

CHHATTISGARH STATE BIODIVERSITY BOARD
Aranya Bhavan, North Block, Sector – 19, Atal Nagar, Dist. – Raipur (Chhattisgarh)
Phone no. 0771-2512807 Email – cgmsbdb@gmail.com
Request for Proposal for Accounting in Double Entry System

1. Introduction:

Chhattisgarh State Bio Diversity Board (CGBDB) having its head office Aranya Bhavan, Atal Nagar is entrusted with various responsibilities as per Biodiversity Act 2002 including funding BMCs (Biodiversity Management Committees) located at various places across the state and conducting different activities associated with objective of conservation of biodiversity, sustainable use of its components and equitable sharing of the benefits arising out of the utilization of biological resources. CGBDB invites Request for Proposal (RFP) from Chartered Accountants, which meets all the condition of eligibility criteria listed below for carrying out the said assignment as per the term & reference provided in the RFP.

2. Due Dates:

The interested firm fulfilling the below mentioned eligibility criteria may download the RFP document from the website (www.cgsbb.in & www.cgforest.com) and application fees of Rs. 1000/- shall be payable at the time of submission of proposal along with technical document in the form of DD in favour of "Chhattisgarh State Biodiversity Board, Raipur".

Complete RFP document are being invited as follows -

Particular	Date	Time	Place
Due date for submission of RFP	27.09.2023	3.00 PM	Office of Chhattisgarh State Biodiversity Board Aranya Bhavan, North Block, Sector – 19, Atal Nagar, Nava Raipur
Due date for opening of technical bid	27.09.2023	4.00 PM	
Due date for opening of financial bid	29.09.2023	12.00 PM	

Note: - All Communication with reference to this RFP will be updated only in the **website:**

<http://www.forest.cg.gov.in> & www.cgsbb.in

- It is advised that bidder should keep active and access regularly to the website for any communication, up-dation, changes or information.

3. Eligibility Criteria:

The firm must be –

- i) Chartered Accountant firm should have experience of at least 15 years.
- ii) Have minimum average annual turnover of Rs. 15 Lacs for last 3 years i.e. for the financial year ended on 2020, 2021, & 2022.
- iii) Have experience of at least one accounting/internal audit assignment of any Government/Semi-Government/PSU's in Chhattisgarh Government w.e.f., 01.04.2010.
- iv) CA Firm should have its head office in Chhattisgarh.
- v) CA firm should be empanelled with CAG

Those interested, may submit their technical and financial bids as per following:

4. Technical bid:

Detailed request for proposal (RFP) comprising

- Firm registration certificate
- CA Firm Card
- CA certificate (outsider) of turnover for last 3 years.
- Copy of appointment letter of previous assignments.
- Document fees Rs. 1000/- in the form of DD in the name of "Chhattisgarh State Biodiversity Board, Raipur".
- Other papers as per annexure II

5. Financial bid:

- Financial bid shall contain monthly fees (as per Part -II annexed) inclusive of all overhead expenses including GST, which will be paid extra.

6. Period of Contract:

- The contract period will be Five Financial years . It can be further extended for another period of two years as agreed by both parties or more with 10% increase in fees on annual basis.

7. Scope of Work:

7.1 ACCOUNTING - HO

- 7.1.1 Monthly accounting - CA firm has to do computerized accounting (Double Entry System) in tally software of head office Chhattisgarh Biodiversity Board.
- 7.1.2 Preparation of financial statement of head office on monthly basis.
- 7.1.3 Preparation of consolidated financial statement of head office on yearly basis.

7.2 ACCOUNTING - BMCs

- 7.2.1 Accounting of active 300 BMCs across the state on yearly basis and submission of accounts within 4 months from the end of financial year.
- 7.2.2 The board will provide list of active 300 BMCs (Approx.) to the selected CA firm.
- 7.2.3 Records / details of transaction of such active BMCs (300 approx.) for the accounting will be available at head office after the end of financial year.

8. Submission of Proposal:

The technical bid in Part – I shall be submitted in a envelope superscribed as "Technical Bid" containing all the documents in accordance with Terms & Conditions as described in Annexures II duly sealed & signed on each page.

The Financial Proposal in Part –II shall keep in another envelope superscribed as " Financial Proposal " containing only the Professional Fees in format duly filled in and signed & sealed by the proprietor/ partner of the CA Firm .

Both envelop Part – I & Part – II shall be submitted in a separate envelope super subscribed as "Request for Proposal for Accounting in Double Entry System" shall be submitted at the above-mentioned address before the due date of submission of bid either in person or by post as per the due dates. Proposals received after due date and not complying with terms and conditions shall not be considered.

9 Selection of CA Firm

9.1 Evaluation of Technical Proposals:

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's academic qualification, experience, skill, and capacity. Only those applicants whose Technical Proposals score 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (ST). A proposal shall be rejected if the CA Firm scores less than 70% (seventy per cent) marks.

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

S. No.	Criteria	Particular	Marks
1.	Years of experience of the Applicant firm (Date of constitution as per ICAI firm card will be considered as evidence for the year of experience of CA firm)	1. Chartered Accountant firm having experience of 15 to 20 years	20
		2. Firm having experience of more than 20 years will be given additional marks. (As per ICAI firm card)	20
2.	Overall Experience	1. Appointed by any one C.G. Government /Semi Government/ PSUs for accounting /internal audit work w.e.f., 1.4.2010 onwards.	20
2.	Specific Experience	1. Accounting or supervision of accounts at head office level by any Chhattisgarh State Forest Department or any board / federation govern by forest department during last 5 years i.e. 01.04.2018 onward. (Experience in each one assignment will give 5 marks, maximum marks will be 20)	20
3	Yearly average turnover	1. Minimum average annual turnover of last 3 financial years i.e 20-21, 21-22, & 22-23 between Rs. 15 to to 25 lacs. (As per CA certificate)	10
		2. Minimum average annual turnover of last 3 financial years i.e 20-21, 21-22, & 22-23 is more than Rs. 25 lacs. (As per CA certificate)	10
Grand Total			100

9.2 Short-listing of Applicants :

Of the Applicants ranked as aforesaid, all the pre- qualified and short-listed applicants will be selected who got more than 70 marks in accordance with the tender term & condition.

All the qualified CA firms will be ranked as A1, A2, A3 and so on, from higher side to lower side. However, if the number of Applicants as per this clause is only two, the Authority may, in its sole discretion, may consider the bids for financial evaluation.

9.3 Final Selection :

Selected CA firm will be informed for the opening of financial proposal. Financial bid will be opened only of those applicants who have been selected in first stage of selection process. Opening of financial proposal will be made in front of CA firm or their representative and fees quoted as per financial proposal Part – II will be considered for the final selection of the firm.

The CGBDB will determine whether the Financial Proposals are complete, qualified, and unconditional. The fees quoted in the Financial Proposal shall be deemed as final and reflecting the total cost of assignment excluding GST.

The Financial Proposals of the technically shortlisted Bidders as per clause 9.2 shall be only opened. After opening of financial proposal, the first ranked bidder i.e. A1 should be selected as successful bidder if financial bid of the bidder found to be lowest. In case of any other bidder found to be lowest, in this condition A1 shall be offered to match the lowest proposal as quoted by any other bidder. In case of denial by A1 to undertake the assignment, offer shall be given to A2 and then A3 and so on. CGBDB would be at liberty to accept any bid, or reject any or all bids without assigning any reason thereof.

Assignment will be awarded to the firm who will score maximum marks in technically evaluation as defined in 9.1 and whose financial proposal will be lowest or otherwise he will match lowest bid of other bidders however financial proposal will comply minimum monthly fees as given in clause no. 10.

If two firms get the same number then the firm will be selected on the basis of experience of accounting with the board.

10. Minimum monthly fees

Minimum monthly fees have been fixed to Rs. 53,100/- (Fifty-three thousand one hundred) including GST. Those applicants who will quote fees below the minimum monthly fees (i.e., Rs. 53100) will be rejected. Monthly fees quoted as per financial proposal Part – II will be considered for the final selection of the firm as per 9.3.

11. Fees Payment Terms:

Fees will be paid on monthly basis after submission of 'work status report' along with 'bill of professional fees. Work shall be started w.e.f., 01.04.2023 hence consolidated work will be done by the selected CA firms up to the date of award of work.

12. Security Deposit:

Selected CA firm will deposit security deposit of Rs. 50,000/- in the name of "Chhattisgarh State Biodiversity Board, Raipur" before execution of agreement with the board. Such security deposit will be returned after completion of contract. No interest will be payable on that.

13. Force Majeure:

Any cause that is beyond the reasonable control of the CA firm or CGBDB will be force majeure condition. The cause of the force majeure condition will be taken into consideration only if the CA firm within one month from the occurrence of such delay notifies. The CGBDB shall verify the facts and grant such extension or cancellation as the facts justify. For extension due to force majeure conditions, the CA firm shall submit its representation along with documentary evidence for scrutiny by the CGBDB and decision of the CGBDB in this regard shall be final and binding.

14. Validity of the Proposal

The Financial proposal must be valid for 90 days from the Proposal Submission Due date.

15. Clarifications and Amendment of RFP Document:

CA Firms may request a clarification on any aspect of the RFP document at-least 10 days before the proposal submission date. At any time before the submission of proposals, the CGBDB may, for any reason, whether at its own initiative or in response to a communication from any CA Firm, issue a clarification or amend the RFP. These amendments/ clarifications will be placed on the website and will not be published in the newspaper.

16. Subletting of work:

The awarded firm shall not sublet the work.

17. Modification / Cancellation:

The board reserves the right to modify / cancel the whole process or part thereof at any stage without assigning any reasons thereof.

18. Jurisdiction:

Any dispute or difference, arising under, out of, or about this work order shall be subject to Exclusive Jurisdiction of the competent court at Raipur (CG) only.

19. Notice:

The CGBDB reserves the right to modify / cancel the whole process or part thereof at any stage of the said project without assigning any reasons thereof.

Format for Covering Letter submitted by the firm's Letterhead

To

**The Member Secretary
Chhattisgarh State Bio Diversity Board
Aranya Bhawan, Atal Nagar (C.G.)**

Sub: - Submission of Proposal for Accounting in Double Entry System.

Sir,

In response to the Request for Proposal, dated _____ by CGBDB, we offer PROPOSAL in response to bid. In the capacity of the Applicant for the professional services, we declare that we are willing to carry the services (as mentioned in the invitation) intended to be outsourced, should the CGBDB select us for this purpose.

We are submitting this proposal on our own. If selected, we understand that it would be on the basis of the organizational, technical, financial capabilities and experience as specified in the Enquiry. We understand that the basis for our qualification will be our proposal, and that any circumstance affecting our continued eligibility under the inquiry, or any circumstance which would lead or have led to our disqualification under the inquiry, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all proposal you receive.

We declare that we are not facing any enquiry or investigation under Prevention of Corruption Act in India or similar enactment in any other country. We also declare that no disciplinary action taken by the ICAI against us.

We undertake that, in competing for (and, if we are selected, in executing) the Assignment Works, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We acknowledge and understand that in the event that the CGBDB discovers anything contrary to our above declarations it is empowered to forthwith disqualify us and our proposal from further participation in the process.

Yours faithfully,

Signature of Proprietor/ partners

Name of Firm

Address:

DETAILS OF CA FIRM**DETAILS OF CA FIRM**

1. Name of the Firm :
2. Office Address :
3. Date of commencement of Profession :
(Attach certificate of practice)
4. IT Permanent Account Number :
5. GST No. :
6. Name & Address of Proprietor :

It is here by certified that the information given as above and also else where in the offer are correct to the best of my belief and knowledge. I understand that CGBDB can take action against any finding of incorrectness in future appropriately.

List of Documents Attached with technical bid:

S.No.	Particular of Document Enclosed	Page No.
1	Covering Letter as per annexure - I	
2	Detail of CA Firm & List of Documents as per Annexure – I I	
3	Certificate of Practice	
4	PAN Card of Firm	
5	GST registration certificate	
6	ICAI firm card	
8	Income tax acknowledgement for F.Y ended on 2020, 2021 & 2022	
9	CA Certificate of Turnover as per Annexure III	
10	Work order as per table no. 9.1 sr. no. 2	
11	Work order as per table no. 9.1 sr. no. 3	

**Name & Signature of the Proprietor/ Partners
with Rubber Stamp**

Certificate of Turnover

(On CA Letter Head)

This is to certify that (PAN No.) Registered Head Office at is having following turnover as per their audited financial statement during the preceding 3 (Three) financial years: -

Financial Details (as per audited Balance Sheets)

Sl. No.	Particulars	Total Gross receipts
1	FY 2019-20	
2	FY 2020-21	
3	FY 2021-22	
4	Total for past three years	
5	Average of last three FYs	

This is further certified that the above turnover is in line with the audit report / return of income of respective financial year

Signature of CA :

Name of Firm :

Office Address :

PART - II

FINANCIAL BID

Request for Proposal For Accounting in Double Entry System

For the Five Financial Year

Name of Firm

Submission of Financial Proposal

S. No.	Fees for Accounting	Monthly Fees in Rs.	Monthly Fees in Words
1	Monthly Fees (Inclusive all taxes, duties, insurance excluding GST, which will be paid extra)		

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**Name & Signature of the CA
with Rubber Stamp**