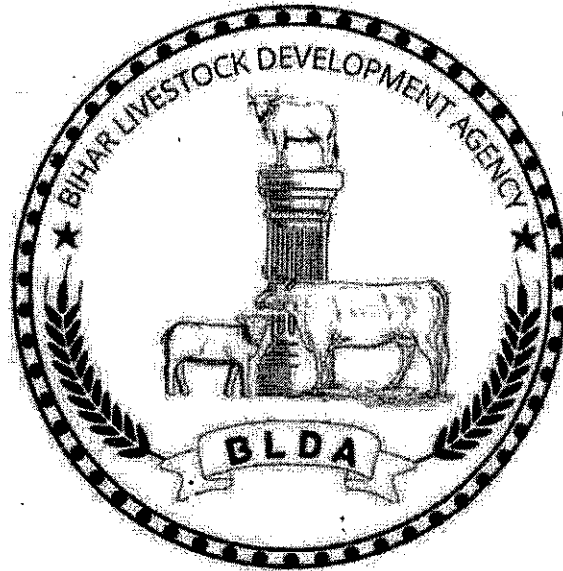


Tender NO: -



**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)**

[Handwritten signatures]

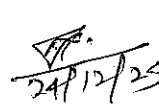
Expression of Interest (EoI)
For
Selection of Chartered Accountant (CA) Firms
for
Providing Accounting, Tax and other services to BLDA for 3 (three) years

Sealed EoI's are invited for the Chartered Accountant Firms out of the up-to-date empaneled list of C&AG for providing Accounting, Tax, Government compliances & Consultancy services, along with other related services as directed by Project Director, BLDA. These consultancy services include maintaining cashbooks by double entry accounting system of all type of funds for 3 (three) years (which may be extendable on satisfactory performance). The engagement of Chartered Accountants Firms shall be selected through two Bid systems through QCBS. Technical and Financial bids should be 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 16/01/2026**

Time schedule of various EOI related events:

Bid closing date/time	16-01-2026 till 01:00 pm
Pre-Bid Meeting	05-01-2026 03:00 pm
Technical Bid opening date/time	16-01-2026 03:00 pm

- 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.


Project Director
BLDA, Patna



EOI Guidelines:

1. Definitions:

- PO - Purchase Order
- EMD - Earnest Money Deposit
- PSD/PS - Performance Security Deposit
- BG - Bank Guarantee
- FDR - Fixed Deposit Receipt
- 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 H₁ shall be decided on the highest composite score (Technical+Financial) on 80:20 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 and lacking in any requisite criteria will be considered as technically disqualified.**
- f) Wrong/ Fraudulent data submission may lead to disqualification.

3. EMD

- a. EMD of Rs. 1,00,000/- (Rupees One Lakh rupees only) in the form of BG/FDR, from any scheduled banks, should be submitted. ***The tender received without EMD will be rejected summarily.***
- b. **Validity:** EMD should be valid up to 1 year.
- c. EMD would be refundable under following conditions **after conclusion/finalization of EOI:**
 - (i) Tender is closed at any stage of procurement.
 - (ii) Technically unqualified proposal.
 - (iii) After submitting Performance security deposit by successful bidder.
- d. **Wrong/ Fraudulent data submission will lead to confiscation of EMD.**

4. Scope of Work

The Chartered Accountant's Firm will provide at least 5 accountancy professionals. There should be one FCA and 3 experienced accounting professions in the workplace at regular basis in the office during working hours. A senior and experienced FCA will monitor and guide the team from the selected firm and he will also provide his suggestions and any needful action at the time of need. The selected firm will also provide extra accountant/s if there is any need for extra manpower to complete the work in given time as per requirement of special situation in course working schedule. The selected firm will **provide Accounting, Tax, Government compliances & Consultancy services along with other related services as directed by Project Director, BLDA.** The selected firm will maintain cashbooks by double accounting system of different funds with a purpose to: -

- a. Prepare the yearly statement of the account of different schemes (Scheme wise).
- b. Maintenance of Ledger & Inventory records of BLDA including receipts and its utilization for development work.
- c. Checking of Balance Sheets and accounts of any other concessionaire developers or projects of **BLDA.**
- d. Verify the status of balances not transferred/ deposited in account of BLDA, Patna by all the district offices (District wise and Year wise).
- e. Work related to opening of bank account & PFMS/any other Government payments systems linkages of accounts of BLDA.
- f. 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.

[Handwritten signatures and date]
29/12/25

g. 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	Legal Entity	The bidder should be a firm registered/incorporated as a partnership firm or a limited liability partnership.	Firm registration/Incorporation Certificate.
2	Registration Organization	10 Year	Firm constitution certificate from ICAI
3	No. of partners	Have at least 4 full time partners, out of which 2 should be ACA and one should be FCA.	Latest Firm constitution certificate from ICAI
5	Relevant experience	The CA Firm should have experience of providing similar services to at least 3 (three) Govt. authority/Govt. body/ PSU/Govt. institution in India	Work Orders/ completion certificates
6	Empanelment	The CA Firm should be empaneled 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	Submit Address proof
8	Turnover	The Turnover of the firm must have an Average Annual Turnover of Rs. 100 Lakh or more for last three FYs ending on 31 st March 2025.	Submit Financial statements for each of the last three financial years and certificate duly signed by Statutory Auditor.
10	GST Registration and TAN registration	Have a valid GST Registration and TAN Registration.	Submit GST Registration certificate with copies of GST Return of last quarter and TAN registration number.

6. Binding Terms:

- The Firm should not have any disciplinary matters pending with ICAI/ RBI/CBI or any Government/ semi-Government/Autonomous entities/Agencies. (A self-declaration to be submitted on the letter head of the firm).
- The Firm should not be barred from appointment by any Government/ semi-Government/Autonomous entities/Agencies (A self- declaration to be submitted on the letter head of the firm).
- 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.**
- No conditional tender/ quotation shall be accepted by BLDA, the same shall be rejected by the authority.
- Whenever, there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favorable 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 Hon'ble Patna High Court, Patna only.
- All pages of the bid documents should be properly numbered with index failing which bid will be considered as not responsive and will be rejected.**

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

7. Payment Terms

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. The

fee of selected Firm will be paid on monthly basis after submitting the invoice for the same.

8. Taxes and Deduction

BLDA will deduct any applicable tax/es as per rules.

9. Contract Period

The Contract to the Chartered Accountant (CA) Firms for providing **Accounting, Tax, Government compliances & Consultancy services along with other related services as directed by Project Director, BLDA** shall be awarded for a period of Three (03) years from the issuance of work order date, which may be further extended on yearly basis for maximum Two (02) years on mutual consent with prior permission of Secretary/Principle Secretary/Additional Chief Secretary, Dairy, Fisheries and Animal Resources Department, Bihar 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. Proposal for EOI shall be submitted (for QCBS selection mode) in two parts-
(i) Technical Bid and (ii) Financial Bid to the office of BLDA.
2. The proposal for EOI should be submitted in two sealed covers separately namely
(i) Technical Bid with the name of firm and (ii) Financial Bid with the name of firm. 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" & Name and Address of firm.**

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

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

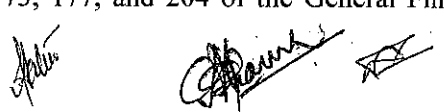
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|---|----------|
| a) Cover letter | - Form-A |
| b) Application form-T (Technical Bid) | - Form-B |
| c) Financial Bid Format | - Form-C |
| d) Details of CA Firm's Partners | - Form-D |
| e) Details of CA Firm's experience of similar services during the last 10 (ten) years | - Form-E |
| f) Check list | - Form-F |
| g) Where Forms are not prescribed & information is important, bidder may incorporate the information in self-prepared format. | |

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 16/01/2026 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 16/01/2026 at 03:00 pm. 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 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.
- b. The bidders are required to quote their professional fee strictly in accordance with the Minimum Recommended Scale of Fees prescribed by the Institute of Chartered Accountants of India (ICAI) for professional assignments relating to Chartered Accountancy services and in accordance with the principles of Rule 173, 177, and 204 of the General Financial Rules (GFR), 2017, and relevant



provisions of the Delegation of Financial Rules (DFR), it is explicitly stated that no tender shall be accepted at an unreasonably low value which compromises the quality, independence, or integrity of professional services.

- c. If any bidder quotes a fee below the minimum prescribed by ICAI or below the reasonable and justifiable minimum fee as determined by the Tender Evaluation Committee keeping in view the scope, deliverables, and statutory nature of the assignment, such a bid shall be treated as non-responsive and shall be rejected outright, even if the bidder is otherwise the lowest (L1).
- d. The Tender Evaluation Committee reserves the right to verify the quoted fee vis-à-vis the ICAI's prescribed norms and the nature of services required under this tender. The decision of the Committee in this regard shall be final and binding.
- e. The intent of this clause is to ensure compliance with the ethical and professional standards of ICAI and to maintain fair competition and quality assurance, in conformity with the principles of Rule 173(i) and Rule 177(ii) of the GFR, which mandate reasonableness of rates and safeguarding of quality in procurement of consultancy services.

14. Bid Evaluation Procedure

A. Opening of bid:

The Technical bids will be opened by the designated committee of BLDA. 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. Bid will be evaluated as per check list (**Form-F**). Tender Committee may ask to 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:

Table- B
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., 2022-23, 2023-24 & 2024-25) as per audited Financial Statements. - Rs. 1 Crore and up to 5 Crores - 05 marks - Above 5 Crore and up to 10 Crores - 10 marks - Above 10 crores -15 marks	15	Copy of the Audited financial statements including Profit & Loss Statement & Balance sheet with UDIN issued by ICAI.
2	Long standing of the firm With minimum of 10 years' experience 10-20 Years of experience - 05 marks 20-30 Years of experience – 10 marks 30 above Years of experience - 15 marks	15	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI



3	Experience and Association of Partners • 1 point for each FCA Partner with PQE of above 5 years with the firm • 0.5 point for each FCA Partner with Post Qualification Experience (PQE) of 5 or less than 5 years with the firm. • 0.5 point for each ACA Partner with PQE of more than 3 years with the firm	20	Self-attested copy of 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	Empaneled with Comptroller and Auditor General of India (C&AG). • Ranking points of Current year Less than 75 – 05 marks • Ranking points of Current year 75 and up to 125 – 15 marks • Ranking points of Current year more than 125 – 25 marks	25	Self-attested copy of latest valid Certificate of empanelment with Ranking points of Current year of the firm awarded by Comptroller & Auditor General of India
5	Work order of successfully completed/ongoing assignments of similar work in Govt. authority/Govt. body/ PSU/Govt. institution in India on the last date of submission of tender. • One (01) mark per work order	15	Document of Work order/Agreements/ Appointment letter
6	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs) • Technical Approach & Methodology - 5 marks • Work Plan - 5 marks	10	Write up submitted as part of the proposal covering the following: - Understanding the objective of the assignment - Implementation methodology
Total Marks		100	

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

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: $STx = 100 * Tx/Tmax$

Tx = Technical marks scored as per above mentioned Technical Evaluation criteria to evaluate particular agency.

STx = The agency whose score is being evaluated.

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 Six 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.

C. Financial bid evaluation:

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

- The financial bid of those bidders who qualify in the technical bids will be opened only.
- Just before the opening of Financial Bids marks obtained by Bidders in the technical bid could 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.
- 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.

D. 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. 80% weightage would be given to the Technical Bid and 20% 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 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.

E. Quality and Cost Based Selection (QCBS)

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

$F_n = F_{min}/F_b \times 100$ (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 example: assuming that out of technically qualified bids any firm "A" who has quoted 5 as 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	Quoted Charge	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	$5/8 \times 100 = 62.50$

F. Evaluate and comparison of bids:

There will be 80% weightage for Technical Bid and 20% for the Financial Bid.

Composite Score (S) = $T_s \times 0.8 + F_n \times 0.2$

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

15. 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 15 (fifteen) 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 and second highest score company will be awarded with LOA.

16. Performance Security Deposit

- a. The successful bidder will be required to pay Performance Security Deposit (PSD) equivalent to 05% of total Annual contract value to BLDA in form of FDR/BG from a Scheduled Bank within 15 (fifteen) days of issuance of LOA along with signed copy of LOA in duplicate as acceptance of LOA in acknowledgement.
- f. All charges whatsoever such as premium, commission, etc. with respect to the PSD shall be borne by the bidder.
- g. 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.

- h. 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.

17. Termination for default

The Chairman, BLDA- cum- Secretary/ Principal Secretary/ Additional Chief Secretary, Dairy, Fisheries and Animal Resources Department, 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 in following condition:

- 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

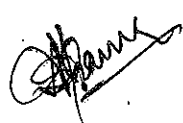
18. Exit Clause

The Chairman, BLDA- cum- Secretary/ Principal Secretary/ Additional Chief Secretary, Dairy, Fisheries and Animal Resources Department, 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 must give three months' notice to BLDA.

19. 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.


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/Firm Seal:



APPLICATION FORM-T (TECHINICAL BID)
ACCOUNTING, TAX AND OTHER SERVICES TO 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 :
Applicant's Legal Status, Please specify: :
(Partnership firm/LLP firm /Sole Proprietor Firm/ any others):
3. Registration Details of the Firm/Agency:
 - 3.1 Number :
 - 3.2 Where registered :
4. Address of the Firm's Head/Branch Office :
.....
5. Telephone No. :
 - 5.1 (Office) :
 - 5.2 (Residence) :
 - 5.3 Mobile :
 - 5.4 Website if any :
 - 5.5 E-mail :
6. GST Registration No. :
(attach self attested photocopy)
7. PAN/TAN No. (attach self attested photocopy) :
8. EPF Regn. No. in EPF Commissioner Office :
(attach self attested photocopy)
9. Registration No. of ICAI :
10. Earnest Money(EMD) Amount :
 - : FDR /BG No. :
 - : Dated :
 - : Name of the Bank :
11. Bank Details :
 - (i) Name :
 - (ii) Branch :
 - (iii) A/c No :

12. 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)
2022-23	
2023-24	
2024-25	
Average	





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

- a) FDR/BG as per EOI document as EMD.
- b) Identity proof of person signing the EOI document - Self attested photocopy of Pass Port/ Driving License/ Voter Identity card/Aadhar card etc.
- c) Self-attested copy of Proof Address of the Firm's Head/Branch Office
- d) Self-attested copy of registration of the firm.
- e) Self-attested copy of latest Firm constitution certificate/Firm card issued by ICAI.
- f) Self-attested copy of C&AG empanelment ranking points sheet issued by C&AG
- g) Self-attested copy of audited annual turnover for the last three financial years.
- h) Self-attested copies of proof of experience of the firm.
- f) Self-attested copy of PAN /TAN for payment of income tax.
- g) Certified copy of authorization on firm letter head if documents are signed by the authorized signatory.
- h) Income tax return of the last three financial years.
- i) Write up proposal for Understanding the objective of the assignment, Key functionalities delivered, Implementation methodology.
- j) Notary Affidavit regarding "no police case pending against the proprietor/ Firm/ Partner or the company/Agency".
- k) Notary Affidavit regarding Non-Blacklisting by central Govt./State Govt./Any PSUs.
- l) GST certificate with copies of GST Return of last quarter.

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:.....

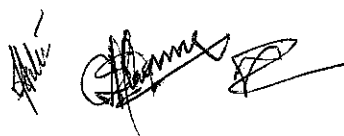
(Authorised Signatory)

Designation:.....

(Capacity in which signed)

Full Address:.....

Firm Seal:



FINANCIAL BID FORMAT
(To be filled in by bidder)**NAME OF THE FIRM:** _____

Amount (In INR) per Annum* (Exclusive of GST)	
In Digit	In Words
GST will be reimbursed as per actual to the service provider	

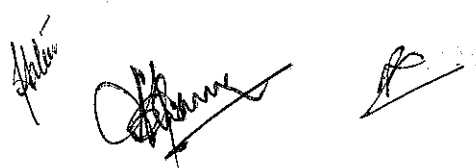
* [The above quoted fee is inclusive of Professional Fee and Cost of manpower i.e., travelling, lodging and fooding etc.]

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.

Signature with seal of authorized
signatory of the Firm

Date.....

Place



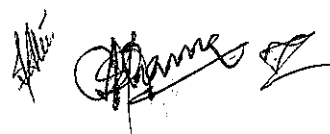
Details of CA Firm's Partners

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:

Handwritten signature and office seal.

Details of CA Firm's Experience of Similar Services

SI 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:

[Handwritten signatures and initials]

CHECKLIST

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
01	Earnest Money in the form of FDR/BG for Rs. 1,00,000/- (Rupees One Lakhs only)		
02	Technical Bid		
a)	Agency profile-cum-Technical Bid (Form T)		
b)	Registration Certificate of firm in support of agency registered under ICAI		
c)	Latest Firm constitution certificate from ICAI/ Firm card issued by ICAI		
d)	GST Registration Certificate and copies of GST Return of last quarter		
e)	C&AG Empanelment ranking points of current year issued by C&AG		
f)	Copies of PAN/TAN		
g)	Copy of Bank Details		
h)	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		
i)	Copy of agreement/work order similar work experience of the firm		
j)	List of the clients and Performance certificate issued by clients towards proof of successful performance of the work (if any)		
k)	Write up proposal for Understanding the objective of the assignment, Key functionalities		
03	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.		
04	Self-declarations regarding: (i) The Firm should not have any disciplinary matters pending with ICAI/ RBI/CBI or any Government/ semi-Government/Autonomous entities/Agencies. (ii) The Firm should not be barred from appointment by any Government/ semi-Government/Autonomous entities/Agencies.		
05	Self-attested copy of Proof Address		
06	Identity proof of person signing the EOI document		
07	Whether all the documentary evidences are duly self-attested?		
08	Whether all the pages of tender document are duly filled, signed and stamped?		
09	Whether Price Bid is properly filled as per EOI Document stipulation?		
10	Whether FDR/BG towards EMD kept in a separate envelop and duly sealed?		
11	Whether Technical Bid, duly sealed as required?		
12	Whether all above envelopes kept inside one envelope?		

Signature of Bidder: -

Name: -

Date:

Full Address: -

Telephone No.: -

Email: -

Mobile No.: -