

बिहार सरकार  
श्रम संसाधन विभाग  
निदेशालय, नियोजन एवं प्रशिक्षण (प्रशिक्षण पक्ष), बिहार, पटना ।

प्रेषक,

निदेशक,  
नियोजन एवं प्रशिक्षण,  
बिहार, पटना ।

सेवा मे,

सचिव,  
सूचना एवं जन सम्पर्क विभाग,  
बिहार, पटना ।

पटना, दिनांक- 24/08/2021

विषय- निविदा प्रकाशित करने के संबंध में ।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि Strive Scheme से आच्छादित ITI's, ICs, SPIU Bihar, SAMC Bihar and Others के अंकेक्षण हेतु Internal Auditor का चयन RFP के माध्यम से एजेंसी का चयन किया जाना है, जिसके लिए समाचार पत्रों में विज्ञापन प्रकाशित किए जाने की आवश्यकता है।

अतः समाचार पत्रों में प्रकाशित होने वाले विज्ञापन की हार्ड एवं सॉफ्ट कॉपी इस पत्र के साथ संलग्न करते हुए अनुरोध है कि इसे राज्य के सभी प्रमुख हिन्दी, अँग्रेजी तथा उर्दू समाचार पत्रों के सभी संस्करणों तथा Hindustan Times- New Delhi, The Times of India-Mumbai एवं New Delhi, Economics Times- Kolkata, Mumbai एवं New Delhi, The Telegraph-Kolkata, Deccan Chronicle- Hyderabad तथा Chennai एवं Deccan Herald-Bengaluru संस्करण में दिनांक- 26.08.2021 को प्रकाशित कराने की कृपा की जाय ।

अनुलग्नक:- यथोक्त ।

विश्वासभाजन

24.08.21  
निदेशक

नियोजन एवं प्रशिक्षण,  
बिहार, पटना ।



पत्र संख्या-टी-4/योजना(STRIVE)-05/2020-.....

बिहार सरकार  
श्रम संसाधन विभाग  
निदेशालय, नियोजन एवं प्रशिक्षण (प्रशिक्षण पक्ष), बिहार, पटना ।

प्रेषक,

निदेशक,  
नियोजन एवं प्रशिक्षण,  
बिहार, पटना ।

सेवा मे,

सचिव,  
सूचना एवं जन सम्पर्क विभाग,  
बिहार, पटना ।

विषय- निविदा प्रकाशित करने के संबंध में ।

पटना, दिनांक- / /2021

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि Strive Scheme से आच्छादित ITI's, ICs, SPIU Bihar, SAMC Bihar and Others के अंकेक्षण हेतु Internal Auditor का चयन RFP के माध्यम से एजेंसी का चयन किया जाना है, जिसके लिए समाचार पत्रों में विज्ञापन प्रकाशित किए जाने की आवश्यकता है।

अतः समाचार पत्रों में प्रकाशित होने वाले विज्ञापन की हार्ड एवं सॉफ्ट कॉपी इस पत्र के साथ संलग्न करते हुए अनुरोध है कि इसे राज्य के सभी प्रमुख हिन्दी, अँग्रेजी तथा उर्दू समाचार पत्रों के सभी संस्करणों तथा Hindustan Times- New Delhi, The Times of India-Mumbai एवं New Delhi, Economics Times- Kolkata, Mumbai एवं New Delhi, The Telegraph-Kolkata, Deccan Chronicle- Hyderabad तथा Chennai एवं Deccan Herald-Bengaluru संस्करण में दिनांक- 26.08.2021 को प्रकाशित कराने की कृपा की जाय ।

अनुलग्नक:- यथोक्त ।

विश्वासभाजन

ह0/-

निदेशक  
नियोजन एवं प्रशिक्षण,  
बिहार, पटना ।

ज्ञापांक- टी-4/योजना(STRIVE)-05/2020-.....3364.....पटना,

दिनांक- 24/08 /2021

प्रतिलिपि:- श्री गजेन्द्र कुमार मिश्रा, संयुक्त सचिव, श्रम संसाधन विभाग, बिहार को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित। उक्त विज्ञापन को E-Advertisement Portal के माध्यम से सभी प्रमुख समाचार पत्रों में प्रकाशित करना चाहेंगे।

निदेशक  
नियोजन एवं प्रशिक्षण,  
बिहार, पटना ।



### Notice Inviting Request for Proposal

RFP No: TRG/02/2021-22

Date- 31/08/2021

The Director, Employment and Training, Dept. of Labour Resources, Govt. of Bihar, invites proposals (**Two Bid System**) from experienced Chartered Accountant Firms, for selection as an Internal Auditor, to conduct the Internal Audit of SPIU and Participating Institutes for World Bank Assisted Centrally Sponsored Scheme "Skills Strengthening For Industrial Value Enhancement (STRIVE).

**Pre-requisite** for participating Chartered Accountant Firms (CA Firms):

- The CA Firms should be registered with ICAI and GST Registration [To provide all Certificate of Registration].
- The CA Firms should have been in operation in India for at least 05 years after registration and have its Head Office/Functional Branch Office in Patna, Bihar.
- The CA Firms must be empaneled with the C&AG.
- Average Annual Turnover of the bidder for the last three FYs ending on 31<sup>st</sup> March 2020 should be equal to or greater than Rs. 50 lakhs.
- At-least two different assignments of Statutory/Internal Audit of Corporate/PSUs entities (except Bank Branch Audit/Concurrent Audit) having a turnover of not less than Rs. 15 crores in the last 3 years (FY 16-17 to 18-19).
- At-least two different assignments for Experience of audit of Externally Aided Projects/ Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years (FY 16-17 to 18-19).
- Minimum Four, Full Time Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per latest Certificate of ICAI not issued before 1.1.2021)

**Document Fee and Tender Processing Fee:** All Applicants have to pay a non-refundable Document Fee of Rs. 5,000/- (Rupees Five Thousand only) and Tender Processing Fee of Rs. 590.00 or as applicable, (Five Hundred Ninety only) through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc2 Portal.

**Earnest Money Deposit (EMD):** An EMD of Rs. 50,000/- (Fifty Thousand) only, through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc2 Portal, failing which the bid will be rejected.

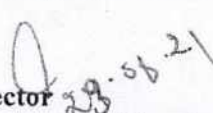
The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab "Tender Free View" on home page of above website and then going to Live Tender/ Hot Tender by searching Department Name as "Labour Resources Department"

The Proposal has to be submitted in online mode containing following cover stage-

- A) Technical Bid Open Stage and B) Cost Bid Open Stage

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the "e-Procurement Portal-<https://www.eproc2.bihar.gov.in> and departmental website: <http://www.state.bihar.gov.in>. The RFP will be available to download from the above website from 31.08.2021. Pre-bid Meeting will be held on 07.09.2021 at 03.00 PM. The last date for uploading of proposal/bid will be 22.09.2021 up to 15.00 Hrs. Technical Bid will be opened on 22.09.2021 post 16:00 Hrs. The Evaluation of Bids will be under LCS system. Please refer RFP document for complete details.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFP Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned for the same.

  
Director  
Directorate of Employment & Training (DET)  
Department of Labour Resources, Govt. of Bihar



**Tender Schedule/Programme:**

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 31.08.2021 ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.	Last Date of sending Pre-Bid queries by e-mail	07.09.2021 up to 11:00 AM on <a href="mailto:det-bih@nic.in">det-bih@nic.in</a>
3.	Date, Time and Place of Pre-Bid Meeting	In the office of Director, Employment and Training # B-Wing, 2 <sup>nd</sup> Floor, Niyogan Bhawan, Bailey Road, Patna-800001, on 03:00 PM of 07.09.2021.
4.	Publishing of Pre-Bid queries response	Latest by 14.09.2021.
5.	Last Date/Time for submission/ uploading of offer/Bid	22.09.2021 up to 15.00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
6.	Submission of EMD	Within stipulated time as per E-Proc 2 Portal.
7.	Date & time for opening of Technical Bid	22.09.2021 post 16:00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
8.	Contact person/Nodal Officer for queries	Shri Shri Mohan Tanti Email: <a href="mailto:shreemohan.tanti@gmail.com">shreemohan.tanti@gmail.com</a> Contact No: 9430291945
9.	Financial Bid Opening Date and Time	Date to be announced later at e-proc portal by competent authority.

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- Tender Processing Fee (TPF) and Document Fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only through E-Proc2 Portal.
- Earnest Money Deposit (EMD):** EMD of requisite amount to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only through E-Proc2 Portal. on or before stipulated date and time, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited. (Please also refer section 1.11)
- Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."



### Notice Inviting Request for Proposal

RFP No: TRG/02/2021-22

Date- 31/08/2021

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**The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab “Tender Free View” on home page of above website and then going to Live Tender/ Hot Tender by searching Department Name as “Labour Resources Department”**

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**Director**  
**Directorate of Employment & Training (DET)**  
**Department of Labour Resources, Govt. of Bihar**

**Tender Schedule/Programme:**

Sl. No.	Activity	Date/Time : Duration
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2.	Last Date of sending Pre-Bid queries by e-mail	<b>07.09.2021 up to 11.00 AM</b> on <a href="mailto:det-bih@nic.in">det-bih@nic.in</a>
3.	Date, Time and Place of Pre-Bid Meeting	In the office of Director, Employment and Training # B-Wing, 2 <sup>nd</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on <b>03:00 PM of 07.09.2021.</b>
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5.	Last Date/Time for submission/ uploading of offer/Bid	<b>22.09.2021 up to 15.00 Hrs.</b> ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
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- Bids along with necessary online payments (Tender Processing Fee, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."

- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
- The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at bidder's own risk and may be liable for rejection.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
  - ❖ The Tendering Authority shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system
  - ❖ The Tendering Authority will notify the bidders for submission of original hardcopies of the uploaded documents, if required.
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- Conditional Bids shall be out-rightly rejected.
- **Validity of Bids:** Minimum 180 days from Last date of Bid submission.
- **Pre-Bid Meeting:** The Tendering Authority shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in the above Table of Tender Schedule. The bidders are requested to send their consolidated queries to the e-mail address, as specifically mentioned in the above table, only once and further queries sent by the bidders may not be entertained. The Tendering Authority will host a Pre-Bid meeting as per the scheduled date and time as mentioned in the above table of Tender Schedule in this RFP. The Tendering Authority may incorporate any changes in the RFP based on acceptable suggestions received in pre-bid queries. The decision of the Tendering Authority regarding acceptability or rejection of any suggestion or modification requested, shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments/ clarifications on the websites (<https://www.eproc2.bihar.gov.in>) and no bidders/participant would be intimated individually about the responses of The Tendering Authority.

Maximum two representative with due authorization from each prospective bidder shall be allowed to participate in the pre-bid meeting.

The purpose of the pre-bid meeting is to provide the prospective bidders with information regarding the business process of the Tendering Authority, the RFP and the project requirements and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the Project/Assignment.

**Note: The queries should necessarily be submitted in the following format with editable file:**

<b>Organization Name:</b>		<b>Name of representative:</b>	
<b>Designation:</b>		<b>E Mail Address:</b>	
<b>S.N.</b>	<b>RFP Document reference, Section and Page No.</b>	<b>Content of RFP requiring clarification(s)</b>	<b>Points of clarification(s)</b>


Note: Any query of the bidders will not be entertained after the Pre-Bid meeting.

For support related to e-tendering process, bidders may contact at following address “e- Procurement HELP DESK mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Toll Free Number: 1800 572 6571 Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in) or may visit the link “Vendor Info” at (<https://www.eproc2.bihar.gov.in>).

- **Corrigendum/ Addendum/ amendments** if any, will be published on e-Procurement website of Govt of Bihar i.e.at <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. **The bidders are also advised to visit this website on regular basis for checking of corrigendum/ addendum/ amendments, if any.**

**Director**  
**Directorate of Employment & Training (DET)**  
**Department of Labour Resources, Govt. of Bihar**



### **e-Tendering Process Related Instructions:**

#### **Submission of Proposals Through electronic mode only:**

1. The bidder shall submit his bid/tender on e-Procurement platform at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc2.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

**Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) before the date and time specified in the NIT/RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."**

5. The tender opening will be done online only.
6. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.
7. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Toll Free Number: 1800 572 6571 Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in) or may visit the link "Vendor Info" at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).

## 1. Disclaimer

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- i. The information contained in this Request for Proposal document (RFP) or subsequently provided to bidders, whether verbally or in documentary or in any other form, by or on behalf of the Tendering Authority (Tenderer) or any of their employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. This RFP is not an agreement and is neither an offer nor invitation by the Tendering Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tenderer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Tenderer, its employees or advisers to consider the objectives, technical expertise and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- iii. Information provided in this RFP to the bidders 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. The Tenderer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. The Tenderer, its employees and advisers make no representation or warranty and shall have no 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 or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- v. The Tenderer also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- vi. The issue of this RFP does not imply that the Tenderer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Tenderer reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- vii. The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tenderer or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Tenderer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



## Section 1 – Letter of invitation

RFP Ref. No.:

Date-

To:

*[insert: Name and Address of Bidder]..*

.....

Attention: Mr/Ms

1. The Director, Employment and Training, Dept. of Labour Resources, Govt. of Bihar, invites proposals for selection as an Internal Auditor to provide the following services:

To conduct the Internal Audit of **SPIU and Participating Institutes**, for World Bank Assisted Centrally Sponsored Scheme “**Skills Strengthening For Industrial Value Enhancement (STRIVE)**).

2. The Background Information and Terms of Reference for the Consulting services, Scope of Work are provided in Section 5 of the Request for Proposal (RFP)
3. This RFP is available to all eligible prospective CA firms.
4. A firm will be selected under Least Cost basis Method and as per procedures described in this RFP.
5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Annexures: I, II and III

6. The bidders shall submit their proposal, eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
7. The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
8. The Tendering Authority 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.

Yours sincerely,

Director  
Directorate of Employment & Training (DET)  
Department of Labour Resources, Govt. of Bihar.

## Section 2- INSTRUCTIONS TO BIDDERS

### 1. INTRODUCTION

#### General

- 1.1 The Tendering Authority will select a CA Firm in accordance with the method of selection specified in the Data Sheet.
- 1.2 The bidders should familiarize themselves with DET functions, SPIU functions, Scope under this assignment, local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, bidders are encouraged to visit the project site.
- 1.3 Bidders shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations etc.
- 1.4 The Tendering Authority is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder/s.
- 1.5 In preparing their Proposals, bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

#### 1.6 Conflict of Interest

The Tendering Authority requires that CA Firm provide professional, objective, and impartial auditing and at all times hold the Client's interest's paramount, avoid conflicts with other assignments or their own corporate or other interests and act without any consideration for future work. CA Firm shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Tendering Authority. Without limitation on the generality of the foregoing, CA Firm, and any of their Personnel shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:

- (i) If the CA Firm combines the function of auditing/consulting with those of contracting and/or supply of equipment; or
- (ii) If the CA Firm is associated with or affiliated to a contractor or manufacturer or other service provider; or
- (iii) If there is a conflict among auditing/consulting assignments, the CA Firm (including its personnel and sub-consultants) and any subsidiaries or entities controlled by such CA Firm shall not be recruited for the relevant assignment. The duties of the CA Firm will depend on the circumstances of each case. While continuity of auditing/consulting services may be appropriate in particular situations if no conflict exist, a CA Firm cannot be recruited to carry out an assignment that, by its nature, will result in conflict with another assignment of such CA Firm. For example, a Consultant engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant assisting a client in privatization of public assets shall not purchase, nor advise purchasers of, such assets or a Consultant hired to prepare terms of reference for an assignment shall not be recruited for the assignment in question.

#### 1.7 Fraud and Corruption

- (i) The Tendering Authority requires that CA Firms observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, The Tendering Authority defines, for the purposes of this provision, the terms set forth below as follows:
  - (a) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and



(b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).

- (ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
- (iii) will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any contract under the purview of Tendering Authority.

**1.8 Only one proposal:**

If a bidder submits or participates in more than one proposal, such proposals shall be disqualified.

**1.9 Proposal Validity:**

The Data Sheet indicates how long the bidders’ Proposals must remain valid after the submission date.

**1.10 Extension of Validity Period:**

- The Tendering Authority will make its best effort to complete the processing within the proposal’s validity period. However, should the need arise, The Tendering Authority may request, in writing, all the bidders who submitted Proposals prior to the submission deadline to extend the Proposal’s validity.
- If the bidders agree to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
- The bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

**1.11 Eligibility:**

It will be the Bidder’s sole responsibility to ensure that it meets the eligibility requirements as established in the Data Sheet.

**1.12 General Considerations:**

In preparing the Proposal, the bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

**1.13 Cost of Preparation of Proposal**

The bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Tendering Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Tendering Authority is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidder/s.

**1.14 Participation of Government Employees**

No current government employee shall be deployed by the CA Firm without the prior written approval by the appropriate authority.

**1.15 Bid Security (Earnest Money Deposit)**

- a. Please refer details in the Tender Notice.
- b. The Employer shall reject any bid not accompanied by appropriate bid security, as non-responsive.
- c. The bid security of the successful Bidder shall be converted into the performance security, once the selected bidder has signed the Contract.
- d. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder.
- e. The bid security may be forfeited:

- (a) If a Bidder withdraws or modifies its bid during the period of bid validity.

(b) if the successful Bidder fails to sign the Contract within required time frame;

## 2. AMENDMENTS TO RFP DOCUMENTS

- 2.1 At any time before the submission of Proposals, the Client may, on its own initiative, amend or modify the RFP by issuing an addendum/corrigendum. The addendum shall be published on website of e-proc and will be binding on all bidders. To give bidders reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

## 3. PREPARATION OF THE PROPOSAL

### 3.1 The Proposal has to be submitted through online mode on <https://www.eproc.bihar.gov.in> containing Following cover stage-

- A) Technical Bid Open Stage
- B) Cost Bid Open Stage

The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc.bihar.gov.in>) at the respective stage only.

- 3.2 The bidders should ensure that all the required documents as mentioned in the tender document are submitted/uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded. Care should be taken that no Financial Proposal or scan thereof should be uploaded with Technical proposal documents else the bid will be outright rejected.**
- 3.3 The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- 3.4 The bidders must upload all evidences to support the bid eligibility under Technical Bid. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.
- 3.5 **Language of Proposal:** The Proposal, as well as all related correspondence exchanged by the Bidders and the Client, shall be in English. All reports prepared by the contracted bidder shall also be in English.
- 3.6 The Technical Proposal should clearly demonstrate the bidder's understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

## 4. Technical Proposal:

### General

- 4.1 The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared non-responsive.

### Technical Proposal Format

- 4.2 The bidder shall submit technical proposal as per the data sheet and Tech Forms as per prescribed format only. Submission of the wrong type of Technical Proposal may result in the Proposal being deemed non-responsive.

### Technical Proposal Content

- (i) The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (vi) and other required information, using the Standard Technical Proposal Forms (Form TECH-1 A, TECH 1 B, TECH 2 A, TECH 2 B and TECH 3) along with all required documentary proofs which all should be properly scanned and uploaded. All Tech Forms and Annexures I and II have to be properly filled and scanned and mandatorily uploaded.
- (ii) *No hard copy submission. The hard copy proposals will be out right rejected.*
- (iii) **A brief description Bn of the organization and outline of relevant experience of the bidder on assignments of a similar nature and as required under evaluation criteria is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the bidder's involvement. Information should be provided only for those assignments for which the bidder was legally**



contracted by the client as a corporate entity or as one of the major participating firms within an association (Joint venture). In case the assignment was carried out in joint venture then the JV agreement is to be submitted. Assignments completed by individual experts working privately or through other CA firms cannot be claimed as the experience of the bidder. Bidders should be prepared to substantiate the claimed experience if so requested by the Client.

- (iv) A concise, complete, and logical description of how the bidder's team will carry out the services to meet all requirements of the TOR.
- (v) An organization chart of the bidder Firm.
- (vi) **The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non- responsive.**

#### **Personnel**

- (vii) The auditing team appointed by the bidder for the assignment should have prior similar experiences and should consist of at least one FCA. The audit report will have to be signed accordingly by such FCA member only.

### **5. FINANCIAL PROPOSAL**

- 5.1 As per on-line format under e-proc portal.
- 5.2 No proposed schedule of payments should be included in bidder's Financial Proposals.
- 5.3 Bidders shall quote the rates in Indian National Rupees only.
- 5.4 Form FIN-1 is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, bidders have:
  - (i) Not taken any action which is or constitutes a corrupt or fraudulent practice; and
  - (ii) Agreed to allow the Client, at their option, to inspect and audit all accounts, documents, and records relating to the Bidder's Proposal and to the performance of the ensuring Bidder's Contract.
- 5.5 The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs / expenses by whatever name called and statutory taxes excluding GST. The Client shall pay GST as applicable on prevailing rates.

### **6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

- 6.1 As per timelines mentioned in the notice and through e-procurement only. No hard copy submission is allowed under this RFP.**

### **7. PROPOSAL EVALUATION**

#### **General**

- 7.1 From the time the Proposals are opened to the time the contract is awarded, the bidder should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a bidder to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Bidder's Proposal.

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

- 7.2 The eligibility/pre-requisite criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- 7.3 The Client's 'Bid Evaluation Committee' will be responsible for evaluation and ranking of Proposals received.
- 7.4 The Bid Evaluation Committee evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the Data Sheet. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical mark of **60 from the maximum of 100 points.**
- 7.5 A Technical Proposal may not be considered for evaluation in any of the following cases:
  - (i) the Bidder that submitted the Proposal, was found not to be legally incorporated or established in India and do not have its Head office /Functional Branch Office in Patna, Bihar; or
  - (ii) the Technical Proposal was submitted in the wrong format;

- (iii) the Technical Proposal included details of costs of the services; or
- (iv) It has failed to meet any of the mandatory pre-requisite criteria as per Notice inviting RFP.

7.6 After the technical evaluation is completed, the Client shall notify Bidders whose Proposals did not meet the minimum qualifying technical mark or Bidders whose Technical Proposals were considered non-responsive to the RFP requirements. The Client shall simultaneously proceed for opening of Financial Proposals of successful bidders at technical stage. (Bidders' attendance at the opening of Financial Proposals is not required/optional as it will be done through e-proc2).

## **8. OPENING AND EVALUATION OF FINANCIAL PROPOSALS**

**Opening of Financial Proposals will be done through e-proc.**

### **Evaluation of Financial Proposals**

8.1 Under LCS financial proposals shall be opened;

8.2 Bidders' attendance at the opening of Financial Proposals is not required/optional as it will be done through e-proc.

8.3 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any Client personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any bidder, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure that these are:

- (i) complete, and as per prescribed format only
- (ii) computational errors, if there are errors these will be corrected;

8.4 The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.

8.5 The evaluated total price (ETP) for each Financial Proposal will be determined.

8.6 When the LCS method is used: the Client will select the lowest Financial Proposal of the bidders whose Technical Proposal has qualified.

## **9. Confidentiality:**

- From the time the Proposals are opened to the time the Contract is awarded, the bidder/s should not contact the Tendering Authority or its officials on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the bidder who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.
- Any attempt by shortlisted bidder/s or anyone on behalf of the bidder to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal
- Notwithstanding the above provisions, from the time of the Proposal opening to the time of Contract award publication, if a bidder wishes to contact the Tendering Authority, on any matter related to the selection process, it should do so only in writing.

## **10. Award of Contract:**

- The selected bidder will then be issued a Letter of Award (LOA). The selected bidder will then execute an agreement with the client and is expected to commence the Assignment as per the requirements of client. The LOA, its acceptance by the selected bidder, and this RFP along with amendments etc. will constitute a binding agreement between the selected bidder and the tendering authority, till the time a formal contract is executed or in absence of execution of the same.
- **Performance Security/Guarantee (PG):** The timely completion of periodic assignments with quality will be the essence of the performance of the selected bidder under this RFP. The Performance security may be forfeited if the selected bidder fails to perform as required under this RFP along with cancellation of agreement and other remedies. The decision of Director, Directorate of Employment and Training will be final and conclusive in this regard. In these events, The Director, Directorate of Employment and Training may in its sole discretion, may decide to offer the assignment to next lowest successful bidder at the lowest rate or at negotiated rate and so on.
- **Refund of PG:** The PG shall be refunded at the end of six months from the date of successful Completion of the assignment

## **11. Limitation of Liability:**

In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

## 12. Correction of Errors:

- Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the proposal.
- The Tendering Authority will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

## 13. Interpretation:

- Entire Agreement: The Contract constitutes the entire agreement between the Tendering Authority and the Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

## 14. Governing Law:

The Contract shall be governed by and interpreted in accordance with the laws of the Bihar State/ the Country (India) and under the jurisdiction of Patna Court.

## Section 2: Data Sheet to Instruction to Bidders

Paragraph Reference	
	Name of the Client: SPIU, Bihar Directorate of Employment and Training Government of Bihar <b>Method of selection: Least Cost Method</b>
	Financial Proposal to be submitted together with Technical Proposal: <b>As per on-line e-proc methods.</b> Name of the assignment is: <b>selection as an Internal Auditor to conduct the Internal Audit of SPIU, SAMC and Participating Institutes for World Bank Assisted Centrally Sponsored Scheme “Skills Strengthening For Industrial Value Enhancement (STRIVE).</b>  More details on the services are provided in the Terms of Reference (ToR) under Section 5.
	<u>Pre-Proposal Meeting: Date as mentioned under NOTICE INVITIG e-TENDER</u>
	The Client will provide the following inputs and facilities: Mentioned in Terms of Reference (ToR)
	Proposals must remain valid for 180 days after the submission date.
4.2	The format of the Technical Proposal to be submitted is: <b>Full Technical Proposal (FTP)</b>



Paragraph Reference																						
	<b>The Tendering Authority does not permit Association Arrangements or Joint Ventures or consortium arrangements with other CA Firms for this assignment.</b>																					
5.4	<p>Under this contract the selected bidder’s payments will be <b>deliverable Based</b> as mentioned in Terms of Reference (ToR).</p> <p>It is expected that the bidder has quoted its fee considering all requirements for satisfactory performance of the services included in ToR. If the bidder has not considered any component for performance of the services, no extra payment shall be made on this account except GST at prevailing rates.</p>																					
5.6	Amounts payable by the Client to the selected bidder under the contract shall be subjected to local taxes if any. The Client will pay GST on prevailing rates as applicable.																					
7.5	<p><b>Technical Evaluation Criteria:</b></p> <p>Technical Proposals shall be evaluated on the basis of following pre-identified criteria:</p> <p>(a) Criteria and Marking that would be considered for selection of preferred bidder would be as follows:</p> <table><tr><th>Sl. No</th><th>Criteria</th><th>Maximum Marks</th></tr><tr><td>1</td><td>Presence of Firm in Project State (For Head Office 10 Marks, For Functional Branch Offices 05 per Branch)</td><td>10</td></tr><tr><td>2</td><td>Number of Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per Certificate of ICAI as on 1.1.2020) (02 marks up to 03 partners,01 for each additional partner)</td><td>10</td></tr><tr><td>3</td><td>Number of Professionally Qualified Staff (CAs) Between 5-10 staff-(7 marks) More than 10 Staff-(10 marks)</td><td>10</td></tr><tr><td>4</td><td>Turnover for the last five years (More than 25 lacs and up to 50 lacs -2 marks for each year) (More than 50 lacs-4 marks for each year)</td><td>20</td></tr><tr><td>5</td><td>Number of Audit and similar assignments undertaken during last 5 years (5 marks for each assignment, maximum five) Statutory/Internal Audit of Corporate/PSUs entities except Bank Branch Audit/Concurrent Audit, having a turnover of not less than Rs. 15 crores for the FY for which audit was done.</td><td>25</td></tr><tr><td>6</td><td>Number of Experience of audit of Externally Aided Projects/Social sector Projects funded by world bank or ADB, World Bank Project Audits (other than audit of Charitable institutions &amp; NGOs) in the last five years (5 marks for each assignment, maximum five assignments)</td><td>25</td></tr></table>	Sl. No	Criteria	Maximum Marks	1	Presence of Firm in Project State (For Head Office 10 Marks, For Functional Branch Offices 05 per Branch)	10	2	Number of Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per Certificate of ICAI as on 1.1.2020) (02 marks up to 03 partners,01 for each additional partner)	10	3	Number of Professionally Qualified Staff (CAs) Between 5-10 staff-(7 marks) More than 10 Staff-(10 marks)	10	4	Turnover for the last five years (More than 25 lacs and up to 50 lacs -2 marks for each year) (More than 50 lacs-4 marks for each year)	20	5	Number of Audit and similar assignments undertaken during last 5 years (5 marks for each assignment, maximum five) Statutory/Internal Audit of Corporate/PSUs entities except Bank Branch Audit/Concurrent Audit, having a turnover of not less than Rs. 15 crores for the FY for which audit was done.	25	6	Number of Experience of audit of Externally Aided Projects/Social sector Projects funded by world bank or ADB, World Bank Project Audits (other than audit of Charitable institutions & NGOs) in the last five years (5 marks for each assignment, maximum five assignments)	25
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Paragraph Reference			
	<table border="1" data-bbox="383 297 1385 360"> <tr> <td data-bbox="383 297 1197 360">Total Marks</td><td data-bbox="1197 297 1385 360">100</td></tr> </table> <p data-bbox="301 407 1468 465">** World Bank audits mean any audit conducted by the firm for World Bank clients, and includes both external and internal audit.</p>	Total Marks	100
Total Marks	100		
	Expected time for opening of Financial Proposals: within two weeks of opening of Bid.		
	<p data-bbox="301 589 1468 649">When the LCS method is used: the Client will select the lowest Financial Proposal of a bidder whose Technical Proposal has qualified.</p> <p data-bbox="301 663 1401 694">Financial Proposal of Only those bidders will be opened whose Technical Proposal will secure 60 marks.</p>		
	Expected time for commencement of services: within two week of opening of financial Bid.		
<b>Duration of Assignment</b>	The duration of the assignment shall be Thirty Six Months (36). But it may be further extended for two years with the approval of competent authority on the basis of the performance.		
<b>Performance Guarantee</b>	The EMD of selected bidder will be converted as a Performance guarantee.		

## Section 2- TECHNICAL PROPOSAL - STANDARD FORMS

### FORM TECH-1 A: TECHNICAL PROPOSAL SUBMISSION FORMS

[Location, Date]

To:

The Director  
Directorate of Employment and Training  
Labour Resources Department,  
Govt. of Bihar

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting 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 through e-proc.

We hereby declare that:

- a. We are submitting our Proposal in individual capacity without entering in any association with/ or as a Joint Venture or consortium. 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.
- b. We meet the eligibility requirements as stated in RFP.
- c. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- d. We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.
- e. We undertake that once selected as Internal auditor as hereunder, we will not-engaged as external auditor/statutory auditor with implementing agencies in the State.
- f. 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-1 B: IMPORTANT INFORMATION AND DETAILS

1	Name , address , Phone no, e-mail ID, and website address of the firm *	Name of Firm:  FRN:  Address of HO:  Name of Authorised Representative  Designation:  Mobile:  E Mail:  Website:
2	Whether empanelled with C&AG? If yes, give details*	<i>Empanelment Number:</i>  <i>Page No. at which latest empanelment intimation letter issued by the CAG is enclosed: __</i>
3	Number of partners & organizational structure of the Firm*	Please Provide complete details in TECH 2 A
4	Number of branches/offices in the state with full addresses of the branches/offices*	Please Provide complete details in TECH 2 A
5	Number of professionally qualified staff working (CAs). Details of CAs.	Please Provide complete details in TECH 2 A
6	Year-wise annual turnover of the firm in INR for the last five years w.e.f. 2015-16 to 2019-20 (along with documentary evidence) *	(Full Figure as per Financial Statement)  FY 2015-16: _____ /-  FY 2016-17: _____ /-  FY 2017-18: _____ /-  FY 2018-19: _____ /-  FY 2019-20: _____ /-  <i>Page No. at which Audited Financial statements (Face of BS and P&amp;L A/C) for all the FYs. Enclosed _____ to _____</i>

7	<p>Number of Audit and similar assignments undertaken during last 5 years.</p> <p>Statutory/Internal Audit of Corporate/PSUs entities except Bank Branch Audit/Concurrent Audit, having a turnover of not less than Rs. 15 crores for the FY for which audit was done.</p>	<p>(i) Name of Assignment and Page Number at which Proof is attached Plus TECH 2B for each assignment.</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>(vii)</p> <p>.....</p>
8	<p>Number of Experience of audit of Externally Aided Projects/Social sector Projects funded by world bank or ADB, World Bank Project Audits (other than audit of Charitable institutions &amp; NGOs) in the last five years (5 marks for each assignment, maximum five assignments)</p> <p><b>** World Bank audits mean any audit conducted by the firm for World Bank clients, and includes both external and internal audit.</b></p>	<p>(i) Name of Assignment and Page Number at which Proof is attached Plus TECH 2B for each assignment.</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>(vii)</p> <p>.....</p>

\*Enclose proof of evidence

**Note:** No hard copy submission.. The hard copy proposals will be out right rejected.

## FORMTECH-2: BIDDER'S ORGANIZATION AND EXPERIENCE

### A - Bidder's Organization

*[Provide here a brief (four pages) description of the background and organization of the Bidder.]*

### B - Bidders's Experience [For Full Technical Proposals Only]

*[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]*

Please provide only those experiences which are relevant to Pre-Requisite Criteria as mentioned in Notice inviting RFP and Technical Evaluation Criteria as mentioned in Data Sheet.

<b>Assignment name:</b>	<b>Approx. value of the contract (in current Rs):</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>  <b>Turnover of Client:</b>	
<b>Address:</b>	
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	
<b>Name of joint venture partner or sub-Consultants, if any:</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services provided in the assignment:</b>	

Firm's Name: \_\_

Signature of Authorized Representative:



**Form TECH-3: Description of Approach, Methodology and Work Plan for Performing the Assignment (Not more than 5 A-4 size Paper)**

***Auditing Approach and Methodology,***

***Work Plan, and***

***Organization and Personnel,***

a) Auditing Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the Auditing and Accounting approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the Auditing and Accounting approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) Organization and Personnel. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed Auditing and support personnel.

## **SECTION 4: FINANCIAL PROPOSAL**

***(For reference only. Not to be filled/scanned)***

**FORM FIN-I: FORMAT OF COMMERCIAL BID**

SNo	Description of Services	Consultancy Fee in	
		(In figures)	(In words)
[A]	Professional Fee for Internal Audit and Book Finalization <b>Per Participating Institutes (The tentative list is attached as Annexure III)</b>  (Like SPIU, SAMC, ITI & ICs etc.) for World Bank Assisted Centrally Sponsored Scheme “Skills Strengthening For Industrial Value Enhancement (STRIVE) <b>for three Financial Years 2019-20 to FY 21-22.</b>	Not fill here	Not fill here
[B]	Add GST as per prevailing rates	Not fill here	Not fill here
[C]	Total Professional Fee including GST [A]+[B]	Not fill here	Not fill here

Note:

- (i) The Financial Proposal shall be prepared using the Standard on line Forms only, the format of which is provided in the RFP as above, is for reference only.
- (ii) **It shall include all costs associated with the assignment including all travel, lodging, boarding, communication (mobile and landline), computers and consumables as required for the project etc. The Tendering Authority will not bear any cost other than the lump-sum fee mentioned in the financial proposal.**

**Note: The bidder must understand the STRIVE project and should incorporate its all travelling and lodging expenses that may be incurred by them while visiting and performing Internal Audit and Book Finalization of Participating Institutes.**

- (iii) Please note that any scanning and then up-loading of financial bid is strictly prohibited. The financial bid format shared under this RFP is for reference only. The financial bid will have to be submitted as per standard on-line format (E-proc 2) only.
- (iv) During Evaluation of Financial proposals, the quoted Total Professional Fee excluding GST shall be considered.
- (v) The client shall pay the Firm, the GST, on prevailing rates as applicable on the Professional Services as above.
- (vi) Statutory Deduction, if applicable, shall be deducted at source from the payment to the Selected Bidder as per the law in force at the time of execution of contract.
- (vii) Bidder will raise the proportionate invoices on submission of each half yearly audit report or annual report as applicable. The type of reports/ deliverables format will be finalized at project inception. For practical purposes, payment will be treated as on deliverables based.
- (viii) The deliverables & the invoice will be assessed and if there is no objection, in terms of performance, deliverable or invoice value, is raised in 15 days, from the invoice date by the client, the invoice and the deliverables will be deemed accepted, and will be good for payment. The authority/client will then pay to Bidder in next 07 days.



## **SECTION 5: TERMS OF REFERENCE**

## **Section 5: Terms of Reference (ToR)**

### **Terms of Reference for**

### **Internal Audit of Project Financial Statements of Beneficiaries/States &UTs Skills Strengthening for Industrial Value Enhancement (STRIVE)**

#### **Background**

Skills Strengthening for Industrial Value Enhancement (STRIVE) is a national project of the Ministry of Skill Development and Entrepreneurship (MSDE) to incentivize critical institutional reforms in the formal ITI and apprenticeship training system aimed towards supporting the Government's commitment to develop a globally competitive workforce and to provide skilling opportunities for economically disadvantaged and underserved communities. The project is scheduled to run over five years from 2017-18 to November 2022 and is an Externally Aided Plan (EAP) supported by the World Bank. At the national level, long-term skills development is coordinated by the Directorate General of Training (DGT) in the Ministry of Skill Development and Entrepreneurship (MSDE). Apprenticeship training is managed under the aegis of the MSDE with Regional Directorates of Apprenticeship Training (RDATs) and state apprenticeship advisers driving implementation at the ground ITIs are under state governments, which own, run, and fund government ITIs and supervise private ITIs. STRIVE Project for its implementation through National Project Implementation Unit (NPIU), consisting of government staff that is now an integrated unit of the MSDE and in charge of managing all major reform projects in the space of long-term training. The responsibility to coordinate and facilitate the implementation of STRIVE and provide overall fiduciary guidance at the ministerial level rests with the existing NPIU. Similarly, at the state level, SPIUs will be responsible for providing fiduciary guidance, implementation, monitoring, and facilitation of STRIVE. The ITIs will be monitored continually by the National Steering Committee (NSC) and by State Steering Committees (SSCs), which prepare semi-annual progress reports. Under STRIVE, the NPIU and SPIUs will therefore be supported through a dedicated PMC funded respectively through the STRIVE's TA and TS component. For Industry Clusters (ICs), the State Apprenticeship Monitoring Committee (SAMC) will be the nodal point for selection, evaluation and monitoring of ICs. The SAMC exists within SPIU but liaises with SPIU and SSC for all matters related to ICs. The PMC is a consultancy team comprising key experts in project management, M&E, skills development, and apprenticeship training.

#### **Funding Pattern**

The estimated cost of the national STRIVE project is INR 2,200 crores (US\$318 million) over five years. The proposed World Bank Operation comprises INR 830 crores (US\$120 million) project using the P for R instrument and an INR 35 crore (US\$5 million) TA Project using the IPF instrument. The proposed World Bank Operation supports the entire government project.

#### **Performance Based Funding**

STRIVE is a Performance Based funding – Program for Results (P for R) exercise. The use of the Program for Results (PforR) instrument is particularly suited to achieving the Government of India's (GoI) results-based objectives, as it allows for improvement of the Systems and Institutions that are critical to the implementation of the GoI project. The instrument will ensure a sharp focus on the most important results the GoI wants to achieve (that is, improve relevance and efficiency of vocational training), allow for flexibility in the end use of funds by states and training institutions, support the development of state-level capacities to manage ITIs more effectively, incentivize introduction of performance-based management principles, and strengthen output and outcome monitoring

#### **1. Result areas**

**To achieve this objective, the project is divided into four result areas:**

##### **(a) Improved Performance of ITIs:**

Performance-based grant funding to selected government and private ITIs to improve institutional performance by deepening industry linkages, improving courses in line with market needs, better targeting marginalized groups

including women, Scheduled Castes (SCs) and Scheduled Tribes (STs), developing capacities of teaching staff and broadening employment promotion services.

**(b) Increased Capacities of State Governments to support ITIs and Apprenticeship Training:**

Performance-based grants to state governments to improve state structures for the management and support of ITIs and apprenticeship training, for evaluation and monitoring and for developing teaching resources; and to improve the regulatory environment for ITI operations.

**(c) Improved Teaching and Learning:**

Investment in the development of modern, technology-supported teaching and learning resources for (i) Craftsmen Training Scheme (CTS) and apprenticeship training programs, and (ii) pre-and in-service trainers' training programs, as well as upgrading selected technical trainer training institutes, such as National Skill Training Institutes (NSTIs).

**(d) Improved and Broadened Apprenticeship Training:**

Grant funding for Industry Apprenticeship Initiatives (IAIs) carried out by industry clusters to strengthen industry initiatives, increase the participation of SMEs in apprenticeship training, and improve the quality of apprenticeship training programs.

**Objectives of Internal Audit:**

The essence of the STRIVE project audit policy is to ensure that the STRIVE Project implementation agencies receives adequate, independent, professional, audit assurance that the proceeds of STRIVE project funds were used for the purposes intended, that the audit reports are free from material mismanagement and that terms of the loan agreement are complied with in all material respects. The objective of STRIVE is to improve the quality and market relevance of vocational training provided in ITIs and apprenticeships. The objectives of the internal audit are to enable the auditor to express a professional opinion on the effectiveness of the overall financial management and procurement arrangements. It has to be ensured that the overall financial management and arrangements including the system of internal controls as documented as per the Financial Management Section & Procurement Section of the STRIVE Operations Manual. It is expected that the process of audit shall be in position to provide to project management with timely information on financial management and procurement aspects of the project, including internal controls and compliance with financing agreements, to enable follow-up action.

In addition, it is expected that internal audit should play a role in assisting management to ensure no improper utilization of fund, including the prevention, detection and investigation of fraud as part of "Bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes".

**Proposed Implementation/ Funds Flow Arrangements**

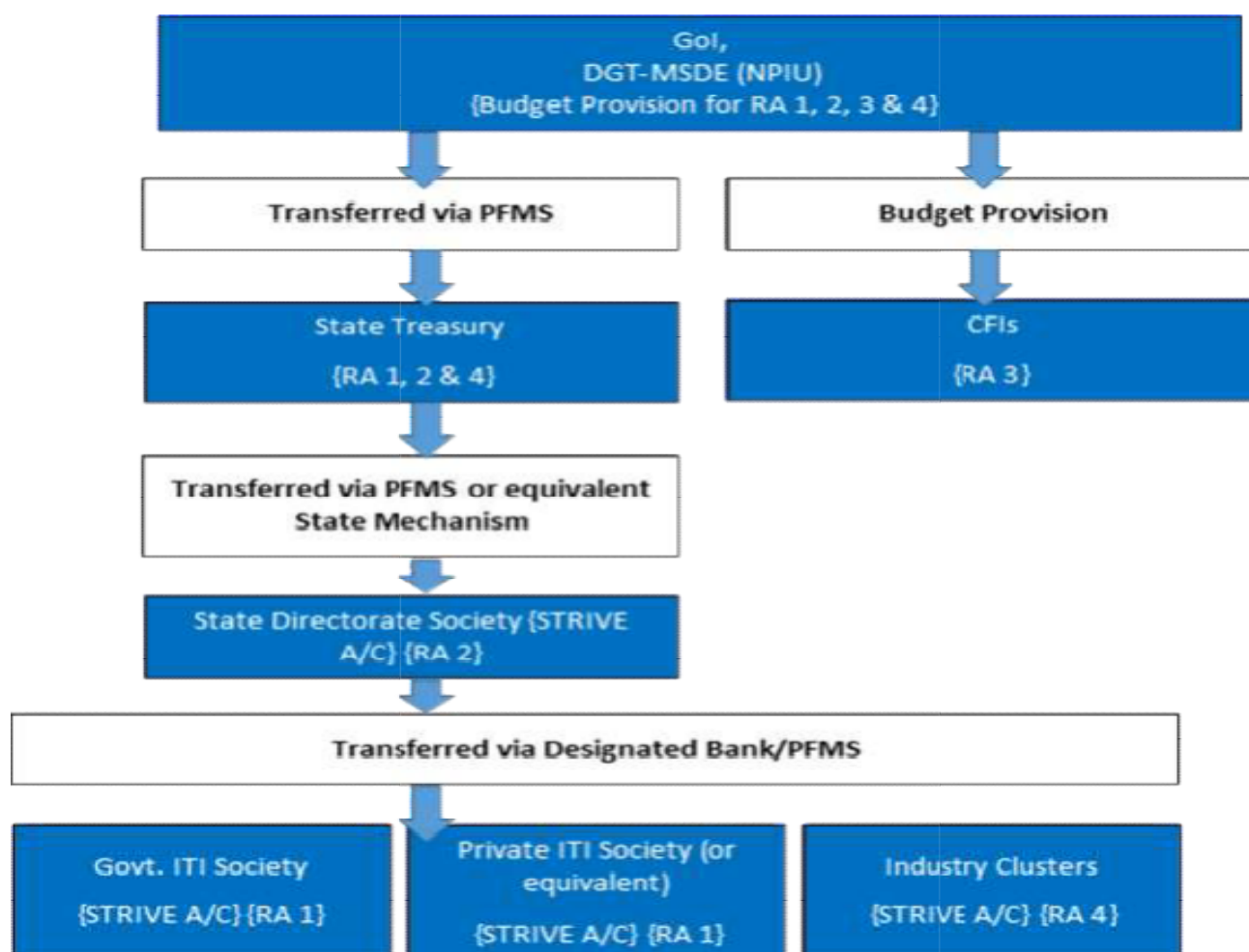
The Directorate General of Training (DGT) will be provided the budget for the Project and will further pass on the funds to the States implementing the project.

ITI Principals / IMCs are designated as drawing and disbursal officers and draw funds from designated Society STRIVE Account for payments through State Societies.

Each office which makes payments is required to maintain separate Bank Accounts and separate Books of Accounts and Records as per the State Government procedure.

**Fund Flow procedures – Result area Wise**

Fund flow procedure (as above) explained diagrammatically below



## 2. Project Financial Statements

### The Project Financial Statements (PFS) should include:

- A Summary of Funds received Result area-wise by NPIU and SPIUs
- A Summary of Expenditures shown under the main project result areas/ activities/ headings and by main categories of expenditures, both for the current fiscal year and accumulated to date; and
- A Balance Sheet showing Accumulated Funds of the Project, bank balances, other assets of the project, and liabilities, if any. If any Beneficiary under the project cannot maintain a Balance Sheet on account of its existing accounting system, the PFS of such Beneficiary should include in the form of a statement—(Statement in lieu of Balance Sheet) at the end of every financial year (a) unspent bank balance of the project (b) category-wise assets purchased by the beneficiary from project funds with date of such purchase along with its location (c) project related unpaid bills/liabilities as at year end.

## 3. Scope

### Internal Audit

In conducting the internal audit, special attention should be paid to assessing whether adequate controls have been established and complied with to ensure that:

- GoI funds have been provided and used in accordance with the relevant agreements with States, UTs, Govt. ITIs, Private ITIs, Central Institutes and Industry Clusters with due attention to economy and efficiency, and only for the purposes for which they were provided;

- Goods and services financed have been procured in accordance with the relevant financing agreement and procurement norms as laid out in the operations manual;
- All necessary supporting documents, records, and accounts have been kept in respect of all project ventures including expenditures reported via Statement of Expenditures.
- The projects accounts have been prepared in accordance with consistently applied Indian Government Accounting Standards in this respect and give a true and fair view of the financial situation of the project at the year end and of resources and expenditures for the year ended on that date.
- The Internal Auditor would require verify the procurement processes being followed at the ITIs, ICs and State Societies are as per Procurement Guidelines under STRIVE project as per para 4.2 of the OM (Please refer NSC approved STRIVE Operations Manual). The internal audit report must report on any variation in the procurement process as laid by the Procurement Guidelines in the OM.

#### **Coverage of Internal Audit extends to (but not limited to)**

- An assessment of the adequacy of the financial management systems, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls and any needs for revision; level of compliance with established policies, plan and procedures; reliability of accounting systems, data and financial reports; creating controls mechanism in areas where they are lacking; verification of assets and liabilities, security and effectiveness of the operation of the computerized system and,
- Efficiency and timeliness of the funds flow mechanism at the SPIU, SAMC, Industry Cluster (IC), Central Staff Training and Research Institute (CSTARI) & National Instructional Media Institute (NIMI) and at the ITIs. (Through MIS Reports)
- Whether the accounts are compiled in a timely manner and the expenditures consolidated on a monthly/Half Yearly basis at the SPIU Level.
- Verify payment to the third parties are as per agreement.
- All necessary supporting documents, records, and accounts have been kept in respect of all Result area wise activities and that clear synchronizations exist between accounting records, accounts books and the periodic financial reports (internal and external i.e. Interim unaudited Financial Reports)
- The auditor is expected to obtain and satisfactorily document sufficient audit evidence to support audit conclusions.
- Internal auditors to summarize key issues and risks from a review of Annual / Statutory Audit report.
- Auditor will also provide variance report as per approved annual action plan and budget.
- Auditor to certify that the utilization certificates of funds at each Beneficiary are prepared Result area Wise and provided to respective SPIU / NPIUs as the need arises.
- Wherever required, The Internal Auditor will also help the SPIU/ Partnering Institutes in preparation of PFS/ Annual Financial Statements.

#### **4. Final Output & Reporting**

##### **A. Half Yearly Reporting & Annual reporting at SPIU:**

The Auditor will provide separate consolidated reports on SPIUs, SAMCs, project ICs and project ITIs in the State under STRIVE to State Audit Committee with a copy to SPIU. The reports will be provided Half Yearly and a summary of the key findings, implications and recommendations to enable the SPIU to take timely action. Audit observations/reports should be discussed and agreed with the state audit review committee and should be structured in a manner giving the observations, the implications of the observations, the suggested recommendation and the management comments/ agreed actions. The audit observations should be supported by instances and quantified, as far as practicable. Half Yearly audit reports and annual audit report to be submitted each financial year. Discussion notes duly signed by the both parties will be part of audit Report. Minutes of meeting of State Audit Committee detailing the observations of internal auditors and action taken by SPIU on the observations.



**The audit reports should be submitted within 30 days after completion of Half Yearly audit. Any delay beyond 30 days for any Half Yearly report attracts the termination of the contract without any financial liability of the client.**

## **B. Reporting Procedure**

Procedure of conducting audit at SPIUs/SAMCs, project ITIs and project ICs in the State :

- The auditor shall inform the implementing agencies before the start of Audit.
- The auditor should give detailed work plan for conducting audit at SPIUs and other implementing agencies
- The auditor should make audit project and plan for SPIUs and other implementing agencies in coordination with their accounts & finance team.
- Feedback as necessary can be given to the management on the outcome of the Audit from time to time. Information about any discrepancies can be shared with the management for rectification/clarification.
- During the audit the Internal Audit team shall interact with management staff for any clarification. For the clarification, the audit team will present their findings in the common platform.
- The auditor shall interact with the management before furnishing of any report.
- The plan shall be finalized in consultation with management at the implementing agency level.
- The detail approach and methodology should be provided by the auditor themselves in the RFP.
- The auditing team appointed by the bidder for the assignment should have prior similar experiences and should consists of at least one FCA. The audit report will have to be signed accordingly by such FCA member only.

## **5. Period of Internal Audit.**

Initially contract with the firm will be for three years which will be extended further two years based on the performance. The selected firm will submit audit plan in consultation with SPIU in advance and agree with a Schedule of Audit. The contract will be renewed after assessing the pace of implementation, requirement and performance of the Internal Auditor.

**Annexure-I**

(Affidavit on non-judicial stamp paper of Rs. 100/- by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

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**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated..... and in the required attachments are true, correct and complete. I / we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of ..... (Name of the Firm), with its registered office at ..... do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of ..... (Name of the Firm) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above-mentioned RFP.
4. We certificate that no partner of the above firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.
5. We declare that the applicant/firm is independent of the entity to be audited and that we have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit or immediately thereafter for a period of two years);

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)

**Annexure-II**

**(Power of Attorney in favour of Authorized Representative)**

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We.....  
..... (name of the enterprise and address of the registered office do hereby irrevocably constitute,  
nominate, appoint and authorize Mr/ Ms (name)  
.....son / daughter / wife of  
.....and presently residing at  
.....who is presently employed with us and holding the  
position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do  
in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or  
required in connection with or incidental to submission of our Bid for the RFP Reference  
No..... Dated.....

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all  
matters before the tendering authority including negotiations with the tendering authority, signing and execution of all  
affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering  
authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused  
to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that  
all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be  
deemed to have been done by us.

IN WITNESS WHEREOF WE, .....,  
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY  
OF .....

For .....

{Signature, name, designation and address }

Accepted

.....  
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.  
2.

Note: A Firm Resolution Authorizing Representative as above will also suffice.

**Annexure-III**

**(Tentative List of Institutions under SPIU, DET, Govt. of Bihar for STRIVE)**

<b>S.N.</b>	<b>NAME OF INSTITUTIONS</b>
<b>1</b>	<b>ITI DIGHAGHAT PATNA</b>
<b>2</b>	<b>ITI DEHRI-ON-SONE</b>
<b>3</b>	<b>ITI GAYA</b>
<b>4</b>	<b>ITI MUNGER</b>
<b>5</b>	<b>SPIU BIHAR</b>
<b>6</b>	<b>SAMC BIHAR</b>
<b>7</b>	<b>DIRECTORATE EMPLOYEMENT AND TRAINING – TRAINING WING – STRIVE SCHEME</b>