



Govt. of Bihar
Department of Agriculture
Bihar Horticulture Development Society, Patna.
(State Horticulture Mission)
2nd Floor, Krishi Bhawan, Mithapur, Patna-800001,
Phone Fax: 0612-2547772, e-mail: dir-bhds-bih@nic.in,
Website : horticulture.bihar.gov.in

NOTICE – INVITING e-TENDER

Through e-procurement mode only over (www.eproc.bihar.gov.in or
www.eproc.bihar.gov.in/BELTRON)

e-Tender notice for empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices.

Bihar Horticulture Development Society, Patna requires one accountant each at its 38 district offices, one accountant each at 2 COE's and 7 accountants at Head Office, Patna. A total of 47 accountants is to be obtained on contract basis through various chartered accountant firms on contract basis under temporary arrangement. For the above work, proposals are invited in the prescribed form from such qualified firms for the selection of competent and qualified service provider (chartered accountant firms) located in the state of Bihar.

E-tender forms including terms and conditions for technical qualification and procedure of selection to be **empaneled is available on website: horticulture.bihar.gov.in. Applicants may upload/submit their tender along with all required documents for technical qualification through the online portal. Financial proposals should also be proposed on that portal in prescribed form separately.**

The applicants needs to upload/submit scanned copy of demand draft of EMD and tender document cost drawn in favour of Mission Director, Bihar Horticulture Development Society" payable at Patna on online portal and also necessary to submit in original to BHDS official address mentioned above on or before the time of opening date of tender for technical evaluation. It will also be essential for the successful applicants to submit all the uploaded documents in original for verification only, if asked by the BHDS. **Proposal can only be uploaded/submitted through online e-tender on website: www.eproc.bihar.gov.in or www.eproc.bihar.gov.in/BELTRON**

SN	Activity	Date/Time: Duration
1.	Start Date & Time for Downloading of Tender document	29.08.2022 10:00 AM
2.	Last Date & Time for Downloading of Tender document	19.09.2022 10:00 AM
3.	Last Date & Time for submission/ uploading of offer/Bid	19.09.2022 03:00 PM
4.	Date and time of Technical bid opening	20.09.2022 01:00 PM
5.	Date and time of Financial bid opening	To be intimated to technically successful bidder only
6.	Nodal officer/Contact person for queries	Sri Deo Narayan Mahto, Deputy Director Horticulture 9431818930 Sri Atul Kumar, TSG Consultant - 9905811233
7.	It is mandatory to submit the EMD and Tender documents cost draft in hard copy of original on or before the date of opening of technical bid. Applicants, whose EMD & Tender Document Cost draft will not be received in BHDS office on time, their proposal will not be considered for technical evaluation & will be rejected	

Mission Director, Bihar Horticulture Development Society, Patna reserves the right to revise/change/ cancel the proposal without assigning any reasons thereof.

Mission Director

1. Technical Qualification for Agency:-

i.	Agency	:-	The Chartered Accountant firm should be registered under ICAI (Institute of Chartered Accountants India) (Registration certificate to be attached with the technical tender).
ii.	Agency's Office	:-	The Chartered Accountant Firm must have a registered/ Branch office in the state of Bihar. Mention full address, concerned person's name, mobile number, email, etc. of the firm's registered office located in the state of Bihar.
iii.	Agency's Annual Turn Over	:-	Not less than Rs. 10.00 lakh during each of the last 2 Financial Years 2019-20 and 2020-21. For the annual turnover proof, firm must provide copy of the Income tax return of 2 years (With computation) along with self-attested copies of Profit and Loss Account and Balance Sheet (Attach Firms PAN card also.)
iv.	Experience	:-	Should have at least 3 years of experience in the field of Concurrent/ Internal Audit/ Any other kind of audit in Govt Organizations/ Govt Departments/ Banks. Firm should attach copy of work order for each of the 3 years, its corresponding bills raised for each of the 3 years and its corresponding payment proof highlighted in the bank statement.
v.	Document' Cost	:-	Rs. 1000/- (One thousand only)
vi.	Earnest Money Deposit	:-	The firm needs to attach an EMD (Bid Security) in the form of demand draft of Rs. 50,000/- (Rupees fifty thousand only) in the name of Mission Director, Bihar Horticulture Development Society, Patna along with the technical tender proposal. Tender received without EMD (Bid Security) will be rejected. EMD (Bid Security) of Rs. 50,000/- (Rupees fifty thousand only) will be returned to unsuccessful bidders.
vii.	Empanelment Fee	:-	Empanelment fee will be Rs. 5,000/- for one year which will be non-refundable. It will be essential only for finally qualified agencies.
viii.	Performance Security	:-	The selected Chartered Accountant firms must provide Performance Security Deposit of Rs. 2.00 lakh and in case of failure to do the work, the performance security amount will be forfeited.
ix.	Tenure	:-	The tenure of the Chartered Accountant firms will be for two years and in case of satisfactory performance the same may be extended for further two years.
x.	Affidavit	:-	Affidavit from the notary that the firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.
xi.	BHDS rights	:-	<p>BHDS reserves the right:</p> <ol style="list-style-type: none"> 1. To increase or decrease the number of manpower 2. To shift accountant from district to district or district to HQ or HQ to district without assigning any reason. <p>Evaluation will be done according to the terms and conditions cited in proposal documents under BFR, 2005.</p>

xii.	E.P.F/ ESI	:-	It is mandatory for the CA Firm to be registered under ESI and EPF. In case the firm is not registered with ESI and EPF it must provide an affidavit that it will get registered under ESI and EPF within 30 days from date of agreement.
xiii.	GST	:-	Not mandatory

xiv.

Successful bidder firms who passes both financial and technical tender will be empaneled with Bihar Horticulture Development Society, Patna. One successful bidder will be allotted one region out of total of 7 regions/ cluster:-

Region/ cluster	Districts/ areas covered	No. of accountants
1	Patna Head Office	7 accountants
2	Patna, Bhojpur, Saran, Vaishali, Nalanda, Vaishali COE, Nalanda COE	7 accountants
3	Kaimur, Rohtas, Buxar, Aurangabad, Arwal, Gaya, Jehanabad	7 accountants
4	Nawada, Jamui, Lakhisarai, Banka, Begusarai, Munger, Bhagalpur	7 accountants
5	West Champaran, East Champaran, Gopalganj, Siwan, Sitamarhi, Muzaffarpur, Sheohar	7 accountants
6	Madhubani, Darbhanga, Samastipur, Saharsa, Supaul, Khagaria	6 accountants
7	Araria, Katihar, Kishanganj, Purnea, Madhepura, Bhagalpur	6 accountants

In case the number of empaneled Chartered Accountant Firms is lesser than 7 then Firms may be allotted more than one region as per mentioned guidelines below.

2. General terms & conditions for empanelment in BHDS :-

- Chartered Accountant Firms should have at least 3 years of experience in the field of Concurrent/ Internal Audit/ Any other kind of audit in Govt Organizations/ Govt Departments/ Banks
- Proposal should be submitted only through online e-tender on website: www.eproc.bihar.gov.in or www.eproc.bihar.gov.in/BELTRON
- Proposal submitted without relevant papers/documents will be rejected.
- The annual turnover should not be less than Rs. 10.00 lakh during last two consecutive financial year of the Firm. For the annual turnover proof, firm must provide copy of the Income tax return of 2 years (With computation) along with self attested copies of Profit and Loss Account and Balance Sheet (Attach Firms PAN card also).
- Should have at least 3 years of experience in the field of Concurrent/ Internal Audit/ Any other kind of audit in Govt Organizations/ Govt Departments/ Banks. Firm should attach copy of work order for each of the 3 years, its corresponding bills raised for each of the 3 years and its corresponding payment proof highlighted in the bank statement.

6. The successful agency will have to submit an annual empanelment fee Rs. 5,000/- for one year in the form of demand draft payable to **Mission Director, Bihar Horticulture Development Society, Patna**. The annual empanelment fee is non refundable.
7. The agency should furnish a copy of ESI and EPF registration. In case the firm is not registered with ESI and EPF it must provide an affidavit that it will get registered under ESI and EPF within 30 days from date of agreement.
8. Telephone No./Mobile No./Email and Full Address of the applicant must be mentioned in proposal documents.
9. The selected agencies shall have to submit an undertaking on non judicial stamp paper of Rs. 1,000/ (One thousand) to BHDS prior to the issue of work order covering the following points:
 - i. Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.
10. EMD and document costs will be the part of Technical Proposal only.
11. **Earnest Money Deposit (EMD)** of Rs. 50,000/- (Rupees fifty thousand Only) and proposal document cost of Rs. 1,000.00 should be furnished in the form of Demand Draft in favour of **Mission Director, BIHAR HORTICULTURE DEVELOPMENT SOCIETY** payable at any nationalised bank situated at **Patna (Bihar)** town. The earnest money of the technically unsuccessful proposers will be refunded after the rejection of their Proposal and will be retained of the technically successful proposers up to the time of execution of contract or till the submission of security deposit and signing of agreement, if required.
12. The **Technical Proposal** along with all required documents for technically qualification should be uploaded/submitted through online e-tender on website www.eproc.bihar.gov.in or www.eproc.bihar.gov.in/BELTRON. Applicant needs to upload/submit scanned copy of demand draft of EMD and tender document cost drawn in favour of **Mission Director, Bihar Horticulture Development Society** payable at Patna on online portal and also necessary to submit in original to BHDS official address mentioned above on or before the time of opening date of tender for technical evaluation. Financial proposal should also be proposed on that portal in prescribed form separately.
13. **The Technical Proposals will be opened first** and will be evaluated by the evaluation committee constituted at the society. Only such proposal will be opened and evaluated, for which required Earnest Money and Proposal document cost demand draft will be submitted by proposer in original to BHDS office on or before the opening date of technical bid. Evaluation of the Technical Proposal shall be carried out by a committee constituted by the Society, which shall look into compliance of specifications and other Terms & conditions for empanelment. At the second stage, **Financial Proposal of only technically acceptable agencies will be opened**, for further evaluation.
14. Mission Director, BHDS, Patna reserves the right to reject/cancel the empanelment of agency at any time if he/she is satisfied that it is desirable to do so in Society's interest after giving an opportunity to the agency of being heard. The decision of Mission director, BHDS, Patna shall be final and binding.
15. Proposers or their duly authorized representatives may be present at the time of opening the Technical Proposal, the time and place for which is indicated in the proposal documents. Time and Place for opening of Financial Proposal shall be announced after technical evaluation and shall be communicated through a notice at the office of Mission Director.
16. Participation for the empanelment process will automatically imply the acceptance, on part of the participating agency of all the terms and conditions of this notice for empanelment.

17. Chartered Accountant firms will have to provide list of suitable candidates to Bihar Horticulture Development Society within one week from the issuance of allotment letter.
18. An MOU will be signed between the selected Chartered Accountant firms and Bihar Horticulture Development Society for the terms and conditions of the invitation proposal.

3. Financial Proposal by Chartered Accountant Firm:-

The agreement will be signed by Bihar Horticulture Development Society, Patna subject to the condition of deduction of GST TDS and Income Tax TDS, if applicable.

Bihar Horticulture Development Society needs experienced accountants for National Horticulture Mission, Chief Minister Horticulture Mission and other schemes. The accountants must have a valid B.Com./ M.Com. degree (working knowledge of Tally is mandatory). Chartered Accountant firms will be paid Rs. 25,000/- (Twenty Thousand only) per month per accountant as decided by Bihar Horticulture Development Society. Chartered Accountant Firms must provide break up of Basic Pay and other allowances that will be paid to accountants, Service charges, break up of taxes etc. The same has to be submitted in a sealed envelope superscribing the '**Financial Proposal**' on the top.

Cluster	Accountant's proposed honorarium			Service fee Rs.	Employer's EPF contribution Rs.	Employer's ESI contribution Rs.	If there is other tax then Rs.	GST (18%), if applicable	Total Amount
	Basic Remuneration (Rs.)	Other Allowance (Rs.)	Total amount Rs. (1+2)						
1									
2									
3									
4									
5									
6									
7									

Note :- i.) If there is any change in Tax rates or any additional tax is proposed/ levied, then it will be the responsibility of the Chartered Accountant Firm to pay the same.

4. General Conditions of Tender:-

- I. The Chartered Accountant firm will submit its tender in two parts. The first part of the tender will be for technical qualification, in which full details of the firm, proof of capability and competency and other documents as demanded will have to be given.

- II. In Tender Part II, the financial proposal will be submitted by the Chartered Accountant firm according to 'Annexure V', in which the firm will mention the amount to be given to the accountant after deducting statutory liabilities, tax etc. out of 25,000/- for each cluster. Firstly the financial bid of cluster 1 will be considered and the firm which will pay the maximum to the accountants will be considered as “**L1**” and awarded cluster 1. Now financials of other clusters by that CA Firm will not be considered in any case for further evaluation. Similarly other cluster's financials will be compared in sequential manner. In case no CA Firm has submitted financials for any particular cluster then “L1” of all previous clusters will be compared and the Firm that pays highest to the accountants will be awarded that particular cluster.
- III. Financial proposals will be opened only of such firms, which are found technically suitable.
- IV. Other conditions, if any, may be declared at the time of opening of tender.
- V. Demand Draft of Security Deposit amount and document cost attached in the technical proposal.
- VI. Conditional proposals will be rejected.
- VII. Proposals submitted without required documents will be rejected.
- VIII. Any legal dispute will be settled only in the court located at Patna.
- IX. Firms must provide details of EPF, ESI and other taxes deposited along with proof to the Bihar Horticulture Development Society on quarterly basis. In the event of non-compliance of this condition by the firm, the bills submitted by the Firm will be withheld from the next month and for which the firm will be fully responsible.

5. Eligibility of Accountant:-

- I. B.Com. / M.Com. degree and must have working knowledge of Tally.
- II. At least two years work experience in Accounting and Tally will be mandatory.
- III. Age Limit: As on 01.06.2022, the category wise maximum age limit prescribed by the General Administration Department of Bihar Government for admission to government service will be followed. However age relaxation may be provided to accountants who have worked for BHDS through empaneled Chartered Accountant Firms for more than one year.
- IV. The total amount including all statutory taxes will be given to the Firm at the rate of Rs. 25,000/- (Twenty five thousand rupees) per month per accountant, subject to deduction of TDS.
- V. The contract period will be for two years. The contract can be extended for further two years if the work is satisfactory.
- VI. The accountants will work at district and Head Office as per the requirement of Bihar Horticulture Development Society. The accountant may be asked to shift to some other location in case it is required.
- VII. If the work of accountant(s) is/ are found unsatisfactory, the services of Chartered Accountant firm will withdrawn without any notice.

Mission Director,
Bihar Horticulture Development Society,
Patna

(Letter head of the proposer)

Name of Firm:

Address:

Phone No. /Mobile No.:

To,

The Mission Director,
State Horticulture Mission, Bihar
2nd floor, Krishi Bhawan,
Mithapur, Patna-800001

Sir,

Subject: **TECHNICAL PROPOSAL**

In accordance with the terms & conditions of the notice for Empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices.

I /We submit the **technical proposal** containing the following documents mentioned in checklist. (Please enclosed below documents Serially in proposal to be submitted)

Check List

Sl. No.	Activity	Remarks (Yes/No)
1.	Authority Letter (Annexure I)	
2	Information Sheet (Details of firm) (Annexure II)	
3	Details of Earnest Money along with Bank Draft (Annexure IIIA)	
4	Details of proposal document cost and draft (Not applicable for proposal document purchased in person) (Annexure IIIB)	
6	Submission of Affidavit (Annexure IV)	
7	Financial Proposal – (Annexure V)	
8	Photocopy of ESI and EPF Certificate or an affidavit that it will get registered under ESI and EPF within 30 days from date of the agreement.	
9	GST Registration Certificate (optional)	
10	Photocopy of Income tax return for FY 2019-20 and FY 2020-21 along with computation and PAN Card and self attested copies of Profit and Loss Account and Balance Sheet	

11	Firm Constitution Certificate	
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Further, it is certified that the information furnished in this proposal documents is true and correct to the best of my/our knowledge & belief. I/we fully understand terms and conditions mentioned and undertake to abide by the terms & conditions and rules & regulations mentioned in the proposal document.

It is also certified that the proposer has never been blacklisted/debarred by Union or any State Government department or institute in any matter and the owners or partners/ directors have never been legally prosecuted & in any legal dispute with Union or any State Government department.

Signature of Authorized Signatory
Name
Designation

Seal of the firm

Dated.....

(Letter head of the bidder)

Annexure – I

AUTHORITY LETTER

Mr./Ms./ M/s.

..... (Name & address with
mobile no. of Chartered Accountant) is working with/on behalf of our firm as our
Chartered Accountant for the State of Bihar.

He is authorized to submit, collect & correct all EOI/quotation/project
documents on behalf of the firm.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

INFORMATION SHEET

(General Information to be supplied along with the Proposal)

S.No	Particulars		Particulars
1	Name of CA Firm	:	
2	Firm Registration Number & date of registration	:	
3	PAN Number of Firm	:	
4	Address of Head Office of Firm	:	
5	Address of CA Firm in the state of Bihar	:	
6	Type of Firm (Proprietor/ Partner)	:	
7	Name of Proprietor/ Main Partner(s)	:	
8	Mobile Number	:	
9	Email Id	:	

10. Experience of Concurrent/ Internal Audit in Govt. Organizations. Firm should attach Bills raised for each of the 3 years and its corresponding payment proof highlighted in the bank statement-

S.No.	Year	Name of Govt/ Non Govt Organization	Invoice Amount	Date of Invoice	Date of Receipt
1	FY 2019-20				
2	FY 2020-21				
3	FY 2021-22				

11. Turnover of last 2 years (Attach copy of Income Tax return along with computation and self attested copies of Profit and Loss Account and Balance Sheet:-

- (i) FY 2019-20 -
- (ii) FY 2020-21 -

12. Details of proprietor/ Partners

S.No.	Name of Partner/ Proprietor	Membership Number	Address	Mobile Number and Email Id
1				
2				
3				

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

DETAILS OF EARNEST MONEY

Earnest money as per details below is enclosed for the purpose for Empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices.

Bank Draft No.....
Name of the bank.....
Branch.....
Dated.....
Amount (In figures & words).....
.....

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

DETAILS OF PROPOSAL DOCUMENT COST

PROPOSAL document cost as per details below is enclosed for the purpose FOR Empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices.

Bank Draft No.....

Name of the bank.....

Branch.....

Dated.....

Amount (In figures & words).....

.....

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

Submission of Affidavit (For Technical proposal)

(Through Notary Public on Non-Judicial stamp paper)

- Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

(Letter head of the bidder)

Annexure – V

FINANCIAL PROPOSAL

Name of Firm:

Address:

Phone No. /Mobile No.:

To,

The Mission Director,
State Horticulture Mission, Bihar
2nd Floor, Krishi Bhawan, Mithapur, Patna-800001

Sir,

I / we do hereby propose following price:

Cluster	Accountant's proposed honorarium			Service fee Rs.	Employer's EPF contribution Rs.	Employer's ESI contribution Rs.	If there is other tax then Rs.	GST (18%), if applicable	Total Amount
	Basic Remuneration (Rs.)	Other Allowance (Rs.)	Total amount Rs. (1+2)						
1									
2									
3									
4									
5									
6									
7									

I/ we do understand that I will have to provide details of EPF, ESI and GST paid on quarterly basis along copies of return. In case any information is found wrong, action can be taken against me/ us.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

Schedule - 1

General instructions related to the procedure to be followed for selection and submission of tender by the service provider organization / chartered accountant firm for providing manpower in Bihar Horticulture Development Society.

Bihar Horticulture Development Society, Patna, Directorate of Horticulture, Department of Agriculture, is the nodal agency to implement various schemes of horticulture development in Bihar. It is a registered society under the Societies Registration Act, 1880. It's headquarter is located in Patna and District Horticulture Development Committee has been constituted in all 38 districts of the state.

Services of qualified accountants will be obtained on contract through chartered accountant firm(s) for the completion of accounting works in Bihar Horticulture Development Society.

Service Conditions for Accountant:

1. The person employed through the service provider Chartered Accountant Firm can be relieved in the event of any misconduct/ dereliction of duty/ incompetence / negligence / unsatisfactory work.
2. Accountant is required in the offices of Bihar Horticulture Development Society on the basis of fixed amount of 25,000/- per month (including all statutory taxes) on contract basis under temporary arrangement. The claim of any kind of government or permanent employment by the persons employed on the post of accountants through the service provider Chartered Accountant Firm will be invalid.
From the date of termination of services of the Chartered Accountant firm, the services of the accountants provided by them will also automatically be terminated from that date.
3. The contract will be of two years. If required by the society, the service of the organization doing satisfactory work can be renewed for further two years.
4. The persons to be employed will not have any right of Bihar Horticulture Development Society as any office or office bearer. Chartered Accountant Firm will enter into contract with Accountants and Chartered Accountant Firm will enter into agreement with Bihar Horticulture Development Society, Patna.
6. Under no circumstances the contractual service of the accountant shall be the basis for permanent employment in the society.
7. The Chartered Accountant Firm will be liable to take care of all statutory compliances like ESI, EPF and others as mandated by the Labor Resources Department and other central or state government departments. Bihar Horticulture Development Society is not responsible for such compliances.
8. The Chartered Accountant firm will be paid a fixed amount of 25,000/- per month per accountant. Apart from this, no other type of amount will be paid. The honorarium will be calculated on the basis of working days/absence report of the concerned accountant.

9. **Conduct Certificate:-**

It will be mandatory to obtain a Conduct Certificate from the local police station where he has resided for more than one year along with the police station of his ancestral residential address. A person named in a criminal case/ charge-sheeted person will not be eligible for this employment.

10. **Selection Process:-**

10.1 The employment on contract will be done by following the reservation rules (model roster of 100 points etc.) prescribed by the General Administration Department.

10.2 The verification of educational qualification will be done by the concerned institution. Legal action will be taken if the certificate is found to be fake.

10.3 **Age Limit: The age of the candidate for employment will be as follows:**

Category	Age
General	Minimum 18 yrs, maximum 37 yrs
Extremely Backward/ Backward Class	Minimum 18 yrs, maximum 40 yrs
Scheduled Caste / Scheduled Tribes	Minimum 18 yrs, maximum 42 yrs

1. Age will be calculated as the cutoff date of 01.06.2022.

2. The basis of verification of age will be the certificate of matriculation.

However age relaxation may be provided to accountants who have worked for BHDS through empaneled Chartered Accountant Firms for more than one year.

11. The Chartered accountant firm will provide the list of candidates to the society to work on contract on an average 2-3 times of each post to be employed. The interview will be conducted by the evaluation committee constituted under the chairmanship of the Mission Director, Bihar State Horticulture Mission or under the chairmanship of any officer authorized by him and the name will be recommended. The service of this recommended candidate will be provided by the Chartered Accountant firm to the society to work on contract.

12. **The ideal roster of total 47 accountants would be as follows:**

Class	Total candidates	Minimum Female candidates
अनुसूचित जाति	7	3
अनुसूचित जनजाति	1	0
अत्यंत पिछड़ा वर्ग	8	3
पिछड़ा वर्ग	6	2
पिछड़े वर्गों की महिला	1	1
आर्थिक रूप से कमजोर वर्ग	5	1
अनारक्षित	19	7
Grand Total	47	17