

Bihar Urban Infrastructure Development Corporation Ltd, Patna
(A Govt. of Bihar Undertaking)



Khadya Bhawan, Second Floor, Daroga Rai Path, Road No.-2, R.Block, Patna-800 001
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Request for Proposal for

“Selection of Chartered Accountant Firm/ registered entities for outsourcing of accounting and financial management services in Bihar Urban Infrastructure Development Corporation Limited”



Disclaimer

The information contained in this request for proposal document ("RFP Document") or subsequently provided to Bidder(s), whether verbally or in documentary form or otherwise by **Bihar Urban Infrastructure Development Corporation Limited (BUIDCO)**, Government of Bihar or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP Document and such other terms and conditions subject to which such information is provided.

The RFP Document is neither an agreement nor a binding offer by **BUIDCO** to the prospective Bidders or any other person. The purpose of this RFP Document is to provide pre-qualified interested parties with information to assist in the formulation of their Proposal pursuant to this RFP Document. This RFP Document includes statements, which reflect various assumptions and assessments arrived at by **BUIDCO** in relation to the Project. Such assumptions and statements do not purport to contain all the information that each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for **BUIDCO**, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. The assumptions, assessments, statements and information contained in this RFP Document may not be complete, accurate, adequate or correct. Each Bidder shall conduct its own investigations and analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP Document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **BUIDCO**, its employees and advisors, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

BUIDCO, its employees and advisors make no representation or warranty, express or implied, and shall have no responsibility or liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP Document and any assessment, assumption or information contained therein or deemed to form part of this RFP Document or arising in any way with evaluation of Bidders or selection of the Successful Bidder in the Bidding Process.

The **BUIDCO**, its employees and advisors, also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP Document.

BUIDCO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP Document does not imply that **BUIDCO** is bound to select a Bidder for implementing the Project and **BUIDCO** reserves the right to reject all or any of the Proposals/Bids or withdraw or cancel the RFP Document or annul the Bidding Process at any time without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the **BUIDCO** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses shall remain with the Bidder and the **BUIDCO**, its employees and advisors, shall not be liable in any manner whatsoever for the same and for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

357

Notification for Request of Proposal

Ref:

Date:

To,
All Prospective Bidders

Sub: "Selection of Chartered Accountant Firm/ registered entities for outsourcing of accounting and financial management services in Bihar Urban Infrastructure Development Corporation Limited"

Sir,

The Bihar Urban Infrastructure Development Corporation Limited (BUIDCO) invites proposals for
"Selection of Chartered Accountant Firm/ registered entities for outsourcing of accounting and financial management services in Bihar Urban Infrastructure Development Corporation Limited"

The Background Information and Terms of Reference of the proposal are provided in **Chapter 2** of the Request for Proposal (RFP). This RFP is available to all eligible Chartered Accountant Firms/ registered entities involved in accounting and financial management services.

A firm will be selected under Quality Cost Based Method (QCBS) and procedures described in this RFP, in accordance with the policies of the Govt. of Bihar.

The RFP includes the following documents:

- Chapter 1 – Datasheet
- Chapter 2 – Terms of Reference
- Chapter 3 – Instruction to bidders
- Chapter 4 – Submission & Evaluation of the Proposal
- Chapter 5 – Technical & Financial Submission Forms

A Pre-proposal meeting will be held on the date notified in Notice Inviting Request for Proposals wherein all issues/clarifications sought by bidders will be discussed and finalized. The deadline for receipt of proposals shall be on the date mentioned Notice Inviting Request for Proposals.

BUIDCO reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Managing Director

Bihar Urban Infrastructure Development Corporation Ltd.

Address: Khadya Bhawan, Second Floor, Daroga Rai Path,
Road No.-2, R.Block, Patna-800 001

[Handwritten signatures and date 21/06/2018]

1. **DATASHEET**

S.No	Information to Bidders
1	<p>Name of the Client: Bihar Urban Infrastructure Development Corp. Ltd. (BUIDCO), Govt. of Bihar</p> <p>Name of the Assignment: "Selection of Chartered Accountant Firm/ registered entities for outsourcing of accounting and financial management services in Bihar Urban Infrastructure Development Corporation Limited"</p> <p>Details on the services to be provided: As Mentioned in Terms of Reference (ToR) under chapter 2 of the RFP</p>
2	Financial Proposal to be submitted together with Technical Proposal: Yes
3	<p>There shall be a pre-proposal meeting as under:-</p> <p>Date and Time: 19.09.2016 at 03:00 P.m</p> <p>Venue: Bihar Urban Infrastructure Development Corporation Ltd. Office</p> <p>The Address for clarification is :</p> <p>Managing Director</p> <p>Bihar Urban Infrastructure Development Corporation Ltd. Office</p> <p>Khadya Bhawan, Second Floor, Daroga Rai Path,</p> <p>Road No.-2, R.Block, Patna-800 001</p> <p>Phone: 0612-2506208 Mail: mdbuidco@gmail.com , Website: www.buidco.in</p>
4	Proposals must remain valid for 120 days from the submission date.
5	The Bid Security amount is as under in prescribed format: Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft in favour of "Managing Director, Bihar Urban Infrastructure Development Corporation Ltd." payable at Patna . Payment of non refundable document fee of Rs 10,000/- must be submitted alongwith the proposal by way of Demand Draft in favour of "Managing Director, Bihar Urban Infrastructure Development Corporation Ltd." payable at Patna .
6	Consortium and Joint Ventures with other firms for this assignment are NOT permitted.
7	Under this contract the payments for the services of Chartered Accountants Firm/ registered entities will be made as per the Terms of Reference (ToR). It is expected that the Firm will quote its fee after considering all requirements for satisfactory performance of the services specified in this ToR.
8	Amounts payable by BUIDCO to the firm under the contract shall be subjected to local taxes if any. The BUIDCO will pay Service Tax, on prevailing rates as applicable on the consultancy charges.
9	Proposals must be submitted not later than the following date and time: 05.10.2016 at 3:00 P.m
10	Eligibility Criteria: As per mentioned in the ToR Chapter 2
11	Evaluation Criteria: Technical Proposals shall be evaluated on the basis of the criteria provided the RFP (refer to Chapter 2 & 4).
12	Method of selection: The selection is based on Quality Cost Based Method (QCBS) and further details on the evaluation process are specified in Chapter 4. In the overall evaluation of the proposal financial score will be assigned 20% Weightage and the technical score a Weightage of 80%. The contract shall be awarded to the bidder who has secured highest total score for the financial and the technical scores as combined with respective weightages. The formula to be used for the purpose of arriving at the final weighted score is detailed out in Chapter 4 of the RFP.
13	Expected date for commencement of services: 15.10.2016

2. TERMS OF REFERENCE

2.1 Background

1. Bihar Urban Infrastructure Development Corporation Ltd. (BUIDCO) represents a Government company constituted by the Government of Bihar under the Companies Act, 1956 and is mandated with the development of various urban infrastructure development schemes in the state. The objective of the company is to provide efficient infrastructure system in the state. It is headquartered at Patna and has offices at different locations. So far 100 big projects spread across the State are at conceptualization and implementation stage.
2. BUIDCO is mandated to work on assignments pertaining to all departments of Government of Bihar or any other department, agency, organization or body through Urban Development Department or directly.

These activities include but not limited to:

- i. All types of buildings,
- ii. Roads,
- iii. Parks,
- iv. Highways, Express routes,
- v. Paths, Streets, Bridges, Sideways, Tunnels,
- vi. Infrastructure for transport, Bus Queue Shelter
- vii. Drinking water,
- viii. Sanitation,
- ix. Sewerage & Drainage system,
- x. Electricity,
- xi. Gas distribution,
- xii. Health services,
- xiii. River Front development
- xiv. Bus stands
- xv. LED and Traffic Lights
- xvi. Environmental regulation and other infrastructure

2.2 Objective of the Assignment

BUIDCO intends to engage a chartered accountant firm/ registered entity which can provide the services of quality accounting and financial management professionals in order to strengthen the accounting system & support BUIDCO in financial management activities.

2.3 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 Companies Act / Income tax Act / 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. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
- iv. Day-to-day cash and treasury management including cash forecasting;
- 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 BUIDCO.
- vii. Data entry of vouchers in latest version of Tally/equivalent accounting software at headquarters and all divisions
- viii. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
- ix. Preparation and maintenance of Cash & Bank Books at headquarters and each division level; Preparation of periodic Bank Reconciliation Statements
- x. Reconciliation of inter-division transactions and fund transfers to various divisions from headquarters
- xi. Maintenance of statutory books of account and records
- xii. Manage funds and ensure timely release of funds to divisions
- xiii. Preparation and maintenance of direct tax (Income Tax, TDS etc.) and indirect tax (Sales Tax, VAT, Service Tax etc.) related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance.
- xiv. Handling Project based accounting, as per BUIDCO rules and regulations
- xv. Salary Preparation & Tax Computation
- xvi. Maintenance & verification of Tax Deductions (TDS) details
- xvii. Preparation of provident fund statements
- xviii. Issuance of TDS Certificates (Form 16 & Form 16 A etc.), as required
- xix. Reviewing BUIDCO accounting & financial management systems and suggest modifications/ improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
- xx. Assisting BUIDCO in various statutory audits e.g. Annual Audit, Internal Audit, C&AG Audit etc. from time to time and implementing audit recommendations
- xxi. 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 BUIDCO rules and regulations
- xxii. Provide oversight and professional advice on credit appraisal, risk assessment, loan approval and disbursement, loans monitoring and recovery.
- xxiii. Bank Guarantee Tracking and monitoring of related projects under supervision of Team leader.

2.4 Time Period:

The Chartered Accountant firm/ registered entity will be required to provide the desired services for a period of 36 months after signing the agreement with BUIDCO. The annual performance evaluation would be carried out by the BUIDCO at the end of every 12 months and the continuation of its services shall be subject to satisfactory performance of the Firm in the preceding completed 12 months.

Notwithstanding anything contained herein above, BUIDCO reserves the right to extend the tender for maximum period of 3 years on the basis of annual performance and discontinue

the services of agency in the event their services are evaluated as unsatisfactory at any time during the period of 36 months.

2.4.1 Firm Experiences

The Chartered Accountant Firm/ registered entities is envisaged to play a critical role in handling accounting and financial management services at BUIDCO. One of the major roles of the firm would be to strengthen the accounting system & support BUIDCO in financial management activities. The firm eligible for the bidding process must satisfy the following eligible criteria:

- i. The Chartered Accountant Firm/ registered entities should be registered with The Institute of Chartered Accountants of India (ICAI)/ companies act and have Income Tax Permanent Account Number (PAN number) and Service Tax Registration [To provide all Certificates of Registration];
- ii. Head Office/Branch office of the firm/ entity should be in Bihar.
- iii. The Firm/ entity should have been in operation for at last 10 years after its registration;
- iv. The Firm/ entity should have at least Ten (10) partners and at least Five (5) of them must be Fellow Chartered Accountants/ with 5 years of post-qualification. In case of registered entities same should be posted as independent/ non independent director.
- v. The Firm/ entity should have more than 20 Chartered Accountants staff with itself. In this regard constitution certificate of the firm should be attached.
- vi. The Firm/ entity should be empanelled with Comptroller and Auditor General of India (C&AG) of India and certificate for the financial year 2015-16 should be attached. In case of other register entity, same should have ISO certificate to prove its credentials.
- vii. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm/ entity in the last 3 financial years ending on March 31st, 2015 must be equal to or more than Rs. 2 Crore. [To provide copies of audited Financial Statements for all the 3 years and a certificate of average annual income in the last 3 financial years];
- viii. The Firm/ entity should have experience in handling accounting and financial management services of at least 5 Public Sector Undertakings or Government Organisation [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].
- ix. The Firm/ entity should have experience in handling accounting and financial management services of at least 1 Project of minimum Rs 1 crore in Infrastructure sector [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].

2.4.2 Team Experiences

The agency is required to provide qualified and dedicated staff to handle the entire accounting and financial management services at BUIDCO. The required profile of the key professionals and their desired experience are given below:

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Position	Nos	Qualifications	Experience	Role
Team Leader	1	Should be Fellow Chartered Accountant (FCA)	<ul style="list-style-type: none"> • At least 5 years of post qualification • Experience in Accounting, Financial Management taxation and loan appraisal in similar organizations • Should have proven record in anchoring/conducting accounting/ financial management support consultancy • Must have worked in at least 5 assignments in Government Accounting & Financial Management with govt. undertakings • Should have proficiency in use of Tally software and/or other accounting packages 	<ul style="list-style-type: none"> • Provide technical leadership to the team including regular coordination & quality assurance • Overall in-charge of accounting & financial management team and accountable for performance of the team from Consulting Firm side. • Regular reporting to the Manager Finances, General Manager (Finance) & Managing Director. • Responsible for strengthening the existing accounting & financial management practices in BUIDCO. • Regular co-ordination with Manager (HQ and SIU)
Deputy Team Leader	2	Associate Chartered Accountant	<ul style="list-style-type: none"> • At least 3 years of post qualification experience • Experience in Accounting, Financial Management taxation and loan appraisal in similar organizations • Should have proven record in anchoring/conducting accounting/ financial management support consultancy • Must have worked in at least 3 assignments in Government Accounting & Financial Management with govt. undertakings • Should have proficiency in use of Tally software and/or other accounting packages 	<ul style="list-style-type: none"> • Responsible for supervising accounting & financial management related activities at BUIDCO • To supervise accountants in implementation & maintenance of accounting system at BUIDCO • Responsible for Payroll Management & Tax Computation • Responsible for annual budget & forecasting • Periodical verification, Preparation and Checking of BG Track records of all types of

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156

Position	Nos	Qualifications	Experience	Role
				BG and reporting to Team Leader of consulting Firm, Manager Finance, GM Finance at weekly basis. • Regular co-ordination and reporting with Manager (HQ and SIU) • Responsible for computerized accounting package at BUIDCO.
Accountant	8	Semi Qualified CA / B.Com	<ul style="list-style-type: none"> • At Least 3 years working experience of accounting in the government organizations • Knowledge of Computer, tally Etc. 	Execution of all Accounting works (including B.G updating and track records) relating with SIU/HQ. Checking of BG status, statutory deductions, compliances of Royalty, Labour cess, Wct, any other deductions and office orders of BUIDCO before putting Payment proposal. One accountant will be placed at each SIU & BSP or may be deputed as per requirement.

- In addition to the qualification criteria provided above, staff should also be well versed in English and Hindi languages.
- 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 Bihar Urban Infrastructure Development Corporation Limited office at Patna and SIU offices during the entire contract period. The office timing, list of holidays, shall be as per BUIDCO's terms and conditions.
- The bidders are expected to visit BUIDCO office to understand its functions, future plans, activities involved in performing day to day activities. This will facilitate the bidder in understanding the role and expectations from agency and the same shall be kept in mind while proposing the team for these services.

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- iv. BUIDCO will provide the required office space to the team. However, the team shall arrange for their boarding & lodging, travels etc. on their own cost. Any expenses incurred by the team on request of the BUIDCO will be borne by the Company.
- v. If any staff of the team member is found to be indulging in fraud/ corruption or not performing during the contract period, BUIDCO shall have the right to discontinue his services and the Firm shall provide replacement with equal or more qualified personnel within a period of 15 days. This shall also apply in case any of the team members resign/leave the Firm.

2.5 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 deliverables as mentioned in Terms of Reference.

2.6 Payment Terms

The payment shall be made on monthly basis against the services provided by the team members subject to the following terms and conditions:

1. The payment during the entire contract period of 36 months shall be made in accordance with the financial proposal submitted by the selected bidder and shall remain valid till the completion of the contract period. The manpower shall increase as per the requirement on the basis of enhancement of projects subject to management discretion.
2. If BUIDCO finds that any of the team member is absent for more than 10 days continuously without taking prior approval from BUIDCO, then 50% of the Man Month rate quoted in the commercial bid against the absent member shall be deducted from the monthly fee.
3. The Firm shall submit time sheet of each of the team members deployed on a monthly basis.
4. Any additional expenses incurred for the activities/travel performed by the team members on official duty, incurred as per BUIDCO Service rules and duly certified by the BUIDCO, shall be reimbursed on submission of actual bills.
5. BUIDCO reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of BUIDCO will be final in this regard.
6. The BUIDCO may make the payment to the agency for all the deployed professionals on the basis of attendance sheet submitted /biometric attendance.

2.7 Support and inputs to the agency

BUIDCO shall provide adequate office space to the Agency to perform its services. In terms of hardware and software support, BUIDCO shall provide necessary software(s), data server and requisite hardware i.e. computers and printers to the Firm.

2.8 Performance Security

The Firm will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft / Unconditional Bank Guarantee (in BUIDCO format)/ in favour of "Managing Director, Bihar Urban Infrastructure Development Corporation Limited" payable/en-cashable at Patna, from any nationalized or scheduled commercial Bank in India for an amount

1949

equivalent to 5% (five percent) of the total contract value towards Performance Security valid for a period of six (6) months beyond the stipulated date of completion of services. The Bank Guarantee will be released after six months of successful completion of the assignment.

24/11/2019

3. INSTRUCTION TO THE APPLICANTS

3.1 General

In preparing their Proposals, applicants are expected to examine in detail the documents comprising this RFP Document. Material deficiencies in providing the information requested may result in rejection of an applicant. The Applicants are requested to submit the proposal and all their correspondence in English.

3.2 Number of Applications

Each applicant is eligible to submit one proposal in the format prescribed in the RFP.

3.3 Proposal Validity

The Proposal shall remain valid for acceptance by the BUIDCO for a period of 120 days from the last date of submission of proposals. In case of need BUIDCO may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

3.4 Pre-bid Queries

The Applicants can also submit their queries in writing (through fax/email) to the Managing Director, BUIDCO. Enquiries, if any, can be addressed to:

**The Managing Director,
Bihar Urban Infrastructure Development Corp. Ltd.,
Khadya Bhawan, Second Floor, Daroga Rai Path,
Road No.-2, R.Block, Patna-800 001**

All communication seeking clarifications pertaining to the RFP document, if any, should reach the designated official on or before 19.09.2016. Any communication received after the due date will not be entertained.

BUIDCO shall endeavor to clarify the queries through a written response and circulate to all the Applicants within a week time, without identifying the party seeking the clarifications.

3.5 Amendment of RFP

At any time prior to the Proposal Due Date, BUIDCO for any reason, whether on its own initiative or in response to clarifications requested by a prospective Applicant, may modify and/or amend the RFP Document or part thereof by the issuance of an amendment.

Any amendment thus issued shall form a part of the RFP Document and shall be communicated in writing to all the Applicants who shall acknowledge receipt of such amendment in writing to BUIDCO.

To give the prospective Applicants reasonable time in which to take such amendments/modifications into account for preparing their Proposals, BUIDCO reserves the right to extend the Proposal Due Date.

3.6 Association of consultants and Sub-Consultants

Associates or Joint Venture arrangement or Consortiums are not allowed under the assignment.

3.7 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 BUIDCO in relation to, or matters arising out of, or concerning the Bidding Process. BUIDCO 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. BUIDCO 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 BUIDCO.

3.8 Litigation History

Any entity which has been barred/blacklisted by the Central/ State Government, or any entity controlled by it, from participating in any assignment/ project, and the bar subsists as on the date of Application (even if the litigation is pending on the same dispute (barred / blacklisted) under the jurisdiction / arbitration/ laws), would not be eligible to submit Application, either individually or as an associate.

3.9 Conflict of Interest

The Applicant shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. The interpretation of conflict of interest in the light of definition as mentioned under the contractual law or any other law for the time being enforce made by BUIDCO shall be final and binding upon the party /ies.

In the event of disqualification, BUIDCO shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the BUIDCO and not by way of penalty for, inter alia, the time, cost and effort of the BUIDCO, including consideration of such Applicant's Application (the "Damages"), without prejudice to any other right or remedy that may be available to BUIDCO under the agreement or otherwise.

The shortlisted Firm shall not be allowed to bid for any Audit related assignments with BUIDCO during the contract period of 3 years.

3.10 Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, BUIDCO may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

Without prejudice to the rights of BUIDCO hereinabove, if the Applicant is found by BUIDCO to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any RFP issued by BUIDCO during a period of 2 (two) years from the date such Applicant is found by BUIDCO to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the BUIDCO who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the BUIDCO, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical adviser of the BUIDCO in relation to any matter concerning the Project;
- b. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- d. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the BUIDCO with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

3.11 Dispute Resolution:

In case of any dispute arising out of this RFP including its interpretation thereof the same shall be put before Managing Director (MD) BUIDCO and decision of MD BUIDCO in this regard shall be final and binding upon both the parties.

3.12 Jurisdiction:

The Court at Patna shall have exclusive jurisdiction with respect to RFP and its interpretation.

4. SUBMISSION OF & EVALUATION OF THE PROPOSAL

4.1 Submission of Proposal

The Proposal shall be submitted in sealed envelopes as marked below. The Applicant shall submit its Proposal in the following covers:

Envelope 1 – “Technical Proposal for Selection of Chartered Accountant/ registered entities Firm for Handling Accounting & Financial Management Services at BUIDCO”

Envelope 2 – “Financial Proposal for Selection of Chartered Accountant Firm/ registered entities for Handling Accounting & Financial Management Services at BUIDCO”

Envelope 3 – Bid security in the form of Demand Draft

The information “Technical Proposal” and “Financial Proposal” should be specifically mentioned on the cover of respective envelopes. The format of covering letter for technical and financial proposal is given in Chapter 5.

All parts of the Proposal (sealed Envelope 1, 2 and 3) marked as above, shall be placed in a sealed outer envelope or a box, with the following inscription:

“Proposal for Selection of Chartered Accountant Firm/ registered entities for Handling Accounting & Financial Management Services at BUIDCO”

Submitted by: _____ (Name & address of the firm) Submitted To:

The Managing Director,

Bihar Urban Infrastructure Development Corp. Ltd.,

**Khadya Bhawan, Second Floor, Daroga Rai Path,
Road No.-2, R.Block, Patna-800 001**

The Applicant can submit the Proposal by registered post/ courier or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Proposal for any reason will be entertained. Any Proposal received by BUIDCO after the deadline for submission of the Proposals stipulated, shall not be opened.

4.2 Content of the Proposal

4.2.1 Technical Proposal

The Technical Proposal shall necessarily comprise the following:

- Profile of the firm
- Experience in providing accounting and financial management services
- Detailed profile of proposed team members
- Turnover of the firm
- Approach & methodology for handling accounting and financial management services

The formats of the Technical Proposal to be submitted as per the requirement of the Technical & Financial formats provided in Chapter 5 of the RFP. In case of non-compliance with the formats marks may be deducted.

4/ [Signature]

4.2.2 Financial Proposal

The agency is required to submit the Professional Fee quote for handling accounting and financial management services. The Financial Proposal to be submitted in the format provided in the Chapter 5 (Fin – 1, Fin – 2 & Fin – 3).

4.3 Evaluation Methods

The detailed evaluation methods for Technical and Financial proposal are specified below.

4.3.1 Evaluation of Technical Proposal

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.

Pass/ Fail Criteria for evaluation: Eligibility criteria have been given as above.

Detailed evaluation of the proposals shall be undertaken for those Firms which qualify the above basic requirements.

Detailed Evaluation:

S. No	Parameter	Max. Marks
1	Firm Experience 10 Years to 15 Years- 70% >15 Years to 20 Years- 85% > More than 20 years- 100%	10 Marks
2	No. of Partners Up to 10 Partners- 70% > 10 Partners to 12 Partners- 85% > More than 12 Partners- 100%	10 Marks
3	Staff Capacity Up to 20 Nos. Chartered Accountants- 70% > 21 Nos. to 30 Nos.- 85% > More than 30 Nos.- 100%	10 Marks
4	Average Turnover of the Firm Rs. 2 Crore to 3 Crore- 70% Rs. 3 Crore to 5 Crore- 85% More than 5 Crores- 100%	10 Marks
5	Approach & methodology for each of the major task assigned 1. Accounting Support- 3Marks 2. Financial Management Support- 3 Marks 3. Payroll Management- 3 Marks 4. Internal Control-3 Marks 5. Project Accounting-3 Marks Weightage to be applied for marking: a) Understanding of objectives under each task- 40%	15 Marks

	b) Strategy for executing work assigned under each task- 60 %	
6	Firm's experience in handling accounting and financial management services of at least 1 Project of Rs 1 crore in Infrastructure Sector [Documentary proof/ work orders/client certificates/completion certificate should be attached)	5 Marks
7	Firm experience in handling accounting and financial management services of at least 5 Public Sector Undertaking or Government Organisation [Documentary proof/ work orders/client certificates/ completion certificates to be submitted]: 5 Projects- 70% 5 to 7 Projects- 85% More than 7 Projects- 100%	10 Marks
8	Key experts qualifications & competence Team Leader- 6 Marks Deputy Team Leader- 4 Marks each Accountants- 2 Marks Each	30 Marks
	Total Score	100 Marks

4.3.2 Opening and 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 be 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:- $Sf = 100 \times Fm/F$

Where:

Sf is the financial score of the Financial Proposal being evaluated

Fm 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.

4.3.3 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 **weightage 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.

4.4 Last date of submission of the Proposal

The Proposals must be received by the Managing Director, BUIDCO not later than 3:00 p.m of 05.10.2016 at the following address:

342

The Managing Director,
Bihar Urban Infrastructure Development Corp. Ltd.,
Khadya Bhawan, Second Floor, Daroga Rai Path,
Road No.-2, R.Block, Patna-800 001

4.5 Date of proposal opening

The technical proposal will be opened for evaluation at 4:00 p.m on 05.10.2016 in the BUIDCO office, Patna in the presence of Managing Director. The authorized representatives of the firms (Applicants) may choose to attend the technical proposal opening. The authorized representatives must carry authorization letter, if they wish to attend the bid opening. The evaluation of the technical proposal will be held subsequently in the house.

The Applicants who qualify as per technical evaluation would be intimated in the due course. The financial proposal of the Applicants who failed to qualify as per technical evaluation would be returned without opening the financial proposal. The financial proposals of the Applicants who qualify as per technical evaluation will be opened in the BUIDCO office, Patna in the presence of Managing Director. The authorized representatives of the firms (Applicants) may choose to attend the financial proposal opening with authorization letter from their firms.

4.6 Award of contract

The firm will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract of BUIDCO, 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.



241

5. SUBMISSION FORMS - TECHNICAL & FINANCIAL

Form Tech - I: Technical Proposal Covering Letter

FORM TECH I

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

[Location, Date]

To,
The Managing Director,
Bihar Urban Infrastructure Development Corp. Ltd.,
Khadya Bhawan, Second Floor, Daroga Rai Path,
Road No.-2, R.Block, Patna-800 001

Dear Sir,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. 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 (*Please indicate date*).

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:

[Handwritten signatures]

340

Form Tech - II: Profile of the Firm

FORM TECH II

[Provide here a brief description of the background and organization of your firm/entity for this Assignment/job. The brief description should include both functional and sectoral experiences of the bidders. **It should not exceed more than 6 pages.**]

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 agency should be registered with The Institute of Chartered Accountants of India (ICAI) / companies act and have PAN and Service Tax Registration	ICAI Registration – [Yes/ NO] Income Tax PAN number – [Yes/ NO] Service Tax Registration – [Yes/ NO]	Provide all Certificates of Registration
The agency should have been in operation for at least 10 years after its registration	Year of Registration/ start of Operations	Provide necessary evidences
The agency should have at least Ten partners/ director & at least five (5) of them must be Fellow Chartered Accountants/ 5 years post qualification.	Number of Partners Number of FCA Partners	Provide necessary detail and undertaking for the same
The Firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India/ ISO certified	Empanelled with C&AG – [Yes/ NO]	Provide necessary detail and undertaking for the same
Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the agency in last 3 financial years ending on March 31 st , 2015 must be equal to or more than Rs. 2 Crore.	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 31 st , 2015 is Rs. (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

[Handwritten signatures]

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 5 Public Institution or Government Organisation

[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)]

Sr. No.	Name of Project	Name of Client	Sector (government/private/others)	Nature of Projects				Name of documentary evidence provided
				Government Accounting	Financial Management	Project Accounting	Payroll Management	

[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].

Sr. No.	Name of Project	Name of Client	Sector (government/private/others)	Nature of Projects				Name of documentary evidence provided
				Government Accounting	Financial Management	Project Accounting	Payroll Management	

Form Tech III (B) – Detailed description of Firm’s Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted for providing similar services (Please specify exact assignment / job for which experience details may be submitted). **Each citation should not exceed more than 2 pages**].

Assignment Name:	Approx. value of the contract:
Country:	Duration of Assignment:
Location within Country:	Nature of the Assignment:
Name of Client/Sponsoring Authority:	Total No. of Staff -Months provided:
Start Date (Month/Year):	Completion Date (Month/Year):
Name of Senior Staff involved and functions performed:	
Address/Client Contact:	Approx. value of services provided by your firm:
Narrative Description of Assignment:	
Description of Actual Services Provided by Your Staff:	

Handwritten signatures and initials in blue ink.

Form Tech - IV: Technical Approach and Methodology

Form Tech IV – Detailed Description of 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 BUIDCO, and the degree of detail of such output, including the templates of the same. **(not more than 20 pages)**] It must include the following:

- 1) Accounting support
- 2) Financial Management Support
- 3) Payroll Management
- 4) Internal Control
- 5) Project Accounting

RFP for Selection of Chartered Accountant Firm for Handling Accounting & Financial Management Services at BUIDCO

Form Tech - V: Format for Submission of CVs of Experts

FROM TECH V

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]

Sr. No.	Name of Experts	Proposed position	Employment type	Basic Qualifications	No. of years of relevant experience	Area of expertise	No of assignments in Government Accounting

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]

1. PROPOSED POSITION			
2. NAME OF FIRM			
3. NAME OF EXPERT			
4. DATE OF BIRTH	CITIZENSHIP		
5. EDUCATION			
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 TASKS ASSIGNED	
		<Add project experience against your eligibility criteria> Project Name: Year: Location: Client: Main project features: Positions held: Activities performed:	
		Project Name: Year: Location: Client: Main project features: Positions held: Activities performed:	
13. CERTIFICATION			
I understand that any wilful 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 BUIDCO office as a part of proposed team			

[Handwritten signature]

934

4. I will not provide any other consultancy services to BUIDCO during the contract period

Date: _____

[Signature of expert or authorized representative of the firm]

Full name of authorized representative:

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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 2015.]

Particulars	Year 1	Year 2	Year 3	Average Annual Income
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.

[Handwritten signature]

333

Fin 1 - Financial Proposal Covering Letter

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

[Location, Date]

To,
The Managing Director,
Bihar Urban Infrastructure Development Corp. Ltd.,
Khadya Bhawan, Second Floor, Daroga Rai Path,
Road No.-2, R.Block, Patna-800 001

Dear Sir,

We, the undersigned, offer to provide “**Accounting and financial Management Services at BUIDCO**” in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*], is fee for the services to be provided. This amount is inclusive of 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

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

Thanking you,

Sincerely,
Authorised Signature [In full]:
Name and Title of Signatory:
Name of Firm:



232

Fin 2- Summary of Costs

Sr. No.	Description of Services	Fees	
		Rs. (in figures)	Rs.(in words)
A.	Fees for providing accounting and financial management services (per month)		
B.	Add Service Tax as per prevailing rates (per month)		
C.	Total Fees including Service Tax (per month)		
D.	Total Fees including Service tax (for three years)		

Note:

While quoting financial offers, applicant firms are requested to refer Clause No. 8 & 9 of Data Sheet to Section 2 of RFP document.



391

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 BUIDCO 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- FCA (Team Leader)		
Accounting & Financial Management Expert- CA (Deputy Team Leader)		
Accountants		

