

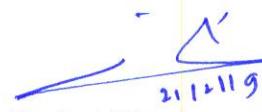
**BIHAR COUNCIL ON SCIENCE AND TECHNOLOGY**  
**INDIRA GANDHI SCIENCE COMPLEX PLANETARIUM,**  
**ADALATGANJ, BAILEY ROAD,**  
**PATNA- 800001**

**CORRIGENDUM NOTICE**

This is for information of all the bidders that following amendments are being made in RFP document (**Ref ; RFP-01-2019/BCST, Dated 07-01-2019, PR. No. 14913 (Sc & Tech )2018-19**) for Outsourcing of Accounting and Financial Management Services at Bihar Council On Science & Technology, Bihar Remote Sensing Application Centre & Indira Gandhi Science Complex Planetarium and Department of Science & Technology, Bihar .

The bidders are advised to take into account the amendments & accumulated modified bid document before submission of their bids against this RFP. If any bidder has already submitted his/her bid then he / she should resubmit his / her bid taking into account the amendments & accumulated modified bid document. For convenience and clarity, the revised RFP document are being uploaded on the website [www.bcst.org.in](http://www.bcst.org.in) and [dst.bih.nic.in](http://dst.bih.nic.in).

<b>Clause &amp; content in RFP document</b>	<b>Amendment</b>
<b>2.1 Scope of Work</b> 1. Accounting & Financial management services at Bihar Council On Science & Technology, IGSC Planetarium & BIRSAC 2. The Chartered Accountant firm will be required to provide the desired services for three year and will be extendable up to next one years if performance found satisfactory	<b>2.1 Scope of Work</b> 1. Accounting & Financial management services at Bihar Council On Science & Technology, IGSC Planetarium, BIRSAC and Dept. Of Science & Technology, Bihar, Patna 2. The Chartered Accountant firm will be required to provide the desired services for two year and will be extendable up to next one years if performance found satisfactory
Key Personnel : Accountant - 01	Key Personnel : Accountant - 02
<b>4.4-1 Scoring Criteria</b> Approach & methodology for each of the major task assigned weightage to be applied for marking : (on the basis of report submitted in form tech IV) a) A Undertaking of Objective under each task – 40% Strategy for executing work assigned under each task- 60% - <b>20 Mrks</b>	<b>4.4-1 Scoring Criteria</b> Approach & methodology for each of the major task assigned weightage to be applied for marking : (on the basis of report submitted in form tech IV) a)A Undertaking of Objective under each task – 40% Strategy for executing work assigned under each task- 60% - <b>15 Mrks</b>
Key experts qualification & competence Team Leader – 10 marks ; Accountants- 5 Marks each Weightage to be applied for marking : general qualification-20% Relevant Experience -40% Experience in government sector (Accounting and financial management)- 40%	Key experts qualification & competence Team Leader – <b>15 marks</b> ; Accountants- <b>10 Marks each</b> Weightage to be applied for marking : general qualification-20% Relevant Experience -40% Experience in government sector (Accounting and financial management)- 40%
Last date of Bid submission – 15-02-2019 up to 05.00 P.M.	Last date of Bid submission – 27-02-2019 up to 05.00 P.M.
Technical Bid opening – 18-02-2019 at 03.30 P.M.	Technical Bid opening – 28-02-2019 at 03.30 P.M.

  
**Project Director**

21/1/19

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

**No. RFP-01-2019/ BCST**

**Dated: 08-01-2019**

**NOTICE INVITING**

**Modified Request for Proposal (RFP)**

**For Selection of Chartered Accountant Firm**

**for**

**Outsourcing of Accounting and Financial Management Services at Bihar Council On  
Science & Technology, Bihar Remote Sensing Application Centre & Indira Gandhi Science  
Complex Planetarium and Department of Science & Technology, Bihar, 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-01-2019/BCST**

**Date :- 07-01-2019**

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

OUTSOURCING OF ACCOUNTING AND FINANCIAL MANAGEMENT SERVICES AT BIHAR COUNCIL ON SCIENCE & TECHNOLOGY, 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 different projects viz. Indira Gandhi Science Complex Planetarium, Bihar Remote Sensing Application Centre, District Science Centre. Brief details of bidding procedure are as below:

1	Cost of R.F.P. Document	Rs.5,000.00 (Rupees Five Thousand only)
2	Downloading bid document	19-01-2019 to 14-02-2019
3	Last date for submission of queries / clarifications	25-01-2019 up to 6.00P.M.
4	Pre Bid meeting	28-01-2019 at 11.30 A.M.
5	Last date of bid submission	21-02-2019 up to 05.00 P.M.
6	Technical Bid opening	22-02-2019 at 03.30 P.M.

Interested bidders may download R.F.P. document from B.C.S.T. website [www.bcst.org.in](http://www.bcst.org.in)  
**OR** <http://dst.bih.nic.in> No liability will 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.

**Project Director**

## INTRODUCTION

### 1.1. Background

Bihar Council on Science & Technology (BCST) was established on June 1984 as an autonomous body registered under societies registration Act of 1860 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:

1. 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.
2. To make aware and develop scientific temper among the common mass. The Council organizes as well as promote various activities like National Science Day, Children Science Congress, etc. The Council has established District Science Centers to promote Science & Technology amongst common people.
3. 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, SAC.
4. Analyzing the data related to the production of wheat, rice which helps prediction of estimated production.
5. Beside, 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.
6. 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 childrens and people of all corner of societies.

To boost the transparency in administration, it is required that BCST and its wings Bihar Remote Sensing Application Centre, Patna, IGSC Planetarium, District Science Centre, Patna finance and accounts department should adopt modern practice of business so that effective & time bound result can be obtained. In line with the objective, BCST is developing/ upgrading many facilities in the BIRSAC and IGSC Planetarium, Patna. But finance and accounts department is still following the traditional practices and a robust and effective accounting system is first and foremost requirement.

## 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 wings BIRSAC & IGSC Planetarium and 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 Approach 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) and have Income Tax Permanent Account Number (PAN number) and Goods & Service Tax Registration [To provide all Certificates of Registration];
- II. The Firm should have been in operation for at last **05** 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** ;
- IV. The Firm should be empanelled with Comptroller and Auditor General of India (C&AG).
- V. 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, 2018 must be equal to or more than Rs.50.00Lakh (Fifty Lakh). [To provide copies of audited Financial Statements/ Service tax / G.S.T. return for all the 3 years and a certificate of average annual income in the last 3 financial years];
- VI. 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].
- VII. The Firm should have 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]
- VIII. The firm should have its Head office or Branch office in the state of Bihar.
- IX. The Applicant will be declared ineligible if their performance in current/ previous assignment with BCST found unsatisfactory

X. Bidder must not be debarred and blacklisted in any of the government organizations / any proceeding by ICAI/any other organization against themselves.

### **1.3. Document Fee**

Bid document is available at the BCST website [www.bcst.org.in](http://www.bcst.org.in). Interested parties may download the bid documents from the website and submit their offer.

Bidders shall have to furnish a on non-refundable Document Fee amounting to Rs. 5,000/- (Rupees Five Thousand only) in the form of a demand draft or banker's cheque drawn on any Scheduled Bank in India in favor of "**Bihar Council on Science & Technology**" and payable at Patna along with bid documents. Bid submitted without Document Fee will be considered non-responsive and rejected without further consideration.

### **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 **Quality and Cost Based Selection (“QCBS”)** process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. 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. Proposals will finally be ranked according to their combined technical and financial scores as specified in RFP. The first ranked Applicant (the “Selected Applicant”) shall be called for negotiation, if necessary, while the second ranked Applicant will be kept in reserve.

### **1.6. Communications**

1.6.1. All communications including the submission of Proposal should be addressed to:

Project Director,  
Bihar Council on Science & Technology  
Bailey Road, Patna - 800001  
Phone – 0612-2235264  
Email –[pd@bcst.org.in](mailto:pd@bcst.org.in)

1.6.2. The Official Website of the Authority is [www.bcst.org.in](http://www.bcst.org.in)

1.6.3. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

RFP Notice No RFP-01-2019/BCST, dated 07-01-2019 for “**RFP for Selection of Chartered Accountant Firm for Handling Accounting & Financial Management Services at Bihar Council on Science & Technology and its wing , Bihar Remote Sensing Application Centre, Patna and IGSC Planetarium, Patna and Department of Science & Technology, Bihar, Patna**

II

## **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 wings BIRSAC and IGSC Planetarium and Department of Science & Technology, Bihar, Patna
- vii. Data entry of vouchers in latest version of Tally/equivalent accounting software at BCST and all wings BIRSAC and IGSC Planetarium and 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 BCST and its wings BIRSAC and IGSC Planetarium and Department of Science & Technology, Bihar, Patna
- x. Preparation and maintenance of Cash book, Ledger & Bank Accounts at BCST and BIRSAC and IGSC Planetarium at each units level and Department of Science & Technology, Bihar, Patna
- xi. Preparation of periodic Bank Reconciliation Statements of BCST, BIRSAC and IGSC Planetarium, Patna and Department of Science & Technology, Bihar, Patna.
- xii. Maintenance of statutory books of account, Fixed Asset Register and records of BCST, BIRSAC, IGSC Planetarium and 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 BCST, BIRSAC, IGSC Planetarium and 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, BIRSAC & IGSC Planetarium and 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, BIRSAC & IGSC Planetarium and 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, BIRSAC & IGSC Planetarium and 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 will be required to provide the desired services for two year and will be extendable up to next one years if performance found satisfactory.** The performance evaluation would be carried out by the BCST, BIRSAC, IGSC Planetarium, Patna and 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.

## **Key Personnel**

The agency is required to provide qualified and dedicated staff to handle the entire accounting and financial management services at BCST, BIRSAC and IGSC Planetarium, Patna . The required profile of the key professionals and their desired experience are given below.

Position	No.	Qualification	Experience	Role & Responsibilities
Team Leader - Accountants	01	ACA	<ul style="list-style-type: none"> <li>*Excellent knowledge of financial reporting , Taxation and accounting possesses with at least 5 years of post-qualification experience</li> <li>* Should have proven record in conducting accounting &amp; financial management support consultancy.</li> <li>* Must have worked in at least 3 assignments in Government undertakings.</li> <li>* Should have proficiency in use of accounting .</li> <li>* Easy going nature and able to coordinate with all departments.</li> </ul>	<p>Overall incharge &amp; responsible for supervising accounting &amp; financial management related activities.</p> <p>Supervise accountants in implementation &amp; maintenance of accounting system.</p> <p>Responsible for payroll Management &amp; Tax Computation.</p> <p>Responsible for annual budget &amp; annual budget &amp; forecasting .</p> <p>Responsible computerized accounting.</p> <p>Execution of service as provided time to time.</p>
Accountant	02	Semi Qualified CA	<p>At least 3 years of working experience(including article ship) in Accounting &amp; Book keeping</p> <p>Similar work experience in government Projects will preferred</p> <p>Knowledge of Tally, MS office, computerized accounting.</p>	

- I 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 BCST Head office during the entire contract period. The office timing list of holidays, shall be as per BCST, BIRSAC, IGSC Planetarium and Department of Science & Technology, Bihar terms and conditions.
- II BCST, BIRSAC & IGSC Planetarium and Department of Science & Technology, Bihar will provide the required office space to the team. If during the contract period, team have visit for BCST wings than expenses incurred on boarding & lodging, travels etc. Shall be reimbursed by the BCST on Actual basis.

**2.1** BCST, BIRSAC, IGSC Planetarium and Department of Science & Technology, Bihar may reduce/increase the staff if found appropriate to do so, any time during the tenure of contract period.

**2.2** 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 deliverable as mentioned in Terms of reference.

### **3 INSTRUCTION TO BIDDEERS**

**3.1** Content of the RFP

**3.1.1** This RFP comprises the appendix for technical financial proposals.

**3.2** 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 be not be entitle to submit another application.

**3.3** **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.

**3.4** **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 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.

**3.5** **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.

**3.6** **Right to reject any or all Proposals**

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 annual 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.

**3.7** **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 and by conveying the same to the prospective Applicants (who have purchased the RFP document) by fax or e-mail. The amendments will be posted on the official Website along with the revised RFP containing the amendments and will be binding on all Applicants.

### **3.8      Conflict of Interest**

The Applicant shall not have a conflict or interest (the Conflict or Interest ) that affects the Biding process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, BCST, BIRSAC & IGSC Planetarium, Patna shall be entitle to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the BCST BIRSAC & IGSC Planetarium, Patna 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 . The shortlisted firm shall not be allowed to bid for any Audit related assignments with BCST, BIRSAC & IGSC Planetarium, Patna during the contract period of 1 year.

### **3.9      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 schedules 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 month of successful; completion of the assignment.

### **Preparation and and submission of proposal**

#### **3.10     Format and signing of proposal**

The Applicant shall prepare one original set of the proposal (together with originals/copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked “ORIGINAL” . In addition, the Applicant shall submit 1 (one) copy of the proposal, along with Documents, Marked “COPY” In the even of any discrepancy between the original and it copies the original shall prevail..

#### **3.11     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 LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA 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 and appropriate the Performance Security, If available, as mutually agreed pre-estimated compensation 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.

### **3.12 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, BIRSAC & IGSC Planetarium and Department of Science & Technology, Bihar, Patna**” (Form-2 of Appendix II) in both figures and words in the Indian Rupees, and signed 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 show in the Financial Proposal, the lower of the two shall prevail.

### **3-13 Submission of Proposal**

The Applicant shall submit the proposal in hard bound form with all pages numbered serially and by giving an index of submission. Each page of the submission shall be initialed by the Authorized the document downloaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded documents. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

The proposal will be sealed in an outer envelope which will bear the address of the Authority, RFP Notice number, Selection of Chartered Accountant Firm for **Handling Accounting & Financial Management Service at BCST, BIRSAC, IGSC Planetarium, Patna & Department of Science & Technology, Bihar, Patna** and the name and address of the Applicant. It shall bear on top, the following:

**“Do not open, except in presence of the Authorized Person of the Authority”**

**The aforesaid outer envelope will contain three separate sealed envelopes; one clearly marked “Technical Proposal” Second marked as Document fee and third marked “Financial Proposal”.**

The envelop marked “Technical Proposal” shall contain the Application in the prescribed format (From 1 of Appendix-I) long with Forms of Appendix-I and supporting documents.

The envelope marked “Financial Proposal” shall contain the financial proposal in the prescribed format.

## **4. EVALUATION OF PROPOSAL AND APPOINTMENT OF CONSULTANT**

### **4.1 Evaluation of Proposal**

The Authority shall open the Proposal on 22-02-2019 at 03.30 P.M. hours in the presence of the Applicant who choose to be present. The envelopes marked “Technical Proposal” shall be opened first, The envelopes marked “Financial Proposal” shall be kept sealed for opening at a later date.

Proposal for which a notice of withdrawal has been submitted shall not be opened.

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.

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 alongwith their technical Scores will be read out. The opening of Financial proposals shall be done in presence of respective representatives of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the proposals shall be carried out in terms of RFP.

Applicants are advised that Selection shall be entirely at the discretion of the Authority. 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.

### **4.2 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, BIRSAC & IGSC Planetarium, & 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.

### **4.3 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.

#### 4.4 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 **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. Detailed evaluation of the proposals shall be undertaken

##### 4.4-1 The scoring Criteria to be used for evaluation shall be as follows.

###### Detailed Evaluation

S.No.	Parameters	Max Marks
1.	<p>&gt;firm's existence in years after its registration :10            Years 05 years 70%            05 years- 10 years : 85%            &gt;10 to 20 years : 100%</p> <p>&gt;Average Annual Income of the Firm (In the last 3 financial years) ended on March 31<sup>st</sup>, 2018            Rs. 50 lakh – Rs. 75 lakh: 70%            Rs. 75 lakh – Rs. 1 crore : 85%            &gt;Rs. 1 crore: 100%</p> <p>&gt; 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)</p> <p>&gt;Services of at least 3 public Sector Undertaking or Government Organization (Documentary proof/ work orders/client certificates/completion certificates to be submitted):</p> <p>3-5 projects:70%            50-10 Projects: 85%            More than 10 Projects: 100%</p>	15 15 5 15
2.	Approach & methodology for each of the major task assigned weightage to be applied for marking : (on the basis of report submitted in form tech IV)	15
	<p>b) A Undertaking of Objective under each task – 40%</p> <p>c) Strategy for executing work assigned under each task- 60%</p>	
	<p>Key experts qualification &amp; competence            Team Leader – 15 marks ; Accountants- 10 Marks each            Weightage to be applied for marking : general qualification- 20%</p> <p>Relevant Experience -40% Experience in government sector (Accounting and financial management)- 40%</p>	35
	Total Score	100

#### **4.5 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 or pre-quality the Applicant(s) whose Technical score is less than the score specified in clauses 4.4; provided that in such an event, the total number of prequalified Applicants shall not exceed 2 (two).

#### **4.6 Evaluation of Financial Proposal**

The envelope containing the financial proposal shall not be opened till the technical evaluation is complete. The financial proposal of only such 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 subsequently reviewed. The evaluated total price (ETP) for each Financial Proposal will be determined. The score for each Financial Proposal is inversely proportional to its ETP and will be computed as follows:-

$$S_f = 1,000 F_m / F$$

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.

#### **4.7 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.

#### **4.8 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. A Key Personnel who did not score 70% (seventy per cent) marks as required under Clause 3.1.2 shall be replaced by the Applicant with a better candidate to the satisfaction of the Authority. 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.

#### **4.9 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.

#### **4.10 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.

#### **4.11 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, BIRSAC & IGSC Planetarium, Patna 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.

#### **4.12 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.

#### **4.13 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.

## APPENDIX-I

### 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 **Handling Accounting & Financial Management Services at BCST,BIRSAC , IGSC Planetarium and 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 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

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:

**FORM TECH - II**

**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"><li>• ICAI Registration – YES / NO</li><li>• Income Tax PAN – YES / NO</li><li>• GST Registration – YES / NO</li></ul>	Provide all certificates of Registration
The Firm should have been in operation for last 12 years after its registration	<ul style="list-style-type: none"><li>• Year of Registration / start of operation _____</li></ul>	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"><li>• Number of Partners _____</li><li>• Number of FCA Partners _____</li><li>• Number of Employees _____</li></ul>	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 income (i.e. Average Gross Professional Fees earned during 3 years) of the Firm in last 3 financial years ending on March 31 <sup>st</sup> , 2018 must be equal to or more than Rs. Fifty Lakhs.	Average annual income (i.e. Average Gross Professional Fees earned during 3 years) of the Firm in last 3 financial years ending on March 31 <sup>st</sup> , 2018 is 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'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

**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 :-	Aprox. 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 :	

**Form Tech - IV: Technical 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 BCST, and the degree of detail of such output, including the templates of the same. **(Not more than 20 pages)**]

**Form Tech - V: Format for Submission of CVs of Experts****Form Tech V (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.

**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 as per para 2.7 of chapter 2]

**1. PROPOSED POSITION****2. NAME OF FIRM****3. NAME OF EXPERT****4. DATE OF BIRTH****CITIZENSHIP****EDUCATIONAL****5. QUALIFICATION**

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

**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:

Positions

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—

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 BCST / BIRSAC / IGSC Planetarium / Department of Science & Technology, Bihar office as a part of proposed
4. 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 :-

## **Form Tech - VI:**

### **Firm's Professional Income**

[Using the format below, provide the firm's Average Annual Income in the last 3 financial years ended on 31st March 2018.]

<b>Particulars</b>	<b>Year (2015-16)</b>	<b>Year (2016-17)</b>	<b>Year (2017-18)</b>	<b>Average Annual Income</b>
Annual Income* (in Rs. Crores)				

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

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.

## **APPENDIX-II**

### **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, BIRSAC, IGSC Planetarium and Department of Science & Technology, Bihar** ” in accordance with your Request for Proposal (RFP) dated..... and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs.....(Rupees .....only) is fee 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:

## Fin 2- Summary of Costs

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

## 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 ACA (Team Leader)		
Accountants		