



Govt. of Bihar
SCST Welfare Department

Bihar Mahadalit Vikas Mission

2nd Floor, Secretariat Extension Building, Block-3, Patna, Phone -2215082
Email - mail@bmvm.org ; Website www.mahadalitmission.org



Ref. No. : BMVM/934-01/19-1853

Date : 22/09/2019

Bihar Mahadalit Vikas Mission invites proposal from Chartered Accountant Firms for Completion of Bank Reconciliation work for the period 2008-09 to 2018-19 (FY) of State Level Office and all the 38 District Units of BMVM. Interested CA Firms may download complete proposal (RFP) document from our website <http://www.mahadalitmission.org> from 09/09/2019 onwards.

Sealed completed proposal in accordance to the instructions stipulated in the tender document is acceptable through **registered post/currier only** at the address mentioned above on any working day up to **26/09/2019 (6.00 PM)**. Technical Proposal shall be opened on **27/09/2019** at 11:00 hours at above office address.

Bihar Mahadalit Vikas Mission reserves the right to reject or extend the proposal(s) without assigning any reason.


Mission Director



Govt. of Bihar
SC / ST Welfare Department
Bihar Mahadalit Vikas Mission

द्वितीय तल , ब्लॉक ३, पुराना सचिवालय , बिहार , पटना
इमेल – mail@bmv.org, वेबसाइट – www.mahadalitmission.org



SELECTION OF CONSULTANT – REQUEST FOR PROPOSAL

SUBJECT – REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS AND HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR BANK RECONCILIATION STATEMENT FOR STATE LEVEL OFFICE AND ALL THE 38 DISTRICT UNITS OF BIHAR MAHADALIT VIKAS MISSION SOCIETY FOR FINANCIAL YEAR 2008-09 TO 2018-19.

Section I

Bihar Mahadalit Vikas Mission, Patna is registered under Societies Registration Act, 1860, and working for the upliftment of Mahadalits. The Mission gets grants from SC/ST welfare Department, Govt. of Bihar, Patna. Bihar Mahadalit Vikas Mission (BMVM) is operating on two levels:

- 1st Level: State Mission Office -
- 2nd Level: District Mission Office

Bihar Mahadalit Vikas Mission is implementing various schemes for the welfare of Mahadalits in the State of Bihar. The List of Schemes presently being implemented is as below-

1. Land for housing scheme
2. Mahadalit awas yojna
3. Mahadalit water-supply scheme
4. Mahadalit toilet construction scheme
5. Mahadalit basti link road scheme
6. Mahadalit anganwadi
7. Mahadalit creche
8. Special school / hostel for mahadalits
9. Mukhyamantri mahadalit poshak yojna
10. Dashrath manjhi kaushal vikas yojna
11. Mukhyamantri nari jyothi programme
12. Dhanvantari mobile ayurvedic chikitsha
13. Mobile public distribution system
14. Eradication of scavenging system
15. Construction of community hall cum work-shade
16. Establishment of district & block resource centre for training and research
17. Vikas mitra
18. Community radio
19. Scholarship

Handwritten mark

State govt. Provides funds to the state mission office for implementation of different schemes. State office transfers funds to district office which in turn transfers the fund to the blocks.

The society is hereby interested to select the chartered accountant firms for the preparation of Bank Reconciliation Statement purpose, who are technically qualified by the way of this tender document the management shall select the CA firms for the financial years 2008-09 to 2018-19.

For its Bank Reconciliation Statements of State, and Districts level Mission Offices, the society invites bids from Chartered Accountants Firms.

1. Objective of services:

The objective of the Bank Reconciliation Statement is to reconcile Bank Balance shown in Bank Statement(s) with the Bank Book maintained at the respective district offices. For this purpose, the assignment will be **awarded to 9 Chartered Accountant Firms** for the commissioner wise zone consisting of the districts as mentioned in the table hereunder. The firms shall quote the fees for a particular zone including TA/DA. The firm applying for a particular zone will be responsible for conducting bank reconciliation of all the units covered there under.

ZONE WISE DIVISION OF THE DISTRICT UNITS

Sr.	Zone	Districts (Including Blocks) Covered
	Patna	Kaimur
		Rohtas
		Patna & State Mission Unit
		Buxar
		Bhojpur
		Nalanda
2	Magadh	Gaya
		Jehanabad
		Arwal
		Nawada
		Aurangabad
3	Saran	Saran
		Siwan
		Gopalganj
4	Tirhut	Muzaffarpur
		Vaishali

~u/

		Sitamarhi	
		Shivhar	
		Motihari	
		Bettiah	
5	Darbhanga	Darbhanga	
		Madhubani	
		Samastipur	
6	Kosi	Saharsa	
		Supaul	
		Madhepura	
7	Purnia	Purnia	
		Katihar	
		Kishanganj	
		Araria	
8	Munger	Munger	
		Jamui	
		Lakhisarai	
		Shekhpura	
		Begusarai	
		Khagaria	
9	Bhagalpur	Bhagalpur	
		Banka	

The firm submitting bid for the Patna zone will also have to prepare bank reconciliation of the State Level Mission office along with the Patna District Office.

2. Fees and TA/DA:

The Fees would be decided based upon the rates received from respective CA Firm selected for the assignment. The Firm shall be selected based on Least Cost Method (LCM).

No travelling allowance/ halting allowance shall be paid to the CA firms for carrying out the assignment. However, Goods and Service Tax and applicable statutory levies shall be paid as applicable from time to time in addition to basic fees.

Payment to the CA Firm shall be made subject to deduction of tax at source at appropriate rates applicable at the time of payment.

All necessary certificates required to be given as part of assignment shall be given by the CA firm without any additional fee. Fees once fixed shall remain the same throughout the assignment period unless revised by BMVM.



3. Broad Objective & Coverage of assignment:

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

- a) Balance as per bank statement should be either matched or reconciled with the balance as per company book.
- b) In case of reconciliation, transactions appearing in Bank reconciliation statement should be properly explained with detailed explanations.
- c) Reason of transactions which are in bank statements but not recorded in the company bank books or vice versa should be mentioned in Bank Reconciliation Report.
- d) Advice on further adjustment of transactions appearing in Bank Reconciliation Statement.
- e) Staff of firms will collect bank statement from respective banks if the same is not available in company record.
- f) If any transaction is not understandable then staff of firm will approach bank official for the clarification.
- g) Respective officer will authorize staff of firm to collect bank statements and other relevant data and information from respective Banks.
- h) The rate quoted in financial bid format as shown in this tender document and the quote must be submitted separately for all the 9 zones.

The prescribed tender form may be downloaded from the website <http://mahadalitmission.org> from 09.09.2019. The Tender Bid must be submitted on or before 06:00 PM on 26.09.2019. The technical bid will be open on 27.09.2019 at 11:00 AM.



Section II

1. Minimum Eligibility Criteria: -

Interested firms must meet the following minimum eligibility criteria: -

Sl. No.	Particulars	Criteria
1	Empanelment with Institute of Chartered Accountants of India (ICAI)	The firm must be empanelled with ICAI as on 01.01.2019/date.
2	Average annual turnover of the firm during last three financial yrs. (i.e. 2015-16 to 2017-18)	Minimum Rs.10(Ten) Lakhs
3	Existence of Firm	Minimum 05 (Five) years (as on 1.1.19)
4	Existence of Branch/HO	Firm must have Head Office in the State of Bihar.
5	Non-blacklisting of the firm	The firm or any partners of the firm should not have been blacklisted ever by any Central/State Govt/PSUs in respect of any assignment or behaviour.
6	Empanelment with C&AG	The firm must be empanelled with C&AG for the Year 2018-19.

Note : CA firms worked for accounting and Finance Magement in BMVM will not be eligible to take part in the Bid.

Firms not meeting/fulfilling the above minimum eligibility criteria need not apply as their proposal shall be summarily rejected.

Supporting Documents for Eligibility Criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

- A. For Sl. No. 1, 3 & 4:- A self-attested copy of Certificate issued by ICAI.
- B. For Sl. No. 2:- A copy of the Financial Statements and Income Tax Return for the

last three financial years

C. For Sl. No 5:- An undertaking on the Letter head of the firm signed by the Partner authorised by the firm for submission of the bid.

D. For Sl. No 6:- Self Attested Empanelment Letter issued by the C&AG.

2. Clarification on proposal documents:

A prospective applicant requiring any clarification on this proposal may contact BMVM in writing E-mail mail@bmvm.org or may contract at State Mission Office at address mentioned above. BMVM shall respond in writing through E-Mail to any request for clarification on the proposed document from the prospective applicants, which Mission receives not later than at 5:00 PM 17th September 2019.

Further BMVM will respond through E-Mail to all clarifications, without identifying the source of the inquiry. BMVM shall not be responsible for any external agency delays.

BMVM reserves the sole right including any addendum to this entire selection process. BMVM reserves the rights to extend the deadline for the submission of applications. However, no request from the applicant, shall be binding on BMVM for the same.

3. Time Limit for submission of Relevant BRS Report:

Assignments is to be completed positively within three months from the date of issue of work order failing which BMVM reserve the right to cancel the assignment without any further notice to CA firm.

The CA Firm is expected to provide an executive summary of observations for the perusal of Mission Director / Chief Executive Officer of BMVM along with certificate w.r.t to BRS.

4. Sub Contract:

The CA firm shall not sub-contract the assignment without the express permission from BMVM. Part or entire work allotted to CA firm is also not allowed to sub contract to any outside firm or other persons even though such firm / persons are qualified chartered accountants. Conditional bid will not be accepted at any stage .

5. Termination of Assignment:

BMVM reserves its right to terminate any or all the offers given to CA firm without giving any reason if BMVM observed that the CA Firm has failed in reporting serious omission / commission or non-compliance of instructions issued by BMVM. BMVM reserve the right to report the same to ICAI and may initiate appropriate

legal action against the firm. Such firm will also be blacklisted and will not be eligible for any work at BMVM.

6. Confidentiality:

The Parties agree that they shall hold in trust any Confidential Information received by either Party, under this engagement, and the strictest of confidence shall be maintained in respect of such Confidential Information. The Parties agree to execute Confidentiality Agreement prior to finalization of Engagement and shall abide by the terms and conditions of confidentiality as contained therein.

Governing Law the Engagement shall be governed in accordance with the laws of Republic of India. These provisions shall survive during Engagement.

7. Jurisdiction of Courts:

The courts of India at Patna will have exclusive jurisdiction to determine any proceeding in relation to the Engagement. These provisions shall survive the Engagement.

Section III

Scope of work

- After award of the assignment, the selected firm should prepare a list of the all the bank accounts under operation in the District and blocks thereunder during the period 2008-09 to 2018-19, indicating the account opening date (and closing date, if closed) thereof in consultation with the concerned district/block level official. Number of Bank accounts being maintained at district is to be reported in Annexure 1.
- Bank Reconciliation Statements (BRSs) are to be prepared separately for all the bank accounts in operation during the period 2008--09 to 2018-19 at the district level offices, financial year-wise.
- In case any Bank account has been closed during the said period, BRS is to be prepared till the last FY in which the concerned account was closed. For e.g., if a bank account was opened in Nov'08 and is still in operation, total 11

~u/

BRSs need to be submitted for this particular bank account (i.e., one for each FY, beginning with 2008-09 and ending with 2018-19).

- All BRSs, duly signed by the authorised partner of the firm and the concerned District Project Officer Cum District Welfare Officer, are to be submitted to the State Office, with a copy to the concerned unit, in hard as well as soft copies within 03 (three) months from the date of award of assignment. Copy of the related cash book & bank statement highlighting the period end figure should also be enclosed.
- Selected firm needs to ensure that dedicated manpower is deputed for the assignment in order to complete it within the stipulated timeline. However, if due to inevitable circumstances extension for a certain period beyond the stipulated time is desired, written request must be submitted at least fifteen days prior to the stipulated deadline. Extension, as deemed proper, may be granted only thereafter. In case of delay in submission of BRSs beyond the stipulated/extended period, penalty @ 1 % of the work value per week or part thereof, limited to 10% of the work value, shall be levied.
- The stipulated / admissible Fee shall be paid by the State Mission Office upon submission and verification of aforementioned documents, after deduction of TDS, as applicable.

Section IV

Guidelines for submission and evaluation of Proposals

Firms are required to submit their proposals as per the guidelines and formats detailed in the following paras:

A. General Guidelines:

i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "Do NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer

envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment (Proposal for preparation of BRS for – BMVM (State Mission Office & District Offices), and be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF COMMITTEE". The Society shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

ii. The interested firm should submit their proposals, as above, with the Mission Director, Bihar Mahadalit Vikas Mission, Block 3, Old Secretariat, Vistarikaran Bhawan, Patna, Bihar. The Tender Committee shall evaluate the Technical and Financial proposals (of the technically qualified firms only) and make recommendations to the Mission Director, BMVM, who shall be the final appointing authority.

iii. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.

iv. The Technical Proposal shall be marked "ORIGINAL "or "Copy" as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

v. Financial proposals submitted by the firm should be valid for 6 months from the date of opening of the proposal.

vi. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the authorised partner of the Firm.

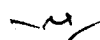
vii. Bihar Mahadalit Vikas Mission reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.

viii. All bid documents should be spirally bound with page no. & signature on each page.

B. Technical Proposal:

I Letter of Transmittal (Form T-1) indicating name of district for which proposal has been submitted.

II Details of the Firm along with Details of Partners (Form T-2)



III Necessary documents as required under Section II above.

C. Financial Proposal:

Method of opening of Financial Bid

To maintain the quality of the assignment, the aim of the management is to allot one single zone to one chartered accountant firm, the financial bid will be opened as per the following steps:-

1. The financial bids of all the participating firms will be stacked on zone wise basis.
2. Decision will be taken on the Zone wise lowest quoted rate for all the financial year.
3. It is mandatory to quote rates covering all districts and for all years for which BRS is to be prepared.
4. The financial bids will be opened in the serial of the zones, i.e. in the following serial:-

a. Patna	b. Magadh
c. Saran	d. Tirhut
e. Darbhanga	f. Kosi
g. Purnia	h. Munger
i. Bhagalpur	

5. At first, all the bids of the Patna Zone will be opened.
6. The lowest financial bid of the Patna zone will be selected & the firm will be called for negotiation.
7. After successful negotiation, the financial bids of that particular participating firm will be removed for all other zones.
8. Afterwards the all the bids of the Magadh Zone (except the firms with whom successful negotiation has taken place) will be opened and the process will be carried out in the same manners as illustrated in point 3 to 5 in the sequence of zones, as mentioned in 2(a) to 2(i).

In certain situations, the management may assign more than one zone to one chartered accountant firm or the management may cancel the tender. Some of the situations are illustrated below, though the list is not exhaustive:-

- a. In case for a particular zone, during the elimination process, the financial bid for a particular zone comes down to one or zero (but originally there were more than one bids for that zone), the management may allow to include the financial bids of the firms which has been removed earlier after they had been selected as a successful bidder.
- b. In case there is only a single bid or no bid for a particular zone, the management may cancel the tender and retendering will be done in such cases.
- c. The financial bid shall be submitted as per Form F-1.
- d. The rate quoted in financial bid format as shown in this tender document and the proposal must be submitted separately for all the 9 zones.
- e. The society reserves the right to award tender of more than one zone to a single firm.


Note: Zone wise rate covering all districts each Financial Year wise and for the years is to be quoted.

Selection Process:

A two-stage procedure shall be adopted in evaluating the proposals. Financial proposals of only those firms which meet the minimum eligibility criteria mentioned above shall be opened. L1 shall be decided on the basis of financial proposal of eligible firms.

On completion of selection process, the firm selected shall be offered the letter of award and after receipt of the Letter of Acceptance from the successful firm(s), agreement would be executed within one week of the conveyance of acceptance of the award. In case the selected firm refuses to execute the assignment after its selection, BMVM reserves the right to assign the task to L2 firm provided it agrees to match L1 rate. If the L2 bidder refuses to execute the assignment/match L1 rate, BMVM may approach L3 to execute the assignment at the rate quoted by L1, and so on.

In case a single bid is received, BMVM may award the work to the sole bidder based on appropriate price justification and recommendations of the Tender committee.



Letter of Transmittal

To,
The Mission Director,
Bihar Mahadalit Vikas Mission
Old Secretariate, Patna, Bihar

Dear Sir,

We, the undersigned, offer to provide the BRS preparation services for BMVM(State Office and District Offices) in accordance with your RFP dated [Insert Date] for [Insert name of Assignment]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.


We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that BMVM is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the CA. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

()



Particular/Details of the Firm		
Sl No	PARTICULARS	Details
1	Name of the Firm	
2	Addresses of the Firm (Head Office):	
	Phone No:	
	Mobile No. of Head Office In-charge:	
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
3	Branch Office 1,2,3 (Particulars of each branch in Bihar to be given)	
	Mobile Number of each Branch Office In-charge:	
4	Firm Income Tax PAN No.& GST No.	Copy of PAN Card and GST Registration to be attached.
5	Firm's Registration No. with ICAI	Copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc. to be attached.
6	No. of Years of Firm Existence & Date of establishment of Firm	Copy of Partnership Deed to be attached.
7	Turnover of the Firm in last three years	Copies of Balance Sheet and P & L Account of the last three years or a C.A. Certificate with separate disclosure of income from audit fees to be attached
8	Details of Partners:	
	Name of each partner	
	Date of becoming ACA and FCA	
	Date of joining the firm	
	Membership No.	
	Qualification	
	Experience	
	Whether the partners are engaged full time or part time with the firm.	
	Contact Mobile No., email and full Address of the partners	

**Signature of Partner/
Authorised Person of the Firm**

Place:

Date:

[Handwritten Signature]

Format for submission of Zone Wise Financial bid

Name of the Zone: - _____

Sl	Financial Year	Name of the Districts Covered						Total Fee	Service Tax	G. Total
1	2008-09									
2	2009-10									
3	2010-11									
4	2011-12									
5	2012-13									
6	2013-14									
7	2014-15									
8	2015-16									
9	2016-17									
10	2017-18									
11	2018-19									
12	Total									

Note: Though service tax amount has been shown above, the same will not be calculated for the calculating the lowest quote. The service tax will be paid at prevailing rates.

**Signature of Partner/
Authorised Person of the Firm**

Place:

Date:

Handwritten mark