



**BIHAR STATE TOURISM DEVELOPMENT CORPORATION LTD**  
*A Govt of Bihar Undertaking*



**Request for Proposal (RFP)**  
**For Selection of Chartered Accountant Firm**  
**for**  
**Outsourcing of Accounting and Financial Management Services**

**Bihar State Tourism Development Corporation Ltd**  
**Beer Chand Patel Path**  
**Patna - 800001**  
**Phone - +91 612 2222622**  
**Fax No - +91 612 2506218**  
**Email - [contactbstdc@gmail.com](mailto:contactbstdc@gmail.com)**  
**Web - [www.bstdc.bih.nic.in](http://www.bstdc.bih.nic.in)**



**BIHAR STATE TOURISM DEVELOPMENT CORPORATION LTD**  
**A Govt of Bihar Undertaking**

**REQUEST FOR PROPOSAL FROM CA FIRMS**

for

**OUTSOURCING OF ACCOUNTING AND FINANCIAL MANAGEMENT SERVICES**

No. BSTDCL

04/97/AC/15/Part-1/1469/18

Date:08.10.2018

1. Bihar State Tourism Development Corporation Ltd. (BSTDCL) represents a Government company constituted by the Government of Bihar under the Companies Act, 1956 and is mandated with the development and promotion of various Tourism development schemes in the state. It has 19 units. The objective of the company is to accelerate the development and promotion of tourism in the State of Bihar
2. BSTDCL invites Proposals from eligible and reputed Chartered Accountant Firm for handling Accounting & Financial Management Services at BSTDC. Brief details of bidding procedure are as below:

1	Cost of RFP Documents	INR 15,000 (Rupees Fifteen Thousand only)
2	Downloading Bid Document	From 20.10.2018 at <a href="http://www.bstdc.bih.nic.in">www.bstdc.bih.nic.in</a>
3	Pre-bid Meeting	26.10.2018 at 03.00 pm at BSTDC Office
4	Proposal Due Date	31.10.2018 up to 03.00 pm
5	Technical Bid Opening	On proposal due date

No liability will be accepted by BSTDCL for downloading incomplete or incorrect document(s).

BSTDCL reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

Sd/-

**General Manager**  
**B.S.T.D.C.L. Patna.**

*BSTDCL, Beerchand Patel Path, Patna -800 001*  
*[Tel: 0612-2222622, 2506218 (fax) Email: [contactbstdc@gmail.com](mailto:contactbstdc@gmail.com)]*

## **I. INTRODUCTION**

### **1.1. Background**

Bihar State Tourism Development Corporation Ltd. (BSTDC) represents a Government company constituted by the Government of Bihar under the Companies Act, 1956 and is mandated with the development of potential of tourism activities in the state. The objective of the company is to promote tourism activities in the state through better management of its hotels, vehicles and tourism sites, organising tourism and publicity events and bring a vibrant face of Bihar tourism to attract maximum tourist and ultimately put an important contribution in state GDP.

To boost the tourist facility in the state of Bihar, it is required that concerned department as well as finance and accounts department should adopt modern practice of business so that effective result can be obtained. In line with the objective, BSTDC is developing/ upgrading many tourist facilities in the state of Bihar. But finance and accounts department is still following the traditional practices and a robust and effective accounting system is first and foremost requirement.

### **1.2. Request for Proposal**

BSTDC intends to engage a chartered accountant firm which can provide the services of quality accounting and financial management professionals in order to strengthen the accounting system & support BSTDC in financial management activities. CA firm will be required to provide its handholding services for agreed period. The Proposals should include a Technical Proposal specifying the Approach of the Applicant, the Proposed Team, and the Qualification of the Applicant and the Key Personnel as further described in this RFP document, and a Financial Proposal quoting the monthly payments (the "Monthly Retainership Fee") to be made by the Authority for the services provided under the Agreement. To assure about the capacity, The firm eligible for the bidding process must satisfy the following eligible criteria:

- I. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN number) and Service Tax Registration [To provide all Certificates of Registration];
- II. The Firm should have been in operation for at last **12** years after its registration;
- III. The Firm should have at least Five (**5**) partners and at least Two (**2**) of them must be Fellow Chartered Accountants and **at least Twenty (20) employee including articles** ;
- IV. The Firm should be empanelled with Comptroller and Auditor General of India (C&AG) in major category of auditors ;
- V. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2018 must be equal to or more than Rs. 75 (Seventy Five Lakh). [To provide copies of audited Financial Statements/ Service tax return for all the 3 years and a certificate of average annual income in the last 3 financial years];
- VI. The Firm should have experience in handling accounting and financial management services of at least 3 (Three) Public Sector Undertakings or Government Organisation [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].
- VII. The Firm should have experience in handling accounting and financial management services of at least 1 Project in Infrastructure sector [Documentary proof/ work orders/client certificates/ completion certificates to be submitted]
- VIII. The firm should have its Head office or Branch office in the state of Bihar.
- IX. The Applicant will be declared ineligible if their performance in current/ previous assignment with BSTDC found unsatisfactory
- X. Bidder must not be debarred and blacklisted in any of the government organizations / any proceeding by ICAI/any other organization against themselves.

### **1.3. Document Fee**

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

Bidders shall have to furnish a non-refundable Document Fee amounting to Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of a demand draft or banker's cheque drawn on any Scheduled Bank in India in favour of "**Bihar State Tourism Development Corporation Limited**" and payable at Patna along with bid documents.

Bid submitted without Document Fee will be considered non-responsive and rejected without further consideration.

### **1.4. Validity of the Proposal**

The Proposal shall remain valid for acceptance by the BSTDC for a period of 90 days from the last date of submission of proposals. If needed, BSTDC may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

### **1.5. Brief description of the Selection Process**

The Authority has adopted a **Quality and Cost Based Selection ("QCBS")** process (collectively the "Selection Process") in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in RFP Documents. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in RFP. In the second stage, a financial evaluation will be carried out based on the total price as quoted by the Applicants as specified in RFP. Proposals will finally be ranked according to their combined technical and financial scores as specified in RFP. The first ranked Applicant (the "Selected Applicant") shall be called for negotiation, if necessary, while the second ranked Applicant will be kept in reserve.

### **1.6. Communications**

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

Managing Director,  
Bihar State Tourism Development Corporation Ltd  
Beer Chand Patel Path, Patna - 800001  
Phone - +91 612 2222622 Fax No - +91 612 2506218  
Email - [contactsbstdc@gmail.com](mailto:contactsbstdc@gmail.com)

1.6.2. The Official Website of the Authority is [www.bstdc.bih.nic.in](http://www.bstdc.bih.nic.in)

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

RFP Notice No \_\_\_\_\_ for Appointment "**Proposal for Selection of Chartered Accountant Firm for Handling Accounting & Financial Management Services at BSTDC**"

## **2. ABOUT THE ASSIGNMENT**

### **2.1 Scope of Work**

The broad outline of the scope of service would include:

- i. Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement of the Companies Act, 2013 / 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. Day-to-day cash and treasury management including cash forecasting;
- iv. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
- v. Preparation of Annual Budgets estimates and Budget Execution;
- vi. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of BSTDCL.
- vii. Data entry of vouchers in latest version of Tally/equivalent accounting software at headquarters and all units.
- viii. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
- ix. Concurrent Audit i.e. Scrutiny of each & every vouchers of Head Office and Units.
- x. Preparation and maintenance of Cash & Bank Books at headquarters and each units level;
- xi. Preparation of periodic Bank Reconciliation Statements
- xii. Maintenance of statutory books of account, Fixed Asset Register and records
- xiii. Manage funds and ensure timely release of funds to units.
- xiv. Preparation and maintenance of direct tax (Income Tax, TDS etc.) and indirect tax (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.
- xv. Handling Project based accounting, as per BSTDCL rules and regulations
- xvi. Salary Preparation & Tax Computation
- xvii. Maintenance & verification of Tax Deductions (TDS) details
- xviii. Preparation of ESI & provident fund statements
- xix. Issuance of TDS Certificates (Form 16 & Form 16 A etc.), as required
- xx. Reviewing BSTDCL accounting & financial management systems and suggest modifications/improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
- xxi. Assisting BSTDCL in various statutory audits e.g. Annual Audit, Internal Audit, C&AG Audit etc. from time to time and implementing audit recommendations
- xxii. Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per BSTDCL rules and regulations.
- xxiii. Time to time (as agreed) reporting to the concerned office of corporation with list of completed works and pending works
- xxiv. Issuance of completion of assignment and filing of returns, if any / reporting with concerned Government/authorities within prescribed time line.
- xxv. Other works as assigned by corporation from time to time.
- xxvi. Communicate to General Manager if any dead lock pertaining to the works/assignment or aforesaid matter immediately.

The Chartered Accountant firm will be required to provide the desired services for one year and will be extendable up to next three years if performance found satisfactory. The performance evaluation would be carried out by the BSTDC at the end of contract period and the continuation of its services shall be subject to satisfactory performance of the Firm in the preceding period. Notwithstanding anything contained herein above, BSTDC reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period of contract.

**Key Personnel**

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

<b>Position</b>	<b>No.</b>	<b>Qualification</b>	<b>Experience</b>	<b>Role &amp; Responsibilities</b>
Team Leader- Accounts	1	ACA	<ul style="list-style-type: none"> <li>○ Excellent knowledge of financial reporting, Taxation and accounting possesses with at least 5 years of post- qualification experience.</li> <li>○ Should have proven record in conducting accounting &amp; financial management support consultancy</li> <li>○ Must have worked in at least 3 assignments in Government undertakings</li> <li>○ Should have proficiency in use of Tally software and/or other accounting</li> <li>○ Easy going nature and able to coordinate with all departments.</li> </ul>	<ul style="list-style-type: none"> <li>○ Overall in-charge &amp; responsible for supervising accounting &amp; financial management related activities</li> <li>○ Supervise accountants in implementation &amp; maintenance of accounting system.</li> <li>○ Responsible for Payroll Management &amp; Tax Computation</li> <li>○ Responsible for annual budget &amp; forecasting</li> <li>○ Responsible for computerized accounting</li> </ul>
Accountant	4	Semi Qualified CA	<ul style="list-style-type: none"> <li>○ At least 3 Years of working experience (including article ship) in Accounting &amp; Book keeping</li> <li>○ Similar work experience in Government Projects will preferred</li> <li>○ Knowledge of Tally, MS office, computerized accounting</li> </ul>	<ul style="list-style-type: none"> <li>○ Execution of service as provided time to time</li> </ul>

I. The team shall be deployed on an exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. All team members shall be stationed full time in the BSTDC Head office during the entire contract period. The office timing, list of holidays, shall be as per BSTDC’s terms and conditions.

II. BSTDC will provide the required office space to the team. If during the contract period, team have visit for BSTDC Units than expenses incurred on boarding & lodging, travels etc. Shall be reimbursed by the BTSDC on Actual basis.

**2.1** BSTDC may reduce/ increase the staff if found appropriate to do so, any time during the tenure of contract period.

**2.2 Payment Schedule:** The Firm shall be paid a consolidated Monthly Fees as prescribed in Fin-2 of the Proposal during the entire contract period towards outputs and deliverables as mentioned in Terms of Reference

**3. INSTRUCTIONS TO BIDDER**

**3.1 Contents of the RFP**

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

**3.2 Number of Proposals**

No Applicant or its Associate shall submit more than one Application for the Chartered accountants firm Services. An Applicant applying individually or as an Associate shall not be entitled to submit another application.

### **3.3 Language**

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.

### **3.4 Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### **3.5 Acknowledgement by Applicant**

It shall be deemed that by submitting the Proposal, the Applicant has well aware about the RFP and Project. The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

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

Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

### **3.7 Amendment of RFP**

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants (who have purchased the RFP document) by fax or e-mail. The amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.

### **3.8 Conflict of Interest**

The Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, BSTDC 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 BSTDC and not by way of penalty for, inter alia, the time, cost and effort of the BSTDC, including consideration of such Applicant’s Application (the “Damages”), without prejudice to any other right or remedy that may be available to BSTDC under the agreement or otherwise. The shortlisted Firm shall not be allowed to bid for any Audit related assignments with BSTDC during the contract period of 1 year.

### **3.9 Performance Security**

The firm will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft / Fixed Deposit Receipt / Unconditional Bank Guarantee (in prescribed format) / in favour of “Bihar State Tourism Development Corporation Limited” payable/ en-cashable at Patna, from any nationalised or scheduled commercial Bank in India for amount equivalent to 5% of total Contract Value towards Performance Security valid for a period of six (6) months beyond the stipulated date of completion of services. The Bank Guarantee will be released after six month of successful completion of the assignment.

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

#### **3.10 Format and signing of Proposal**

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

### **3.11 Technical Proposal**

Applicants shall submit the technical proposal in the formats at Appendix-I (the "**Technical Proposal**").

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

In such an event, the Authority shall forfeit and appropriate the Performance Security, if available, as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

### **3.12 Financial Proposal**

Applicants shall submit the financial proposal in the formats at Appendix-II (the "**Financial Proposal**") clearly indicating "**Financial Proposal for Selection of Chartered Accountants Firm for Handling Accounting & Financial Management Services at BSTDCL**" ( Form-2 of Appendix II) in both figures and words, in Indian Rupees, and signed by the Applicant's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. 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.

### **3.13 Submission of Proposal**

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

The Proposal will be sealed in an outer envelope which will bear the address of the Authority, RFP Notice number, Selection of Chartered Accountant Firm for **Handling Accounting & Financial Management Services at BSTDC** and the name and address of the Applicant. It shall bear on top, the following:

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

The aforesaid outer envelope will contain three separate sealed envelopes; one clearly marked 'Technical Proposal', Second marked as Document Fee and third marked 'Financial Proposal'.

The envelope marked "Technical Proposal" shall contain the Application in the prescribed format (Form 1 of Appendix-I) long with Forms of Appendix-I and supporting documents.

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



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

##### **4.1 Evaluation of Proposals**

The Authority shall open the Proposals at.....hours on the PDD in the presence of the Applicants who choose to attend. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.

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

The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

After the technical evaluation, the Authority shall prepare a list of pre-qualified Applicants for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified Applicants along with their Technical Scores will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of RFP.

Applicants are advised that Selection shall be entirely at the discretion of the Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

##### **4.2 Confidentiality**

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant / Successful Applicant shall not be disclosed to any person who is officially not concerned with the Bidding Process or is not a retained professional advisor advising BSTDC in relation to, or matters arising out of, or concerning the Bidding Process. BSTDC 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. BSTDC 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 BSTDC.

##### **4.3 Clarifications**

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If an Applicant does not provide clarifications sought within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

##### **4.4 Evaluation of Technical Proposals**

Technical proposals of all the firms which meet the basic requirements (i.e. timely submission, bid security, sealing of application, Pass/ Fail criteria etc.) would be taken up for detailed evaluation as per the technical bid evaluation criteria. All firms scoring **70 or above marks** would be technically qualified and would only move into the next stage of Financial evaluation.

The Applications shall be first evaluated on the basic requirements parameters. Those Applicants, who meet the basic requirements, shall be evaluated further as part of Technical Evaluation. Detailed evaluation of the proposals shall be undertaken for those Firms which qualify the above basic requirements

**4.4.1** The scoring criteria to be used for evaluation shall be as follows.

**Detailed Evaluation**

<b>S.N.</b>	<b>Parameters</b>	<b>Max Marks</b>
1	<ul style="list-style-type: none"> <li>➤ Firm's existence in years after its registration: 10 years – 15 years: 70% 15 years – 20 years: 85% &gt; 20 years: 100%</li> <li>➤ Average Annual Income of the Firm (in the last 3 financial years ) ended on March 31st, 2018: Rs. 75 lacs – Rs. 1crore: 70% Rs. 1crore – Rs. 2 crores: 85% &gt; Rs. 2 crores: 100%</li> <li>➤ 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]</li> <li>➤ services of at least 3 Public Sector Undertaking or Government Organisation [Documentary proof/ work orders/client certificates/ completion certificates to be submitted]: 3- 5 projects: 70% 5 – 10 Projects: 85% More than 10 Projects: 100%</li> </ul>	<p>15</p> <p>15</p> <p>5</p> <p>15</p>
2	<p>Approach &amp; methodology for each of the major task assigned Weightage to be applied for marking : (on the basis of report submitted in Form Tech IV)</p> <p>a) Understanding of Objective under each task - 40%</p> <p>b) Strategy for executing work assigned under each task – 60%</p>	20
3	<p>Key experts qualifications &amp; competence Team Leader – 10 marks Accountant- 5 marks each</p> <p>Weightages to be applied for marking: General qualification- 20% Relevant Experience- 40% Experience in government sector (accounting and financial management)- 40%</p>	30
	Total Score	100

**4.5 Short-listing of Applicants**

All the Applicants ranked as aforesaid, shall be pre-qualified for financial evaluation in the second stage. However, if the number of such pre- qualified Applicants is less than 2 (two), the Authority may, in its sole discretion, open the financial proposal of a sole technically qualified Applicant or pre-qualify the Applicant(s) whose Technical Score is less than the score specified in Clauses 4.4; provided that in such an event, the total number of pre-qualified Applicants shall not exceed 2 (two).

**4.6 Evaluation of Financial Proposal**

The envelope containing the financial proposal shall not be opened till the technical evaluation is complete. The financial proposal of only such Applicants will be opened who obtain minimum qualifying 70 or above Marks prescribed. Out of the technically qualified applicants, the final selection shall be based on Quality cum Cost based selection (QCBS) method. The detailed contents of each Financial Proposal will 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 = 1,000 x 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.

#### **4.7 Combined and Final Evaluation**

Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weight age of 0.80 (or eighty percent) and 0.20 (or Twenty percent) respectively to the technical and financial scores of each evaluated qualifying Technical and Financial Proposals and then computing the relevant combined total score for each Consultant. The technical and financial scores shall be added and the Contract will be awarded to the agency which scores maximum points and will be invited for contract negotiations.

#### **4.8 Negotiations**

The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the firm under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. A Key Personnel who did not score 70% (seventy per cent) marks as required under Clause 3.1.2 shall be replaced by the Applicant with a better candidate to the satisfaction of the Authority. In case the Selected Applicant fails to reconfirm its commitment, the Authority reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.

The Authority will examine the CVs of all other Key Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.

#### **4.9 Substitution of Key Personnel**

The Authority expects the Key Personnel to be available during implementing the Agreement. The Authority will consider substitution of the Key Personnel only in extraordinary / unavoidable circumstances. Such substitution shall ordinarily be subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

#### **4.10 Indemnity**

The selected firm shall, subject to the provisions of the Agreement, indemnify the Authority, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

#### **4.11 Award of Contract**

The firm will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract of BSTDC, within 30 days of issuance of the letter of intent. The firm is expected to commence the Assignment/job on the date and at the location specified in the contract.

#### **4.12 Commencement of Assignment**

The Firm shall commence the Services within seven days of the date of the Agreement, or such other date as may be mutually agreed. If the Selected Applicant fails to either sign the Agreement as specified or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the LOA or the Agreement, as the case may be, may be cancelled / terminated.

#### **4.13 Proprietary data**

Subject to the applicable provisions, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Applicant to the Authority in relation to the chartered accountant firm Services shall be the property of the Authority.

**APPENDIX-I**

**Form Tech - I: Technical Proposal Covering Letter**

**FORM TECH I**

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

[Location, Date]

To

**The Managing Director,**

Bihar State Tourism Development Corporation Limited

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:

**FORM TECH II**

**FORM TECH IIA:** Brief Description about background of the firm covering ownership details, date of incorporation, number of employees, geographical experiences etc. It must cover the following:

<b>Criteria</b>	<b>Firm's Strength</b>	<b>Supporting Documentation</b>
The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax (PAN number) and Service Tax Registration	<input type="checkbox"/> ICAI Registration - [Yes/NO] <input type="checkbox"/> Income Tax PAN number - [Yes/NO] <input type="checkbox"/> Service Tax Registration - [Yes/NO]	Provide all Certificates of Registration
The Firm should have been in operation for at last 12 years after its registration	<input type="checkbox"/> Year of Registration/ start of Operations .....	Provide necessary evidences
The Firm should have at least Five (5) partners and at least Two (2) of them must be Fellow Chartered Accountants	<input type="checkbox"/> Number of Partners..... <input type="checkbox"/> Number of F C A Partners ..... <input type="checkbox"/> Number of E m p l o y e e s	Provide necessary detail and undertaking for the same
The Firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India	<input type="checkbox"/> 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 Firm in the last 3 financial years ending on March 31st, 2018 must be equal to or more than Rs. Seventy Five lacs.	<input type="checkbox"/> Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2018 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

**Form Tech - III: Firm’s Experiences of Similar Services**

**Form Tech III (A) – Summary of Firm’s Experience**

1. Firm experience in handling accounting and financial management services of at least 3 Public Institution or Government 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)]

S.N.	Name of Project	Name of Client & Sector	Nature of Project	Name and reference of supporting document produced

[Documentary proof/ work orders/client certificates/ completion certificates to be submitted]

2. Firm’s experience in handling accounting and financial management services of at least 1 Project in Infrastructure Sector [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].

S.N.	Name of Project	Name of Client & Sector	Nature of Project	Name and reference of supporting document produced

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

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

Assignment Name:	Approx. value of the contract:
Country:	Duration of 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:	

**Form Tech - IV: Technical Approach and Methodology**

[Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities under accounting, financial management, payroll management, internal control and project accounting services in line with the scope of work envisaged by BSTDC, and the degree of detail of such output, including the templates of the same. **(Not more than 20 pages)**]

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

**Form Tech V (A) – Summary of Curriculum Vitae of Proposed Experts**

[Using the format below, provide the summary of curriculum vitae of the proposed team]

S. N.	Name of Experts	Proposed position	Employment type	Basic Qualifications	No. of years of relevant Experience	Area of expertise	No of assignments in Government





**Form Tech - VI: Firm's Professional Income**

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

<b>Particulars</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Average Annual Income</b>
Annual Income* (in Rs. Crores)				

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

The Applicants are required to attach Auditor's Certificate certifying their Annual Income(s). No marks will be awarded to the applicants for this criterion, in case the auditor's certificate is not submitted along with the proposal.

**APPENDIX-II**

**Fin 1 - Financial Proposal Covering Letter**

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

To,

**The Managing Director,**

Bihar State Tourism Development Corporation Limited

Dear Sir,

We, the undersigned, offer to provide "**Accounting and financial Management Services at BSTDC**" 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 figures1*] 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 indicated in Clause 1.4 of the Data Sheet.

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

Thanking you,

Sincerely,

Authorised Signature [In full]:

Name and Title of Signatory:

Name of Firm:

**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)		
<b>C.</b>	<b>Total Fees including Service Tax (per month)</b>		
<b>D.</b>	<b>Total Fees including Service tax (for One year)</b>		

**Fin 3- Man Month rates**

Man-month rate for the proposed accounting & financial management team including support staff shall be as under. We, the undersigned, offer to provide the additional resources for accounting & financial management team, if required by BSTDC on the same terms and conditions during the contract period. We understand that this rate shall not be part of our financial offer provided in the above table.

Position	Man Month Rate (Rs.)	Man Month Rate (In Words)
Accounting & Financial Management Expert- ACA (Team Leader)		
Accountants- 4 Nos.		