experience**

- 1) Firm experience in handling accounting and financial management services of at least 3 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)]

S.N.	Name of Project	Name of Client & Sector	Nature of Project	Name & reference of supporting document produced

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

- 2) Firm’s experience in handling accounting and financial management services of at least 1 Project in Infrastructure Sector [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].

S.N.	Name of Project	Name of client & Sector	Nature of Project	Name & reference of supporting documents produced

7.3.2 Form Tech III (B) – Detailed description of Firm’s 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). **Each citation should not exceed more than 2 pages**].

Assignment Name :-	Approx. Value of contract :
Country :-	Duration of Contract :
Name of Client/ Sponsoring Authority :	Total nos. of staff- Months provided :
Start date (Month/Year) :	Completion date (Month/Year)
Name of Senior staff involved & functions performed :	
Address / Client Contact :	Approximate Value of services provided by your firm:
Narrative description of assignment :	
Description of actual services provided by your staff :	

7.4 Form Tech - IV: Format for Submission of CVs of Experts

7.4.1 Form Tech IV (A) – Summary of Curriculum Vitae of Proposed Experts

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

S.N.	Name of expert	Proposed position	Employment type	Basic qualifications	No. of years of relevant Experience	Area of expertise	No. of assignments in Govt.

7.4.2 Form Tech IV (B) - Detailed Curriculum Vitae of proposed experts
 [Using the format below, provide the detailed description of the curriculum vitae of the proposed Team as per section 3]

1.	PROPOSED POSITION				
2.	NAME OF FIRM				
3.	NAME OF EXPERT				
4.	DATE OF BIRTH	__/__/____	CITIZENSHIP		
5.	EDUCATIONAL QUALIFICATION				
	Degree obtained	Name of Institution	Year		
6.	MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS				
7.	OTHER TRAININGS				
8.	COUNTRIES OF WORK EXPERIENCE				
9.	Language	Language	Speaking	Reading	Writing
10	Employment Record	From	To	Employer	Position held
11	DETAILED TASK ASSIGNED				
12	Work undertaken that best illustrates capability to handle the task assigned (Add project experience against your eligibility criteria)				
Project Name:					
Year:					
Location:					
Client:					
Main project features:					
Position held:					

Activities performed:	
13	Certification 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– a) This CV correctly describes my qualifications and my experience b) I am not employed by the Executing or the Implementing Agency c) I am willing to work full time at BCST / BIRSAC / IGSC Planetarium / Department of Science & Technology, Bihar office as a part of proposed d) I will not provide any other consultancy services to BCST during the contract period
Signature of expert or authorized representative of firm :-	
Full name of authorized representative :-	

7.5 Form Tech - V:

Firm's Professional Income

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

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

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

The Applicants are required to attach Auditor's Certificate certifying their Annual Turnover. No marks will be awarded to the applicants for this criterion, in case the auditor's certificate is not submitted along with the proposal.

8. APPENDIX-II

8.1 Fin 1 - Financial Proposal Covering Letter

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

To,
The Project Director,
Bihar Council on Science & Technology,
IGSC Planetarium, BIRSAC,
Adalatganj, Bailey Road,
Patna – 800001

Dear Sir,

We, the undersigned, offer to provide “**Accounting and financial Management Services at BCST and its organizations - BIRSAC, IGSC Planetarium, Patna**” in accordance with your Request for Proposal (RFP) dated..... and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs..... (Rupeesonly) is fee per month for the services to be provided. This amount is inclusive of Goods & Service Tax.

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 1.4 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:

8.2 Fin 2- Summary of Costs

Sl. No	Description of Services	Fees	
		Rs. (in figures)	Rs. (in words)
A.	Monthly Fees for providing accounting and financial management services (per month)		
B.	Add Goods & Service Tax as per prevailing rates (per month)		
C.	Total Monthly Fees including Goods & Service Tax(per month)		
D.	Total Fees including Goods & Service tax(for One year)		

8.3 Fin 3- Man Month rates

Man-month rate for the proposed accounting & financial management team including support staff shall be as under. We, the undersigned, offer to provide the additional resources for accounting & financial management team, if required by BCST on the same terms and conditions during the contract period. We understand that this rate shall not be part of our financial offer provided in the above table.

Position	Man Month Rate (Rs.)	Man Month Rate (In words)
Accounting & Financial Management Expert (Team Leader) – 4 days a month (1 day per week)		
Accountants 1 (Monthly)		
Accountants 2 (Monthly)		

9. APPENDIX-III

9.1 Format for sending pre-bid queries

Name of the bidder:

Queries

Sr. No.	Clause No.	Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required
1				
2				
3				
4				
5				
6				
7				
8				

Name of Authorized Personnel:

Date of submission:-

Note: Please send pre-bid queries in this format as specified above only in editable Format preferably in Excel format through email.

9.2 Check-list for the Documents to be Uploaded:

Sl. No.	List of Documents to be submitted	Submitted (Y/N)	Documentary Proof (Pg. No.)
1	Cover Letter (Both Technical & Financial)		
2	Scanned copy of online payment receipt as RFP document fees of Rs. 5000/-		
3	Scanned copy of online payment receipt for EMD of Rs. 25,000/-		
4	Copy to prove that the “Chartered Accountant Firm is registered with The Institute of Chartered Accountants of India (ICAI) & empaneled with Comptroller and Auditor General of India (C&AG) and have Income Tax Permanent Account Number (PAN card) and Goods & Service Tax Registration [GST registration document, Certificates of Registration with ICAI & CAG together with the details of partners and full time employees issued by ICAI]”		
5	Valid documentary proof of GST registration number		
6	Valid copy of PAN of the company		
7	Copy of Certificate of Incorporation / Registration Certificate to prove Firm has been operational since at least 10 years after its registration		
8	Copy to prove that “The Firm has at least Five (5) partners and at least Two (2) of them must be Fellow Chartered Accountants and at least Twenty (20) employee including articles; (details of respective partner employees)”		
9	Copies of audited Financial Statements, Service tax, G.S.T. return for all the 3 years and a certificate of average annual turnover in the last 3 financial years 2018-2019, 2019-2020, 2020-2021		
10	Documentary proof, work orders, client certificates, completion certificates to be submitted in order to showcase the Firm is having experience in handling accounting and financial management services of at least 3 (Three)Public Sector Undertakings or Government Organization		
11	Documentary proof, work orders, client certificates, completion certificates to be submitted in order to showcase the Firm is having experience in handling accounting and financial management services of at least 1 Project in Infrastructure sector		

Sl. No.	List of Documents to be submitted	Submitted (Y/N)	Documentary Proof (Pg. No.)
12	Details to be provided for the office in Bihar along with self-declaration letter for the same		
13	Undertaking by the Bidder that they have not being debarred and blacklisted in any of the government organizations / any proceeding by ICAI/any other organization against themselves		
14	CVs of Key experts proposed		

9.3 Format for Declaration by the bidder for not being Blacklisted/ Debarred:

(To be executed on a non-judicial stamp paper of appropriate stamp duty (as per Stamp Act of Bihar)

Date:

To,

Project Director,
Bihar Council on Science & Technology
Bailey Road, Patna - 800001

Subject: Submission of proposal in response to the RFP for
“ _____ ”

Ref: RFP No. :

Dear Sir,

I, authorized representative of _____, hereby solemnly confirm that the Company _____ is not blacklisted / banned / debarred/ declared ineligible / declared having dissatisfactory performance and not banned by the Government of Bihar/ Any other State Government/ Government of India which includes any Government Department, Public Sector Undertakings of the Government, Statutory Department formed by the Government, Local Bodies in the State, Co-operative Institutions in the State, Universities and Societies formed by the Government for any reason as on last date of submission of the Bid. In the event of any deviation from the factual information/ declaration, Bihar Council on Science & Technology, reserves the right to reject the Bid or terminate the Contract without any compensation to the Company.

Thanking you.

Yours faithfully,

Signature of Authorized Signatory (with official seal) Date:

Name:

Designation:

Address:

Telephone: