

Tender NO: -



**EXPRESSION OF INTEREST
FOR
SELECTION OF CA FIRM FOR
Providing Accounting, Tax and other services to BLDA
for 3 (three) years**



**GOVERNMENT OF BIHAR
ANIMAL & FISHERIES RESOURCES DEPARTMENT,
BIHAR, PATNA
BIHAR LIVESTOCK DEVELOPMENT AGENCY (BLDA)**

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Expression of Interest (Eoi)
For
Selection of Chartered Accountant (CA) Firms
for
Providing Accounting, Tax and other services to BLDA for 3 (three) years
Time schedule of various EOI related events:

Bid calling date:	29.10.2022
Bid closing date/time	21.11.2022/1.00pm
Pre-Bid Meeting/time	07.11.2022/3.00pm
Technical Bid opening date/time	22.11.2022/3.00pm
Financial Bid Opening/time	Will be informed later.

- Contact person: **Project Director, Bihar Livestock Development Agency (BLDA)**, near BVC campus, Patna, Bihar.
- The details of EOIs offer, terms and conditions may be seen on the departmental website- <https://state.bihar.gov.in/ahd/>.
- Any kind of amendment/corrigendum will be published at above web address.


26.10.2022
Project Director
BLDA, Patna

Expression of Interest (Eoi)
For
Selection of Chartered Accountant (CA) Firms
for
Providing Accounting, Tax and other services to BLDA for 3 (three) years

Sealed Eoi 's are invited from the Chartered Accountant Firms out of the up-to-date empaneled list of C & AG for providing Accounting, Tax and other services to maintain cashbooks by double accounting system of different funds along with A.I. Fees fund collected from/deposited by District Animal Husbandry Officer-cum-District Coordinator, BLDA of all the 38 districts of the State of Bihar under Bihar Livestock Development Agency, Patna for 3 (three) years (which may be extendable on satisfactory performance). The engagement of Chartered Accountants Firms shall be selected through two Bid systems i.e. (Technical & Financial) separately i.e., Technical and Financial in two separate sealed envelopes duly super scribed "TECHNICAL BID" AND "FINANCIAL BID" and name of firm. Both the sealed envelope should be placed in third envelope duly sealed and super scribed with "Expression of Interest (Eoi) For Selection of Chartered Accountant (CA) Firms at BLDA Patna" as per terms and conditions specified in the Bid document in two bid system.

Bid is to be submitted to Project Director, B.L.D.A., P.O.- Bihar Veterinary College, Patna-800014 till 01:00 P.M. on or before 21/11/2022

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26-10-2022
Project Director
BLDA, Patna



EOI Guidelines:

1. Definitions:

- **PO** - Purchase Order
- **EMD** - Earnest Money Deposit
- **PSD/PS** - Performance Security Deposit
- **DD** - Demand Draft
- **BG** - Bank Guarantee
- **BC** - Banker's Cheque
- **Buyer** - Project Director, BLDA
- **Bidder** - who have submitted the Valid EOI Document
- **Supplier** - Successful bidders
- **PD** - Project Director
- **BLDA** - Bihar Livestock Development Agency
- **DAHO** - District Animal Husbandry Officer
- **PQE** - Post Qualification Experience

2. General Instruction:

- a) The Bidders shall submit its Technical and Financial bid as per process given in the EOI.
- b) The Financial bid of only those technically qualified Bidders will be considered who have scored minimum 60 marks in out of 100 in Technical bid
- c) The L1 shall be decided on the highest composite score (Technical+Financial) on 70:30 (Technical:Financial) as per the formula stated in the EOI documents.
- d) The bid will be awarded at the Financial bid value quoted by the successful Bidder.
- e) The bidders who will get technically less than 60 marks out of 100 will be considered as technically disqualified. Any bidder obtaining less than 60 out of 100 in Technical bid will forfeit the right to consideration of its financial bid.
- f) The EOI/ Tender/Bid/Proposal shall be considered the same in this Tender document.

3. EMD

- a. EMD of Rs. 39,000/- (Rupees thirty nine thousand only) in the form of DD/BG from nationalized banks should be submitted. **The tender received without EMD will be rejected summarily.**
- b. **Validity:** EMD should be valid up to six months.
- c. EMD would be refundable under following conditions:
 - (i) Tender is closed at any stage of procurement.
 - (ii) Rejection of bid at primary technical scrutiny level.
 - (iii) After issuance of rate contract/ purchase order.
- d. Non submission of EMD will make the bidder liable for disqualification.
- e. Those Bidders who are exempted for payment of EMD must enclose necessary document and request to PD, BLDA for the same. However, final decision on such request will be privilege but not the prejudice of the PD, BLDA.
- f. Wrong/ Fraudulent data submission may lead to disqualification.

4. Scope of Work

The Chartered Accountant's Firm will be appointed to provide at least 4 accountancy professional among which two should be Chartered Accountant (CA) (out of which at least one should be FCA) to Bihar Livestock Development Agency, Patna (BLDA) for Accounting, Tax and other services to maintain cashbooks by double accounting system of different funds along with A.I. Fees fund collected from/deposited by District Animal Husbandry Officer-cum-District Coordinator, BLDA of all the 38 districts of the State of Bihar under Bihar Livestock Development Agency, Patna for 3 (three) years (which may be further extended on satisfactory performance with approval of Chairman, BLDA). The CA will maintain cashbooks by double accounting system of different funds with a purpose to :-

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- a. Compilation of annual Accounts Reconciliation of Receipts and Expenditure at DAHO offices, other relevant offices and their allied office level & Consolidation at Head Quarter level and maintenance of relevant record.
- b. Verify all amount received at BLDA by the offices of the District Animal husbandry Officer (DAHO)-cum District Coordinator, BLDA of all the 38 districts of the state of Bihar for different funds along with A.I. Fees collected from the A.I. Centres of the respective districts as per the reported figure of A.I.
- c. Verify all funds (A.I. Fund) transferred by the office of DAHO cum district Coordinator, BLDA of the 38 districts of the state of Bihar to the A/C of BLDA HQ., Patna and balance amount to be transferred (Year wise) according to A.I. done.
- d. Verify all funds transferred by the BLDA HQ., Patna to the A/C of DAHO cum district Coordinator, BLDA of the 38 districts of the state of Bihar.
- e. Prepare the yearly statement of the account of different schemes (Scheme wise).
- f. Maintenance of Ledger & Inventory records of BLDA including receipts and its utilization for development work.
- g. Establish online double entry system of accounts for all offices under BLDA.
- h. Checking of Balance Sheets and accounts of any other concessionaire developers or projects of **BLDA**.
- i. Verify the status of balances not transferred/ deposited in account of BLDA, Patna by all the district offices (District wise and Year wise).
- j. Work related to opening of bank account & PFMS linkages of accounts of BLDA.
- k. The successful bidder shall have their own Data Entry Operator/s if required and BLDA will not be responsible to provide them operator/s for their work in BLDA office.
- l. Any other related tasks assigned/directions given by Project Director, BLDA, Patna.

5. Eligibility Criteria

Firms fulfilling the eligibility criteria as listed below should apply. Any form of Joint Venture/ Consortium of Firms will not be allowed for participation in the selection process. The eligibility criteria/ Qualification – cum – Technical terms shall be evaluated as Table- A below:

Table- A

Sl. No.	Parameter	Criteria	Supporting
1	Entity of Organization	No Consortium/ Joint venture is allowed.	Firm registration Certificate
2	Registration Organization	5 Year	Firm constitution certificate from ICAI as on 01.01.2022
4	No. of partners	Have at least 4 full time partners, out of which 2 should be CA (out of which one should be FCA).	Firm constitution certificate from ICAI as on 01.01.2022 (Refer Annexure A - 1)
5	Relevant experience	The CA Firm should have experience of providing similar services to at least 3 (three) Govt. authority/Govt. body/ Central PSU/ State PSU/Govt. institution in India in the last 3 years as on the last date of bid submission (Work order or completion certificate to be provided). Firm should have work experience of providing similar services.	Work orders/ completion certificates
6	Empanelment	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG).	Empanelment Number (Submit copy of evidence)
7	Registered Office	Have Head/Branch Office in Patna, Bihar.	Address proof
8	Turnover	The Turnover of the firm for the last 3 financial years should be exceeding 50	Submit Audited Balance Sheet and Profit & Loss account statement for each of the last three (03) financial years and

		Lakhs in each year.	certificate duly signed by Statutory Auditor of the Bidder for total turnover.
9	Positive Net Worth	The Bidder should have positive net worth in last three (03) years FY.	Submit certificate from the Statutory Auditor/ Chartered Accountant clearly stating Positive Net Worth.
10	GST Registration and TAN registration	Have a valid GST Registration and TAN Registration.	Submit GST Registration and TAN registration number.

6. BINDING TERMS:

- a. The Firm or any partner of the firm should not have any disciplinary matters pending with ICAI/ RBI/ CBI or any Government/ semi-Government/ Autonomous entities/Agencies and they should not have suffered any disqualification (A self-declaration to be submitted on the letter head of the firm).
- b. Should have never been issued notice for failure to submit deliverables and cancellation of work order/ forfeiture of EMD etc. by any Government/ semi-Government/ Autonomous entities/Agencies (A self-declaration to be submitted on the letter head of the bidder).
- c. The Firm or any partner of the firm should not have been barred from appointment or terminated by any Government/ semi-Government/ Autonomous entities/Agencies (A self-declaration to be submitted on the letter head of the bidder organization).
- d. The bidder shall submit a letter of undertaking on the firm's letter head declaring that, I/ We have read and understood the terms and conditions of the tender/ quotation notice and documents and hereby unequivocally and unconditionally accept and abide by them unconditionally.
- e. No conditional tender/ quotation shall be accepted by BLDA, the same shall be rejected by the authority.
- f. Whenever, there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favourable to the BLDA will be considered applicable at the time of dispute. Any legal dispute arising out of the job contract will be settled in Competent Court at Patna or at the Judicature of High Court at Patna only.
- g. All pages of the bid documents should be properly numbered, i.e., proper paging of the document should be done.

Note: To confirm that the Bidder fulfils the prescribed eligibility criteria on prequalification parameters the copies documents dully signed in support of above are to be enclosed with the technical bids.

7. PAYMENT TERMS

The payment structure is on Annual basis (which can be paid monthly on request) & fees shall be paid upon the invoice raised by the selected firm. The Bidders are required to quote the Annual fee for professional service. The rates quoted will be inclusive of travelling expenses, communication expenses and all other out of pocket expenditure relating to the said assignments but excluding GST. However, the GST shall be paid separately at the applicable rate.

8. Taxes and Deduction

- A. BLDA will deduct T.D.S. of the monthly payment to the firm as per rules.
- B. All statutory requirement form govt. if any will be borne by the service provider

9. CONTRACT PERIOD

The Contract to the Chartered Accountant (CA) Firms for providing Accounting, Tax and other services to BLDA shall be awarded for a period of Three (03) years, which may be further extended to another 1(one) year, with prior permission from competent authority subject to performance of successful bidder (CA Firm) and in event of no defaults and violation of Service Agreement condition. However, if the performance of the CA firm is not found to be satisfactory by BLDA, the contract may be terminated earlier by giving termination notice of 30 days to the firm. The firm shall provide all services specified in scope of work and in the bid in accordance with the highest standards of

professional competence and integrity. BLDA reserves the right to require the replacement of any staff assigned to work on the site by suitable qualified staff, in the event that the staff concerned is determined to be incompetent by BLDA.

10. Bidding procedure

1. Bids shall be submitted in two parts- (i) Technical Bid and (ii) Financial Bid to the office of BLDA.
2. The tender should be submitted in two sealed covers separately namely
 - (i) Technical Bid and (ii) Financial Bid. The two envelopes shall be again put in single envelop super scribed with "**Expression of Interest (EoI) For Selection of Chartered Accountant (CA) Firms at BLDA Patna**".

11. Bid documents: (including as mentioned in other sections)

It shall include the following information about the firm and/or its proposal.

- | | |
|---|-----------|
| a. Cover letter | - Form- A |
| b. Application form-T (Technical Bid) | - Form- B |
| c. Financial Bid Format | - Form- C |
| d. Details of CA Firm's Partners | - Form- D |
| e. Details of CA Firm's experience of similar services during the last 10 (ten) years | - Form- E |
| f. Check list | - Form- F |
| g. Where Forms are not prescribed (if information giving is important), bidder can design his own formats to hold the information). | |

12. Technical Bid:

- a. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- b. The tender paper should reach the following address latest by 1.00 PM on dt. 12/10/2022 to the Project Director, Bihar Livestock Development Agency, Patna, Near BVC Campus, Pin-80014, India. Tender paper received after the due date and time shall be rejected.
- c. Date & time of opening of bid is 14/10/2022 at 03:00 AM. The interested bidders or their authorized representatives are requested to remain present at the time of opening of bid.
- d. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.
- e. Any dispute that may arise will be settled at Competent Court at Patna or at the Judicature of High Court at Patna only.

13. Financial bid:

- a. Financial Bid should be submitted in the prescribed format in a separate sealed cover super scribed as "FINANCIAL BID" clearly **indicating the total cost of the work**, in Indian Rupees. In the event of a difference between the arithmetic total and the total shown in the financial proposal, the lower of the two shall prevail. No additional payment shall be made to the bidder except the GST (if applicable).

Bid Evaluation Procedure

A. Opening of bids:

The Technical bids will be opened by a committee duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents certificates proof of EMD/ Affidavits etc. submitted by the Bidders will be verified for technical evaluation.

B. Technical bid evaluation:

Technical bid documentation shall be evaluated on the basis of document furnished by the Bidder. The bid will be evaluated as per check list (Form-F) and the marks given on the basis of the Table-B

mentioned below. Tender Committee may ask visit to Bidder's site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

In the first stage Technical proposal will be evaluated on the basis of technical criteria as mentioned below:

The Applicant with highest marks (T max) will be given a Technical Score (ST) of 100 points. The Technical Scores of other Applicants will be computed as follows: $ST_x = 100 \times T_x / T_{max}$

T_x = Technical marks scored as per below mentioned Technical Evaluation criteria to evaluate particular agency that is ST_x (ST_x- The agency whose score is being evaluated.)

Table- C
Criteria (Detailed) and Scoring Scheme for Short listing at the EoI stage

S.N.	Criteria and Scoring	Maximum Marks*	Documents to be submitted
I	II	III	IV
1	Average Annual Turnover of the firm for the last three financial years (i.e., 2018-19, 2019-20 & 2020-21) from audit and assurances services "Specified Turnover") Rs. 50 lakh and upto 2.5 Crores – 15 marks Above 2.5 Crore and upto 5 Crores – 20 marks Above 5 crores – 25 marks	25	Self-certified; the firm will provide the total turnover and the Specified Turnover. "Turnover" would mean the professional fee earned excluding service tax and travelling.
2	Long standing of the firm With minimum of 5 year experience 5-10 Years of experience – 15 marks 10-15 Years of experience – 20 marks 15 above Years of experience – 25 marks	25	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI
3	Experience and Association of Partners <ul style="list-style-type: none"> • 2 points for each Partner with Post Qualification Experience (PQE) of 5 years with the firm. • 3 points for each Partner with PQE of above 5 years with the firm • 1 point for each Partner with PQE of more than 2 year with the firm 	15	List of Partners with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI
4	Experience and Association of qualified full time staff (being CAs or technically qualified staff relevant to the project) <ul style="list-style-type: none"> • 3 points for each full time staff with PQE of 10 years or more with the firm • 2 points for each full time staff with PQE of 5 years or more with the firm • 1 point for each full time staff with PQE of more than 1 year with the firm 	10	List of full time staff with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI Documentation showing the qualifications and experience of staff other than CAs
5	Active (running) work order of similar work in Govt. Department/ PSU on the last date of submission of tender. Rs. 0.5 to Rs. 1.0 Cr per work order of the Govt. Dept./PSU :- Two (02) marks per work order and three (03) marks per work order more than Rs. 1.0 Cr.	25	Document of Work order
6	Total Marks	100	

* The marks given in each row will be subject to maximum marks given in the column no. III.

The offers of those prospective bidders which do not meet the minimum eligibility requirements are liable to be rejected. A qualifying score of 60 marks out of 100 in the four parameters mentioned above is required to qualify for participation in Financial Bid.

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the next working day at the appointed times.

14. Financial bid evaluation:

In the first stage, the bidder shall submit its technical bid of 100 marks. (Qualifying marks-60 out of 100)

- a. The financial bid of those bidders who qualify in the technical bids will be opened only.
- b. Just before the opening of Financial Bids marks obtained by Bidders in the technical bid can be announced, if so requested by the Bidders. However, non-disclosure of marks, which will form part of records, will not lead to any infirmity in the process.
- c. The bid will be awarded to the Bidder obtaining highest composite score.

Note:- The bidders which will get technically less than 60 marks out of 100 will be considered as technically disqualified.

Evaluation criteria for financial bid of technically qualified firm:-

- a. The bidder shall quote annual fee for professional service in INR.
- b. A two-stage procedure shall be adopted for evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical Bid and 30% weightage would be given to Financial Bid.**
- c. The financial Bids of only those firm/agencies who qualify technically will be opened. The lowest responsive bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. Financial Bids declared non responsive will be awarded zero marks.

The Financial Bid of those bidders, who qualify in the technical bid evaluation, will only be opened. The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

Quality and Cost Based Selection (QCBS)

The individual bidder's financial bid scores will be normalized as per the formula below"

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal place) where,

F_n = Normalized commercial score for the bidder under consideration (i.e. the scaled score with reference to the L-1 quote for a particular bidder).

F_b = Absolute financial quote for the bidder under consideration (to be more specific, the rate quoted by the particular bidder, in hand)

F_{min} = Minimum absolute financial quote (in other words, the rates quoted by the L-1 bidder)

For e.g. assuming that out of technically qualified bids any firm "A" who has quoted 5% as service charge is lowest one, it will be given a financial score of 100. Other technically qualified firms B, C & D who have quoted 6%, 7% and 8% respectively will be given the financial score as worked out in the following examples.

Firms	Bid Rate	Financial Score
Firm "A"	5%	$5/5 \times 100 = 100$
Firm "B"	6%	$5/6 \times 100 = 83.33$
Firm "C"	7%	$5/7 \times 100 = 71.43$
Firm "D"	8%	$5/8 \times 100 = 62.50$

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EVALUATION AND COMPARISON OF BIDS:

There will be 70% weightage for Technical Bid and 30% for the Financial Bid.

Composite Score (S) = $T_s \times 0.7 + F_n \times 0.3$

The Bidder with the highest Composite Score (S) would be awarded the contract.

9. CONTRACT FINALIZATION AND AWARD CRITERIA

BLDA shall notify the successful bidder, through a Letter of Award (LoA), that its bid has been accepted. The letter of award will be accompanied by the proforma for contract, incorporating all agreements between the parties.

Within 05 (five) days of issue of the Letter of Award (LoA), the Successful Bidder shall sign the contract and engage resources to provide accounting, tax and other services to BLDA, failing which the LoA/ Work order will be liable for cancellation.

10. PERFORMANCE SECURITY DEPOSIT

- a. The successful bidder will be required to pay Performance Security Deposit (PSD) equivalent to 05% of total contract value (including GST) to BLDA in form of DD/BG from a Nationalized Bank within 05 (five) days of issuance of LOA along with signed copy of LOA in duplicate as acceptance of LOA in acknowledgement.
- b. All charges whatsoever such as premium, commission, etc. with respect to the PSD shall be borne by the bidder.
- c. The bidder will also be required to further extend the PSD, in case BLDA extends the contract, to an extent that the PSD is valid for a minimum of three months after the expiry of the extended contract period.
- d. The extended PSD in all the above cases shall be submitted at least 3 months before the expiry of the previous PSD, failing which, BLDA reserves the rights to terminate the contract, and forfeit the PSD.

11. Termination for default

The Chairman, BLDA without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, may terminate the contract in whole or in part:

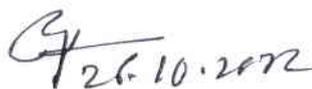
- a. If the bidder fails to provide services within the stipulated period of time granted by the BLDA. or,
- b. If the bidder fails to perform any other obligation(s) under the contract. or,
- c. If the Bidder, in the judgment of the BLDA has engaged in corrupt or fraudulent practices in competing for or in executing the contract

12. Exit Clause

The Chairman, BLDA at its sole discretion can terminate the contract without assigning any reasons whatsoever by giving THIRTY (30) days notice to the service provider. In case service provider intends to withdraw his contract with BLDA, the service provider has to give three months' notice to BLDA.

13. CONFIDENTIALITY OF BLDA DATA

The Successful Bidder will treat as confidential all data and information about BLDA, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of PD, BLDA.


26.10.2012
Project Director
BLDA, Patna



Cover Letter

(To be given in Company's/Agency's Letter Head)

- 1. I Son / Daughter /Wife of Sri..... Proprietor/Director/ authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this EOI document;
- 2. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them;
- 3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

Place:

Signature :

Date:

Name :

(Authorised Signatory)

Designation :

(Capacity in which signed)

Full Address :

Company Seal :

Signature of bidder

Dated : _____

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**APPLICATION FORM-T (TECHINCAL BID)
TO PROVIDE MAN POWER ON OUTSOURCING BASIS AT BLDA,PATNA
(TO BE FILLED IN BY THE APPLICANT)**

1. Name of the Firm/Agency :
2. Name of the representative
authorized by the company/
agency to sign the EOI :
3. Applicant's Legal Status, Please
specify: (Private /Public Limited
Company/ Partnership firm/Sole
Proprietor Firm/ any others) :.....
4. Registration Details of the Firm/Agency :
 - 4.1 Number :
 - 4.2 Where registered :
5. Address of the Firm/Agency :
:
:
:
6. Telephone No. :
6.1 (Office) :
6.2 (Residence) :
6.3 ISD/STD code :
6.4 Website if any :
6.5 Mobile :
6.6 E-mail :
7. GST Registration No :
(attach self attested photocopy)
8. PAN/TAN No. (attach self attested photocopy):
9. EPF Regn. No. in EPF :
Commissioner Office
(attach self attested photocopy)
10. Registration No. of ICAI :
11. Earnest Money(EMD) : Amount.....
: Draft No. of DD/BG
: dated
: Name of the Bank
12. Bankers Details :
(i) Name :
(ii) Branch :
(iii) A/c No :
13. Average Turnover (in Crores) from similar business operations (as per audited financial statement)

Financial year	Annual turn Over (in lakh Rs.) from similar business operations (as per audited financial statement)
2018-19	
2019-20	
2020-21	
Average	

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14. List of Enclosures (to be provided as self attested documents) mentioning the page no. on separate sheet of paper :

- a) DD/BG as per EOI document as EMD.
- b) Identity proof of person signing the EOI document - Self attested photocopy of Pass Port/ Driving Licence/ Voter Identity card/Aadhar card etc.
- c) Self attested copy of registration of the company / agency.
- d) Self attested copy of audited annual turnover for the last three financial years.
- e) Self attested copy of proof of experience of the company / agency.
- f) Self attested copy of PAN/TAN for payment of income tax.
- g) Self attested copy of Service tax registration.
- h) Self attested copy of EPF registration.
- i) Certified copy of authorization on company letter head if documents are signed by the authorized signatory.
- j) Income tax return of the last three FY years.
- k) Certificate of good conduct of any two Govt. agency where the services have been /are being currently provided.
- l) Notary Affidavit regarding "no police case pending against the proprietor/ Firm/ Partner or the company/Agency".
- m) Notary Affidavit regarding Non Blacklisting by central Govt./State Govt./Any PSUs.
- n) GST certificate (if applicable)

I/we, hereby, declare that:-

I/We have read and understood & agree to the Bid Documents, including Terms & Conditions forming integral part of the agreement, etc.

I/We agree and undertake to be bound by the Bid Documents, and other Terms & Conditions forming integral part of the agreement.

That I/We understand that in case of any of the above information/documents (as given by us) is found to be incorrect, BLDA may reject the application, cancel the agreement at any time, without giving any notice and in such a situation, I/We will not be entitled for refund of any part of security and other deposit.

I/we hereby also declare that:-

The bid has been submitted after site inspection of BLDA and the same are to be allotted on "as is where is" basis.

That the undersigned has been authorized by the firm/company to sign these bid documents.

The address given below is the postal/communication address in which all the messages/documents may be addressed/sent to us.

Place:

Date:

Signature :

Name :

(Authorised Signatory)

Designation :

(Capacity in which signed)

Full Address :

Company Seal :

Signature of bidder

Dated : _____

Handwritten signature

Handwritten initials

**FINANCIAL BID FORMAT
(To be filled in by bidder)**

NAME OF THE FIRM: _____

Item	Amount (In INR) per Annum
Annual Rate (Exclusive of GST)	
GST will be reimbursed as per actual to the service provider	

* [The above quoted fee is inclusive of Professional Fee and Cost of manpower i.e., travelling, lodging and fooding etc.]

We are agreed to all the tender conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.

Authorized Signatory of the Firm

Date.....
Place.....

Mt 24

[Signature]

[Signature]

Details of CA Firm's Partners

Sl. No.	Name of the Member	Designation	Years of PQE	Membership No.
1.				
2.				
3.				

Furnish the copy of the documentary evidence in support of the information provided above.

Signature:

Name and Designation and Office Seal

Date:

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Details of CA Firm's Experience of Similar Services during the last 5 (five) years

Sl No.	Name of the Assignment	Name of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments (Please specify the work involved as detailed in Scope of work)	Details of the Supporting Documents provided
1.					
2.					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Signature:

Name and Designation with Office Seal

Date:

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CHECK LIST

Tender No. and Dated. : Tender No. Dated.....
 Name of the Work : Expression of Interest (EOI) For Selection of Chartered Accountant (CA) Firms at
 BLDA Patna

Sl. No.	Particulars of Completed Tender Document	Status of Submission (Indicate Yes/No)	Ref. Page No. of Bid
1	Earnest Money in the form of DD/BG for Rs. 39,000/- (Rupees thirty nine thousand only)		
2	Technical Bid		
a)	Agency profile-cum-Technical Bid		
b)	Registration Certificate of firm in support of agency registered under ICAI		
c)	Registration Certificate under Bihar shops and Establishment Act 1953 in support of Infrastructure available for logistical support in the State of Bihar		
d)	GST Registration Certificate and copies of GST Return of last quarter		
e)	Copies of PAN/TAN		
f)	Copy of Bank Details		
g)	Copy of Registration under ESIC		
h)	Copy of Registration under EPFO		
i)	Certified copies of Annual turnover/report comprising of audit Balance Sheet, profit and loss account/income and expenditure account and /Income and expenditure account and Income Tax returns (ITR) filed with matching PAN/TAN No. of agency for the last three FY years		
j)	Copy of at-least three agreement/work order being carried out currently with good performance certificate of the concerned clearly mentioning number of partner deployed and annual value of agreement/work order.		
k)	List of the clients and Performance certificate issued by clients towards proof of successful performance of the work		
3	Affidavit/Undertaking with regard to-		
a)	Affidavit from the Notary that- (i) The sole proprietor or the partners of the firm/company is/are not involved in any Police Case and have never been punished by any Court of Law, and (ii) The agency should not have been blacklisted by any Government or Semi Government Department or any PSU or any other Organization or changed the name of the firm. Also, the firm should not have any statutory dues of Government of India and/or State Government.		
4	Whether all the documentary evidences are duly self-attested?		
5	Whether all the pages of tender document are duly filled, signed and stamped?		
6	Whether Price Bid is properly filled as per EOI Document stipulation?		
7	Whether DD/BG towards EMD kept in a separate envelop and duly sealed?		
8	Whether Technical Bid, duly sealed as required?		
9	Whether all above envelopes kept inside one envelope?		

Signature of Bidder:-.....

Name:-.....

Date:-.....

Full Address:-.....

Telephone No.:-.....

Email:-.....

Mobile No.:-.....



