



CIN: U15314BR1973SGC000989  
**BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED**

Khadya Bhawan, Daroga Prasad Rai Path, R. Block, Road No-2 Patna -1

Tender No. - 741

Dated- 27-1-21

Notice inviting request for proposals from eligible Chartered Accountant Firms for outsourcing of accounting and financial management and internal audit at Bihar State Food & Civil Supplies Corporation Limited.

1. The detailed eligibility criteria & request for proposal (RFP) may either be collected from the head office of BSFCSCCL by paying Rs. 5000/- in the form of Demand Draft in favour of **BSFCSCCL, payable at Patna**, against cost of RFP, or can be downloaded from the tender column of <http://sfc.bihar.gov.in>, the payment of which can be made through the demand draft in BSFCSCCL and receive the money receipt from head office of BSFCSCCL.
2. The bid security for the Assignment will be Rs. 1,00,000/- (One lakh) each.

S.No	Activity	Date/ Time
1	Online Download date or Tender document collection from Head office	From 12-02-2021 to 05-03-2021 Upto 03:00 pm
2	Schedule of Pre-bid meeting	19-02-2021 at 03: 00 pm
3	Date/ Time for submission of Bid.	06-03-2021 Upto 03: 00 pm
4	Date & Time for opening of Technical Bid.	06-03-2021 at Head office at 03:00 pm

Sealed & Completed proposals along with the demand draft in acceptable form and in accordance with the instructions in the RFP documents shall be delivered in the tender box on any working day upto 3:00 p.m. of 06.03.2021 at the below mentioned address; **Bihar State Food & Civil Supplies Corporation Limited , 3<sup>rd</sup> Floor, Khadya Bhawan, Daroga Prasad Rai Path, R- Block, Road No. -2, Patna- 800001.**

Any kind of further details or clarification can be sought at [BSFC.CONTROLROOM@GMAIL.COM](mailto:BSFC.CONTROLROOM@GMAIL.COM) and cc to [BSFC.FINANCE@GMAIL.COM](mailto:BSFC.FINANCE@GMAIL.COM) via E-mail.

**By the order of competent Authority.**

  
General Manager Finance & IFA 27/1/21

**BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED**

**Request for Proposal (RFP) Document for  
Selection of Consultant for Accounting and  
Financial Management and Internal Audit  
at Bihar State Food & Civil Supplies  
Corporation Limited**

2020

BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED  
KUMHAYA BHAWAN, DAROOGA PRASAD RAY, PATNA

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Documentary proof (including ICAI/ICMAI Certificate, CAG Certificate, and Audited Financial Statements/CA Certificate etc.) should be submitted by the firm for each condition as mentioned above.

**Terms & Conditions for RPF**

1. Work will be assigned to CA/CMA firm which is scoring maximum point as per QCBS and in any case more than one firms securing same points in terms of QCBS, the decision of the MD, SFC shall be final as regards allotment of the assignment.
2. To purchase the RFP documents, CA/CMA firm should deposit Rs. 5000/- to SFC, HO in form of Demand Draft for which they will get money receipt from SFC which should be attached with technical proposal(**Envelope-1**).
3. Interested Firms may submit their complete proposals along with **Money Receipt issued by SFC, HO for Rs.5000/- (Rupees Five Thousand only) for cost of RFP documents and the Demand Draft from a commercial bank as Bid Security (Refundable) of Rs.1,00,000/- with the technical proposal.**
4. Sealed Complete proposals can be delivered by hand or through registered post at address mentioned just below on any working day up to .....<sup>th</sup> January, 2020 by 15:00 hours. In case registered post proposal is receive after 3.00 PM of .....January, 2020, the Corporation will not entertain the proposal.

**MANAGING DIRECTOR,**  
**BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED**  
**KHADYA BHAWAN, DAROGA PRASAD RAY PATH**  
**R. BLOCK, ROAD NO-2, PATNA-800001**

5. **Proposals will be rejected without the payment of cost of RFP document and Bid security in acceptable form for each of the proposal.**
6. No liability will be accepted for downloading the incomplete document.
7. Any proposal reaching after fixed date and time shall not be considered upon, and hence summarily rejected.
8. Interested firms must provide details as organisational profile, its quality, its structure, details of qualifications, experience and number of key staff appropriate for the assignment, and documentary proof substantiating the credentials claimed.
9. **Associates or Joint Venture arrangement or networking is not allowed under the assignment.**
10. Bid Eligibility and Technical Proposal of Bids shall be opened on the same day at 15:30 hours in the office of BSFCSCL.

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11. Short-listing will be done strictly on the basis of the information provided by the CA/CMA Firms and the evaluation criteria detailed in RFP Document.
  12. Consultant will be selected in accordance with the Quality & Cost Based Selection Method (QCBS).
  13. The firm's Proposals must remain valid for 90 Days after the submission date.
  14. The Managing Director, Bihar State Food & Civil Supplies Corporation Limited, (BSFCSCCL) reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

**Managing Director**  
**BSFCSCCL**

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**TENDER TITLE:**  
Request for Proposals for appointment of Consultant for Accounting & Financial Management at Bihar State Food & civil Supplies Corporation Limited.

**TENDER NO:**

**COST OF RFP DOCUMENT:** Rs. 5,000/- each

**CONTRACT PERIOD:** 36 Months

**REFERENCE NUMBER:**

**DATE OF ISSUE:** ....<sup>th</sup> December, 2020

**PRE-PROPOSAL MEETING** .....<sup>th</sup> December, 2020

**CLOSING DATE** .....<sup>th</sup> January, 2020

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**Section 1 – Letter of invitation**

**From:**

Managing Director  
BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED  
KHADYA BHAWAN, DAROGA PRASAD RAY PATH  
R. BLOCK, ROAD NO-2, PATNA-800001

To:

(The Eligible Bidders)

Attention: Mr/Ms

1. The Bihar State Food & Civil Supplies Corporation Limited, Govt. of Bihar invites proposals to provide the following consulting services: Accounting & Financial Management at Bihar State Food & Civil Supplies Corporation Limited, Govt. of Bihar
2. The Background Information and Terms of Reference for the Consulting services are provided in Section 5 of the Request for Proposal (RFP)
3. This RFP is available to all eligible prospective consulting firms.
4. A firm will be selected under Quality and Cost Based Method and procedures described in this RFP.
5. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to Consultants (including Data Sheet)
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Standard Contract Document
6. A Pre-proposal/pre-bid meeting has been scheduled for.....<sup>th</sup> **January, 2020** at the office of the undersigned at 15:00hrs, where all issues/clarifications could be discussed and finalized.
7. The deadline for receipt of proposals shall be.....<sup>th</sup> **January, 2020** up to 15.00 hrs.
8. BSFCSCL 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,

Managing Director,  
Bihar State Food & Civil Supplies Corporation Limited, Govt. of Bihar

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## Section 2- INSTRUCTIONS TO CONSULTANTS

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### 1. INTRODUCTION

#### General

- 1.1 Bihar State Food & Civil Supplies Corporation Limited (BSFCSCCL), Dept. of Food & Consumer Protection, Govt. of Bihar (GoB), Patna, Bihar, INDIA will select consulting firm /organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 1.2 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the project site.
- 1.3 Consultants 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 BSFCSCCL 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 Consultants.
- 1.5 In preparing their Proposals, Consultants 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.

#### Conflict of Interest

- 1.6 BSFCSCCL requires the Consultants to provide professional, objective, and impartial advice and at all times hold the Corporation's interests paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other Corporations, or that may place them in a position of not being able to carry out the assignment in the best interest of the BSFCSCCL. Without limitation on the generality of the foregoing, Consultants shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:
  - (i) If a Consultant combines the function of consulting with those of contracting and/or supply of goods; or
  - (ii) If a Consultant is associated with or affiliated to a contractor or manufacturer or supplier; or
  - (iii) If a Consultant is owned by a contractor or a manufacturing firm or supplier with departments or design offices offering services as Consultants. The Consultants should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant will limit its role to that of a Consultant and disqualify itself from work, in any other capacity or any future project within the next five years that may emerge from this assignment (including bidding or any part of the future project). The contract with the Consultant selected to undertake this assignment will contain an appropriate provision to such effect; or
  - (iv) If there is a conflict among consulting assignments, the Consultant (including its personnel controlled by such Consultant shall not be recruited for the relevant assignment. The duties

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of the Consultant depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations if no conflict exist, a Consultant cannot be recruited to carry out an assignment that by its very nature will result in conflict with another assignment of such Consultant. For example, a Consultant engaged in assisting a Corporation in privatization of public assets shall neither 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.

### **Fraud and Corruption**

- (i) The BSFCSCCL requires that consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the BSFCSCCL defines, for the purposes of this provision, the terms set forth hereinbelow as follows:
- (a) "corrupt practice" means behaviour 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, to be awarded any contract by BSFCSCCLift, at any time, determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any BSFCSCCLcontract.

### **Proposal:**

**1.8** Corporation will select only one agency for state level as well as district level and it is required that all documents including technical bid, financial bid, bid security and cost of RFP documents should be submitted with bid documents.

### **Proposal Validity**

**1.9** Consultants' Proposals must remain valid for 90 days after the submission date. During this period, the Consultants shall maintain the availability of experts nominated in the Proposal. The Corporation will make its best effort to complete negotiations within this period. In case of need, the Corporation may request Consultants to extend the validity period of their Proposals. Consultants have the right to refuse to extend the validity period of their Proposals.

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**1.10 Manpower**

- A. Current government employee shall not be deployed by the consultant without the prior written approval by the appropriate authority.
- B. The consultant firm shall ensure that, the manpower supplied by the firm shall not be changed frequently. At a minimum side, one person shall not leave this assignment before a period of one year from the date of initiation of his service in this assignment. Furthermore, in extreme situations, if there emerges any situations, if there emerges any situation of manpower change, the same must be approved by the Finance section at Head Office Level.

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

- a. The bid security of amount indicated in Data Sheet in favour of "**The Managing Director, Bihar State Food & Civil Supplies Corporation Limited (BSFCSCCL)**" payable at Patna shall be in the form of Account Payee Demand Draft from any of the commercial banks in an acceptable form.
- b. The Corporation shall reject any bid not accompanied by appropriate testimonials during technical proposal.
- c. The bid security of the successful Bidder shall be adjusted against the performance bank guarantee required as per RFP.
- d. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after the finalization of tender.
- e. The bid security may be forfeited:
  - (a) If a Bidder withdraws its bid during the period of bid validity.
  - (b) If the successful Bidder fails to:
    - (a) Sign the Contract within required time frame;
    - (b) Furnish a performance security of an amount equivalent to 5% of Annual contract value.

**2. CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS**

- 2.1 Consultants may request a clarification of any of the RFP documents up to the date of pre-bid meeting indicated in the Data Sheet. Any request for clarification must be sent in writing to the address indicated in the Data Sheet. The Corporation will respond in writing and will send written copies of the response, including an explanation of the query but without identifying the source of inquiry, to all Consultants.
- 2.2 At any time before the submission of Proposals, the Corporation may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP by issuing an addendum. The addendum shall be sent to all Consultants and will be binding on

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them. To give Consultants reasonable time in which to take an amendment into account in their Proposals, the Corporation may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

**3. PREPARATION OF THE PROPOSAL**

- 3.1 Consultant's Proposal (the Proposal) will consist of three (3) components  
**Envelope I:** Bid Security, and Money Receipt for Cost of RFP Document  
**Envelope-II:** Technical Proposal with supporting documents  
**Envelope III:** The Financial Proposal
- 3.2 Money receipt for Cost of RFP documents and Bid security as mentioned above shall be places in Envelope-I. If the bid security, cost of RFP document, are found proper then only technical and financial proposals will be entertained.
- 3.3 Consultants must enclose all evidences to support the bid eligibility along with experience certificates in technical proposal and shall be place in Envelope-II.
- 3.4 The Proposal, as well as all related correspondence exchanged by the Consultants and the Corporation, shall be in English. All reports prepared by the contracted Consultant shall also be in English and will be covered with non-disclosure agreement.
- 3.5 The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm.
- 3.6 The Technical Proposal should clearly demonstrate the Consultant'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. THE 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 and contents**

- a) Consultants shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal (Form TECH-1 to TECH-7) to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.
- b) The Technical Proposal shall contain all information using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-7). Such information must be provided by

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the Consultant and each Associate.

- c) A brief description of the organization and outline of recent experience of the consultant on assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the consultant's involvement. Information with evidences should be provided only for those assignments for which the consultant was legally contracted by the Corporation as a corporate entity Assignments completed by individual experts working privately or through other consulting firms or in joint venture cannot be claimed as the experience of the Consultant, but can be claimed by the individuals themselves in their CVs.
- d) A concise, complete, and logical description of how the Consultant's team will carry out the services to meet all requirements of the TOR.
- e) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- f) An organization chart indicating relationships amongst the Consultant and the Corporation involved in the assignment.
- g) Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Consultant clearly states otherwise, it will be assumed by the Corporation that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.
- h) The proposal shall be typed or written in ink and shall be signed on each page by the duly authorized persons to bind the Bidder to the contract. The Letter of authorization shall be indicated by written power of attorney on stamp paper of Rs. 100/- and it should be notarized otherwise proposal will not be considered for evaluation.
- i) 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**

- j) The name, age, background employment record, and professional experience of each expert, with particular reference to the type of experience required for the services should be presented in the prescribed CV format.
- k) Only one CV is to be submitted for each position.
- l) Higher rating will be given to experts from the consulting firm, who are regular full-time employees. The Corporation defines a regular full-time employee to be a person who has been employed continuously by the Consultant for more than twelve (12) months prior to the date of submission of the Proposal.
- m) The Corporation requires that each expert or authorized signatory of the firm should confirm the content of curriculum vitae (CV) is correct.
- n) A zero rating will be given to a nominated expert or authorized signatory of the firm has not signed the CV.

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## 5. FINANCIAL PROPOSAL

- 5.1 All information provided in Consultants' Financial Proposal will be treated as confidential.
- 5.2 The Financial Proposal is to be submitted in the requisite forms enclosed.
- 5.3 No proposed schedule of payments should be included in Consultants' Financial Proposals.
- 5.4 Consultants shall quote the rates in Indian National Rupees only.
- 5.5 Form FIN-2 is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:
  - (i) Not taken any action which is or constitutes a corrupt or fraudulent practice; and
  - (ii) Agreed to allow the Corporation, at their option, to inspect and audit all accounts, documents, and records relating to the Consultant's Proposal and to the performance of the ensuring Consultant's Contract.
- 5.7 The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs / expenses and statutory taxes.

## 6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 6.1 The original Proposal (Earnest Money Deposit, Technical and Financial Proposals) shall contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves. Any such corrections, interlineations or overwriting must be initialed by the person(s) who signed the Proposal.
- 6.2 **An authorized representative of the Consultant shall initial all pages of the original copy of the Financial Proposal. No other copies are required.**
- 6.3 Technical Proposal to be sent to the Corporation shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL.**" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes (Envelope 1 -Earnest Money Deposit and Money Receipt for Cost of RFP Documents, Envelope 2 -Technical and Envelope 3 -Financial Proposals) shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and title of the loan project, and other information indicated in the Data Sheet. If the Financial Proposal is not submitted by the Consultant in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive.
- 6.4 Proposals must be delivered at the indicated Corporation submission addresses on or before the time and date stated in the Data Sheet.







## 7. PROPOSAL EVALUATION

### General

- 7.1 Any effort by a Consultant to influence the Corporation in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Consultant's Proposal.
- 7.2 The envelope 1 shall be opened first. If the bid security and cost of RFP is not found to be in order then the proposal shall be treated as non-responsive and shall not be evaluated further.

### Evaluation of Technical Proposals

- 7.3 The eligibility 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.
- 7.4 The Corporation's 'Consultants Selection Committee' (CSC) will be responsible for evaluation and ranking of Proposals received.
- 7.5 The CSC 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 700 from the maximum of 1000 points, that is, 70% of the total marks.
- 7.6 A Technical Proposal may not be considered for evaluation in any of the following cases:
  - (i) Consultant that submitted the Proposal was found not to be legally incorporated or established in India; or
  - (ii) Technical Proposal was submitted in the wrong format;
  - (iii) Technical Proposal included details of costs of the services; or
  - (iv) Technical Proposal reached the Corporation after the submission closing time and date specified in the Data Sheet.
- 7.7 After the technical evaluation is completed, the Corporation shall notify Consultants whose Proposals did not meet the minimum qualifying technical marks or were considered to be non-responsive to the RFP requirements indicating therein that their Financial Proposals will be returned unopened after completion of the selection process. **The Corporation shall simultaneously notify, in writing Consultants whose Technical Proposals received a marks of 700 or higher, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is optional).**

## 8. PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

### Public Opening of Financial Proposals

- 8.1 At the public opening of Financial Proposals, Consultant representatives who choose to attend will sign an Attendance Sheet.
- (i) The marks of each Technical Proposal that met the minimum mark of 700 will be read out aloud.
  - (ii) Each Financial Proposal will be checked to confirm that it has remained sealed and unopened.
  - (iii) The Corporation's representative will open each Financial Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the Corporation's representative.

### Evaluation of Financial Proposals

- 8.2 Following the ranking of Technical Proposals, when selection is based on QCBS method, financial proposals shall be opened publicly and read out; and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.
- 8.3 Consultants' attendance at the opening of Financial Proposals is optional but it is advisable that the Consultants must present at the time of opening of proposals.
- 8.4 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any Corporation personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:
- (iii) complete, to see if all items of the corresponding Technical Proposal are priced; if not, for material omissions, the Corporation will price them by application of the highest unit cost and quantity of the omitted item as provided in the other Financial Proposals and add their cost to the offered price, and correct any arithmetical errors.
  - (iv) computational errors if there are errors these will be corrected;
  - (v) Other errors, such as activities which are shown as different time lines in technical proposal and different in financial; price for these will be based on the technical proposal.
- 8.5 The detailed contents of each Financial Proposal will be subsequently reviewed by the Corporation.
- 8.6 The evaluated total price (ETP) for each Financial Proposal will be determined.

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**8.7 When the QCBS method is used: The score for each Financial Proposal is inversely proportional to its ETP and will be computed as follows:**

$$Sf = 1,000 \times Fm/F$$

**Where:**

Sf is the financial score of the Financial Proposal being evaluated

Fm is the ETP of the lowest priced Financial Proposal

F is the ETP of the Financial Proposal under consideration

The lowest evaluated Financial Proposal will receive the maximum score of 1,000 marks.

**9. Ranking of Proposals (QCBS)**

9.1 Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. **This will be done by applying a Weight age of 0.70 (or seventy percent) and 0.30 (or Thirty percent) respectively to the technical and financial scores of each evaluated qualifying Technical and Financial Proposals and then computing the relevant combined total score for each Consultant.**

9.2 The technical and financial scores shall be added and the Contract will be awarded to the agency which scores maximum points.

**10. Contract Negotiations and Award of Contract**

10.1 The Consultant who is invited for contract negotiations will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal except in the cases of absence on account of death or medical incapacity. Failure in satisfying such requirements may result in the Corporation proceeding to initiate the negotiation process with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude the Contract

10.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

**11. Performance Security**

The consultant will furnish within 10 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favour of Managing Director, Bihar State Food & Civil Supplies Corporation Limited (BSFCSCCL) from any scheduled commercial Bank for an amount equivalent to 5% of Annual contract value towards the Performance Security valid for a period of 12 months and it will be renewed annual basis as per validity of agreement.

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**Section 2: Data Sheet to Instruction to Consultants**

S.N	Description																		
1.11	<p>Technical Proposals shall be evaluated on the basis of following pre-identified criteria: (a) Technical criteria for Consultant that would be considered for selection of preferred bidder would be as follows:</p> <table border="1"><thead><tr><th>S.No</th><th>Criteria</th><th>Score Allocated</th></tr></thead><tbody><tr><td>1</td><td>General Profile of the Firm</td><td>200</td></tr><tr><td>2</td><td>Firms General Experience &amp; Experience in Similar Assignments</td><td>400</td></tr><tr><td>3</td><td>Approach &amp; Methodology for proposed assignment</td><td>200</td></tr><tr><td>4</td><td>Qualification and Experience of Team &amp; Other Key Professionals</td><td>200</td></tr><tr><td colspan="2"><b>Total Score</b></td><td><b>1000</b></td></tr></tbody></table> <p>The members of the tender evaluation Committee will carry out the evaluation, applying the evaluation criteria. Each responsive proposal will be given a technical score. The minimum marks required to be scored in the technical bid are 700. Narrative Evaluation Criteria is attached at Appendix-I to Data Sheet</p>	S.No	Criteria	Score Allocated	1	General Profile of the Firm	200	2	Firms General Experience & Experience in Similar Assignments	400	3	Approach & Methodology for proposed assignment	200	4	Qualification and Experience of Team & Other Key Professionals	200	<b>Total Score</b>		<b>1000</b>
S.No	Criteria	Score Allocated																	
1	General Profile of the Firm	200																	
2	Firms General Experience & Experience in Similar Assignments	400																	
3	Approach & Methodology for proposed assignment	200																	
4	Qualification and Experience of Team & Other Key Professionals	200																	
<b>Total Score</b>		<b>1000</b>																	
1.12	Expected date for opening of Financial Proposals will be announced later.																		
1.13	Firm getting the maximum marks based on the prescribed formula mentioned in the RFP will be selected for this assignment.																		
1.14	Expected date for commencement of consulting services -----.																		
1.15	The consultant will be required to provide the desired services for a period of 36 months after signing the agreement with BSFCSCCL. The annual performance evaluation would be carried out by the BSFCSCCL at the end of every 12 months and the continuation of its services shall be subject to satisfactory performance of the Firm/Entity in the preceding completed 12 months.																		

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## Appendix-I to Data Sheet for Selection of Consultant

### **NARRATIVE EVALUATION CRITERIA FOR FULL TECHNICAL PROPOSAL -STATE LEVEL (FTP)**

#### **I. FIRM'S GENERAL PROFILE (200 Marks)**

This section will describe about the basic information of the firm like establishment of firm and average annual turnover of the firm in last three years.

#### **II. FIRM'S GENERAL EXPERIENCE AND EXPERIENCE IN SIMILAR ASSIGNMENTS (400 Points)**

- a. **General Experience of Firm (100 points) Criteria:** The extent and depth of experience of the firm in Financial Management Consultancy, Double Entry Accounting Systems, Pre-audit and Internal Audits. in the related sector assignments, which are similar to the requirement of the TOR/Scope of work in terms of Technical parameters, quantum of work and required inputs and financial parameters.

**Factors of consideration:** Each reference project included in the technical proposal will be judged against the criteria established. Higher scores will be given to a firm, which has more experiences for projects with relevant nature.

- b. **Experience in Similar Projects (300 Points) :** Experience in Financial Management including Accountingaudit of Government Undertakings Criteria:

The extent and depth of experience of the firm in Financial Management and audit of public sector organisations that is similar to the requirement of the TOR in terms of Technical parameters, quantum of work and required inputs and financial parameters.

**Factors of consideration:** Each reference project included in the technical proposal will be judged against the criteria established. Higher scores will be given to a firm, which has more experiences for projects with relevant nature.

#### **III. APPROACH AND METHODOLOGY (200 Points)**

##### **A. Understanding of Objectives (20 points)**

**Criteria:** General understanding of the project requirements; coverage components as requested in ToR; and site visit assessment

**Factors of consideration:** The three following aspects will be considered

**General Understanding-** 40%

**Components Coverage-** 40%

**Site Visit** - 20%

Maximum points will be given if all the three aspects are positively judged.

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**B. Quality of Methodology (60 Points)**

Criteria: The degree to which the presented written methodology/approach addresses the requirements of the TOR.

Factors of consideration: Assessment of the inter-relationship of work program and methodology write-up. A consistent relationship is to be given maximum points.

**C. Innovativeness/Comments on Terms of Reference (20 points)**

Criteria: Suggestions, which could improve the quality of the project.

Factors of consideration: Points will be given for workable suggestions proposed. No innovativeness will be given zero points.

**D. Work Program (40 points)**

Criteria: A work program showing graphical presentation of activities (bar chart) and an organization chart

Factors of consideration: Work program will be assessed on logical sequence of events. The organization chart is to be assessed on the consultant's understanding of relationship between the consultant and the Corporation.

**E. Personnel Schedule (30 points)**

Criteria: Relationship between required person-months and proposed work program.

Factors of consideration: The Personnel Schedule will be assessed based on phasing of activities of the work program and allocation and timing of expert's individual inputs. Total requirements close to estimated work requirements will be assessed as well as the appropriateness of time allocated to the task to be performed in terms of individual expertise. The balance between field time and home office time and the proposed number of trips will be checked.

**F. Counterpart Personnel and Facilities (10 points)**

Criteria: Requirement for counterpart personnel, office space, transportation, equipment and services.

Factors of consideration: Reasonableness and completeness of requirements and understanding of local conditions will be assessed.

**G. Proposal Presentation (20 points)**

Criteria: Clarity and ease of assessment of the entire proposal (including material presentation).

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Factors of consideration: If all items requested in the invitation letter are covered in a clear and easily understandable form and the proposal is assembled in a professional manner, maximum points will be given.

### III. PERSONNEL (200 Points)

Expertise

**Criteria:** Separate assessment of each expert listed in the Request for Proposal. Each expert is to be evaluated against the tasks assigned in accordance with four main criteria:

- General experience such as academic qualification and no. of years of related experience.
- Project related experience based on the number of relevant projects implemented.
- Experience for any projects: and

For assessing full time permanent employment the personnel deployed who has worked for the current Corporation on a regular/permanent full-time basis continuously for the last 12 months,

### DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

SN	Criteria	Weightage	Max Marks
<b>1</b>	<b>General Profile of the Firm</b>	<b>100%</b>	<b>200</b>
<b>A.</b>	<b>Establishment of the Firm</b>		<b>50</b>
	More than 5 Year up to 7 years		25
	More than 7 years but up to 10 years		35
	More than 10 years		50
<b>B.</b>	<b>Turnover of the Firm</b>		<b>50</b>
	1 Crores or more but up to 1.5 crores		25
	More than 1.5 crores but up to 5 crores		35
	More than 5 crores		50
<b>C.</b>	<b>No. of Partners</b>		<b>50</b>
	5 Partners but up 10 Partners		25
	More than 10 partners but up to 15 Partners		35
	More than 15 partners		50
<b>D.</b>	<b>No. of CAs associated (Including Partners)</b>		<b>50</b>
	Up to 10 CAs		25
	More than 10 CAs but up to 20 CAs		35
	More than 20 CAs		50
<b>2.</b>	<b>Firms General Experience &amp; Experience in Similar Assignments including Internal Audit and Compilation of Accounts</b>	<b>100%</b>	<b>400</b>
<b>A</b>	<b>Firm Experience in Financial Consultancy/ Accounting/Pre-audit and Internal Audit at PSUs/Government Undertaking</b>	<b>25%</b>	<b>100</b>
	Up to 5 Projects		25
	More than 5 Projects but up to 7 Projects		50
	More than 7 Projects		100

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<b>B</b>	<b>Firm Experience in Accounting/Pre-audit and Internal Audit at PSUs/Government Undertaking across India where each assignment value is more than 1 Crore</b>	<b>25%</b>	<b>100</b>
	1-2 Project		25
	More than 3 upto 5 Projects		50
	More than 5 Projects		100
<b>C</b>	<b>Firm Experience in Accounting/Pre-audit and Internal Audit at PSUs/Government Undertaking in the State of Bihar where each assignment value is more than 50 lakhs</b>	<b>25%</b>	<b>100</b>
	1-2 Project		25
	3 or more Projects		100
<b>D</b>	<b>Firm Experience in Financial Management and Technical Support Unit at PSUs/Government Undertaking where assignment value is more than 1 Crore</b>	<b>25%</b>	<b>100</b>
	1-2 Project		25
	More than 3 upto 5 Projects		50
	More than 5 Projects		100
<b>3.</b>	<b>Approach &amp; Methodology for proposed assignment</b>	<b>100%</b>	<b>200</b>
	<b>Understanding of Objectives</b>	<b>10%</b>	<b>20</b>
	General Understanding	40%	8
	Components coverage	40%	8
	Site visit	20%	4
	<b>Quality of Methodology</b>	<b>30%</b>	<b>60</b>
	<b>Innovativeness/Comments on Terms of Reference</b>	<b>10%</b>	<b>20</b>
	<b>Work Program</b>	<b>20%</b>	<b>40</b>
	<b>Personnel Schedule</b>		<b>30</b>
	<b>Counterpart Personnel and Facilities</b>		<b>10</b>
	<b>Proposal Presentation</b>		<b>20</b>
<b>4.</b>	<b>Qualification and Experience of Team &amp; Other Key</b>	<b>100%</b>	<b>200</b>
<b>A.</b>	<b>Project Director (1 Nos.)</b>		<b>50</b>
	General experience such as academic qualification and the number of years of experience in Accounting and financial management, Internal Audit, Compilation of Accounts.	30%	15
	Project related experience based on the number of relevant projects implemented related to Accounting and financial Management, Internal Audit, Compilation of Accounts in Govt. undertakings		
	Up to 3 Projects	20 %	06 Marks
	More than 3 but up to 7 Projects	60%	18 Marks
	More than 7 Projects	100%	30 Marks
	For assessing full time permanent employment the personnel deployed who has worked for the current Corporation on a regular/permanent full-time basis continuously for the last 12 months	10%	5
<b>B.</b>	<b>Team Leader (1 Nos.)</b>		<b>30</b>
	General experience such as academic qualification and the number of years of experience in Accounting and financial management,	30%	09

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Internal Audit, Compilation of Accounts.				
Project related experience based on the number of relevant projects implemented related to Accounting and financial Management, Internal Audit, Compilation of Accounts in Govt. undertakings			60%	18
Up to 3 Projects	20 %	3.6 Marks		
More than 3 but up to 5 Projects	60%	10.8 Marks		
More than 5 Projects	100%	18 Marks		
For assessing full time permanent employment the personnel deployed who has worked for the current Corporation on a regular/permanent full-time basis continuously for the last 12 months			10%	03
<b>C. Deputy Team Leader (2 Nos- 20 marks each)</b>				<b>40</b>
General experience such as academic qualification and the number of years of experience in Accounting and financial management, Internal Audit, Compilation of Accounts.			20%	8
Project related experience based on the number of relevant projects implemented related to Accounting and financial Management, Internal Audit, Compilation of Accounts in Govt. undertakings			60%	24
Up to 3 Projects	20 %			
More than 3 but upto 5 Projects	60%			
More than 5 Projects	100%			
For assessing full time permanent employment the personnel deployed who has worked for the current Corporation on a regular/permanent full-time basis continuously for the last 12 months			20%	8
<b>D. Zonal Heads (4 Nos- 20 marks each)</b>				<b>80</b>
General experience such as academic qualification and the number of years of experience in Accounting and financial management, Internal Audit, Compilation of Accounts.			25%	20
Project related experience based on the number of relevant projects implemented related to Accounting and financial Management, Internal Audit, Compilation of Accounts in Govt. undertakings			75%	60
Up to 3 Projects	20 %			
More than 3 but upto 5 Projects	60%			
More than 5 Projects	100%			

**Note: CVs for other positions is not required on this stage. Consultants have to submit CVs at the time of Agreement as per instructions of department/corporation.**

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**FORMTECH-1: TECHNICAL PROPOSAL SUBMISSION FORM**

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[Location, Date]

To:

Managing Director  
BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED(BSFCSCCL)  
KHADYA BHAWAN, DAROGA PRASAD RAY PATH  
R. BLOCK, ROAD NO-2, PATNA-800001

Dear Sir/Madam:

We, the undersigned, offer to provide **Accounting & Financial Management and Internal Audit at Bihar State Food & Civil Supplies Corporation Limited, Bihar** in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity without entering in association with/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet (Please indicate date).

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_



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**FORMTECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE**

**A - Consultant's Organization**

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

**B - Consultant'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 Corporation stated below.]*

Assignment name:	Approx. value of the contract (in current Rs):
Country: Location within country:	Duration of assignment (months):
Name of Corporation:	Total N° of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract
Start date (month/year): Completion date (month/year):	N° of professional person-months provided by the joint venture partners or the .s:
Name of joint venture partner or .s, if any:	
Name of senior regular full time employees of your firm involved and functions performed (indicate most significant profiles such as Secretary/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services* provided in the assignment:	

**(Certificate from corporation regarding experience should be furnished)**

**Firm's Name:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_



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**Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Corporation**

**A - On the Terms of Reference [For Full Technical Proposals Only]**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

- 1.
- 2.
- 3.
- 4.
- 5.
- ..

**B - On Counterpart Staff and Facilities [For Full Technical Proposals Only]**

*[Comment here on counterpart staff and facilities to be provided by the Corporation according to Clause Reference 1.5 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

- 1.
- 2.
- 3.

**Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment [As per the details mentioned in the NARRATIVE EVALUATION CRITERIA]**

*Technical Approach and Methodology,  
Work Plan, and  
Organization and Personnel,*

**A) Technical 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 technical 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 Corporation), and delivery dates of the reports. The proposed work plan should be consistent with the technical 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. The work plan should be consistent with the Work Schedule of Form TECH-7.

**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 technical and support personnel.

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[Signature]

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Name	Expertise	Assigned	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Accountants/ Support Staff

Sl. No	Surname, Name	Position	Task Assignment

BA

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**FORMTECH-5: CURRICULUM VITAE (CV) FOR PROPOSED EXPERTS**

**[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]**

1. Proposed Position [only one candidate shall be nominated for each position]: \_\_\_\_\_

2. Name of Firm [Insert name of firm proposing the expert]: \_\_\_\_\_

3. Name of Expert [Insert full name]: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

5. Education [Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]: \_\_\_\_\_

6. Membership of Professional Associations: \_\_\_\_\_

7. Other Training [Indicate significant training since degrees under 5 - Education were obtained]: \_\_\_\_\_

8. Publication: [List of details of major technical reports/papers published in recognized national and international journals] \_\_\_\_\_

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_

10. Employment Record

From [Year]: \_\_\_\_\_ To \_\_\_\_\_

[Year]: \_\_\_\_\_

Corporation: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p>10. [List all tasks to be performed under this assignment]</p>	<p>11. expert's capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Corporation: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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[Signature]

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**12. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and my experience.
- (ii) I am not employed by the Executing /Implementing Agency
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Personnel Schedule in Form TECH-6 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof.
- (iv) I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes my-self qualification and experience. I am committed to undertake the assignment within the validity of Proposal.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: [Day/Month/Year]

[Signature of expert or authorized representative of the firm]<sup>2</sup>

Full name of authorized representative:

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**FORMFIN-1: FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Managing Director  
BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED(BSFCSCCL)  
KHADYA BHAWAN, DAROGA PRASAD RAY PATH  
R. BLOCK, ROAD NO-2, PATNA-800001

Dear Sir /Madam:

We, the undersigned, offer to provide **Accounting & Financial Management and Internal Audit at Bihar State Food & Civil Supplies Corporation Limited, Bihar** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of all applicable taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause Reference 1.14 of the Data Sheet.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

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: \_\_\_\_\_

1 Amounts must coincide with the ones indicated under Total in Form FIN-2.

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**FORM FIN-2A: SUMMARY BY COSTS**

**Project Title: Accounting & Financial Management and Internal Audit at Bihar State Food & Civil Supplies Corporation Limited, Bihar.**

S. No	Description of Services	Consultancy Fee in	
		(In figures)	(In words)
[A]	Consultancy fee for first 12 Months for <b>Proving Financial Management Support consultancy in Bihar State Food &amp; Civil Supplies Corporation Limited (BSFCSCCL)</b> as per Terms of Reference (ToR) complete to the satisfaction of Corporation. [As per Form 2B]		
[B]	Consultancy fee for second year <b>Proving Financial Management Support consultancy in Bihar State Food &amp; Civil Supplies Corporation Limited (BSFCSCCL)</b> as per Terms of Reference (ToR) complete to the satisfaction of Corporation. [As per Form 2B]		
[C]	Consultancy fee for last 12 Months <b>Proving Financial Management Support consultancy in Bihar State Food &amp; Civil Supplies Corporation Limited (BSFCSCCL)</b> as per Terms of Reference (ToR) complete to the satisfaction of Corporation. [As per Form 2B]		
[D]	<b>Internal Audit of State Level as well as District level for FY 2020-21 to FY 2020-23</b> [As per Form 2 B]		
	<b>Add: GST at current applicable rates</b>		

**Note:**

(i) During Evaluation of Financial proposals, the quoted Consultancy excluding GST shall be considered.

(ii) The Corporation shall pay the Consultant, the GST on prevailing rates as applicable on the consultancy charges despite of the quotation made in the financial bid



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**FIN 2B: PERSONNEL INPUTS AND PROFESSIONAL FEE RATES**

**Project Title: Accounting & Financial Management and Internal Audit at Bihar State Food & Civil Supplies Corporation Limited, Bihar**

**A First Year**

Sl. No	Name	Position	Employment Status	Input Months	Rate (INR)	Cost (INR)
	<b>TOTAL (A)</b>					

**B Second Year**

Sl. No	Name	Position	Employment Status	Input Months	Rate (INR)	Cost (INR)
	<b>TOTAL (A)</b>					

**C Third Year**

Sl. No	Name	Position	Employment Status	Input Months	Rate (INR)	Cost (INR)
	<b>TOTAL (A)</b>					

**D Internal Audit**

Sl. No	Year	Cost (INR)
1	Financial Year 2020-21	
2	Financial Year 2021-22	
3	Financial Year 2022-23	
	<b>TOTAL (A)</b>	

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

### **5.1 Introduction:**

Bihar State Food & Civil Supplies Corporation Limited was incorporated under the Indian Companies Act, 1956 for procurement of the Food grains from FCI/PACs for supply to PDS Dealers in the State and implements the schemes launched by the State Government from time to time for the benefit of the Corporation. There is total 38 District offices and 540 go-downs at the District and block levels in nine Commissionaires of the State. The Corporation is headed by Managing Director supported by Finance, accounts, audit and Procurement wings in addition to other wings looking after its administrative and legal issues, which wings are headed by their chief officers supported by a host of staff required to accomplish the works at the State level. District Level office is headed by the District Manager with two support staff and an accountant. Godowns are headed by the Godown Managers, each with one support staff. District Managers procure the Food Grains from the FCI on the basis of the allotment given by central/state government on the monthly basis. The Food Grains which procured FCI at district level is transported to the Block Level godowns through transporters from where the grains transported to PDS dealer shop through transporter under door step delivery system. Corporation in form of nodal agency is also engaged in procurement of paddy/CMR and wheat from farmers.

### **5.2 Objective of the assignment**

The objective of the assignment is to strengthen the overall aspects of financial management which in which management of planning, financing, accounting, auditing, and taxation as well as monitoring in such a way that Corporation is able to meet its internal as well as external requirements and statutory as well as non-statutory obligations. The consultant firm will assist the corporation as well as district offices in overall aspects of financial management and will ensure timely maintenance of day to day accounts and preparation of financial statement at the district as well as state levels, and finally reconcile the accounts of district with that of the state to prepare the consolidated accounts of the BSFCSCCL and finally assist the statutory auditors to get their accounts audited complying and resolving their queries for the period of accounts prepared by the firm.

### **5.3 Situation Assessment**

Bihar State Food & Civil Supplies Corporation Limited was incorporated under the Companies Act 1956 for procurement of Food grains from FCI for supply to PDS dealers in the State and implement the Schemes (Antyodaya /Mid day meal etc ) launched by the State Government for the benefit of the Corporation time to time . There is total 38 district Offices and more than 540 godowns at the District and Block Level.



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The Corporation is headed by a Managing Director supported. The Finance and Accounts Department is headed by Chief of Finance with Officers and Staff as support at State Level.

The District Office is headed by District Manager with two support Staff at District Level. The Godowns are headed by Godown Manager with One Support Staff. Presently the Corporation has hired manpower for supporting the Accounting Work at District level from the CA firms .

In order to strengthen the Financial Management and Accounts of the Corporation it is proposed to appoint a PMU to assist in the overall financial management of the Corporation by providing qualified manpower on day to day basis.

**5.4 Time Period:**

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

**5.5 Scope of Work**

◆ **HQ/STATE LEVEL**

Scope of work for HQ/ state level has been classified as below:

<b>A. Review of Accounting Practices and Procedures &amp; Recommendations</b>	
1.	Design, Standardization, implementation and monitoring of accounting system and practices to ensure compliances with the generally accepted accounting practices/ principles as well as requirement of Companies Act, 2013/ Income Tax/Accounting standards, directives of Reserve Bank of India and other relevant enactments and notifications.
2.	Review accounting and financial management system of the corporation and suggest modification/improvement measures to ensure compliances with its policies, plan, procedures, laws and regulations
<b>B. Capacity Building and Support</b>	
3.	Establishment of a Help Centre at Head Office for day to day coordination, supervision and monitoring of team appointed at district level and provide proper solution for problems faced by them during execution of the assignment
4.	Internal trainings sessions for internal team for capacity building and to provide better understanding about the accounting procedure of corporation
6.	Preparation of standard templates and formats of reports to maintain uniformity between all divisional reports for better understanding
<b>C. Accounting and Financial Management</b>	
7.	Preparation of Financial Statements at HQ for FY 2020-21, 2021-22 and 2022-23 in accordance with applicable accounting standards issued by the Institute of Chartered Accountants of India (ICAI) and guidelines
8.	Day to Day cash and treasury/bank management including cash forecasting and budgeting

9.	Data entry of vouchers in latest version of tally (customized) accounting software at Head Quarter and district level
10.	Maintenance of Manual Cash books, Ledgers and journal
11.	Verification of bills and supporting vouchers for its correctness and maintain all accounting ledgers, registers, books in the tally accounting software.
12.	Preparation of Bank Reconciliation Statements, Reconciliation of Inter-division transactions and fund transferred to various divisions from Head office on monthly basis
13.	Reconciliation of amount receivables and payable on monthly basis from GOI, GOB, supplier, contractor, employees etc, obtaining confirmation on the same
<b>D. MIS, Budgeting and Internal Control</b>	
14.	Preparation of standard formats of MIS for reporting for CMR/PDS godowns from PACS/FCI, transfer of stock from CMR godown to PDS godowns, Issue of Stock from PDS godown to dealers, godown wise stock register, District wise stock register, fund position etc. which will help to the management in better decision making.
15.	Preparation of Annual Budgets estimates & budget execution and comparison with actual figures and report on variances
16.	Building and strengthening of Internal Control and Auditing System and conducting various prescribed reconciliation procedures i.e Inventory Management, Physical Verification of Stock etc.
<b>E. In House Statutory Compliances</b>	
18.	Preparation and Maintenance of direct tax and indirect taxes i.e. GST related documents and records for head office, preparation and filling of statutory returns with the respective authorities and ensure its regular compliance. Time to time state consultants will prepare facts and figures which will be presented by them to the competent judicial authority.
19.	Implementation of Payroll Management System and Preparation of salary & computation of tax there on
20.	Issuance of TDS certificates (form 16 & 16 A) to the concerned vendors, contractors, Service Providers and Employees of the corporation
<b>F. Handholding Support</b>	
21.	Assist to the corporation preparation of Utilization Certificates and Statement of Expenditures and submission to the concerned authority through BSFC
22.	Assist to the corporation in various type of audits i.e Annual Audit, Internal Audit, C& AG Audit, Statutory etc. from time to time and implementation of audit recommendations
23.	State level consultant has to prepare all types of bills such as DCP bill, DSD bill, Margin money bill etc. which is required to submit central /state government.
24.	State Consultant has to compile all data for procurement audit and get reimbursed the incidental charges from GOI. For this purpose he will deal with central/state governments and when required.
25.	Preparation of reports as required by the Management during execution of the Project and recommendation on the same
26.	Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound management of BSFC

● **At District Level:**

Scope of work at District level will be as follows:

1.	Data entry of vouchers in latest version of tally (customized) accounting software at District Office and will prepared monthly trial balance
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Signature

2.	Verification of bills and supporting vouchers for its correctness and maintain all accounting ledgers, registers, books in the tally accounting software
3	Preparation of Financial Statements for all districts for the Financial Year 2020-21, 2021-22 and 2022-23 in accordance with applicable accounting standards issued by the Institute of Chartered Accountants of India (ICAI) and guidelines
4.	CA firm/entity have to Carry Inventory Management and Various type of Reconciliations which are as follows: <ul style="list-style-type: none"> <li>• Consultant have to maintain cash book, ledgers, journal and other relevant register in manual system as well as in tally software</li> <li>• R.O purchase register should be maintained</li> <li>• Central R.O register should be maintained on daily basis from lifting report (Dispatch Column) and Receipt Column on the basis of perforated sheet of inward register maintained at Godowns</li> <li>• Entry made in stock register as receipt and issue should be reconciled with inward and outward register</li> <li>• Entry in the central stock register maintained at district level</li> <li>• Accounting of Purchase with all the relevant details</li> <li>• Payment to the PACs after checking and verification of supporting documents</li> <li>• Reconciliation of stock with inward register</li> <li>• Reconciliation of lifting report with inward register</li> <li>• Accounting of procurement with all the relevant details</li> <li>• Examine of transporters bills with rate and distance of godowns and payment</li> <li>• Checking of requisition made by dealer with allotment</li> <li>• Reconciliation of fund credited by the dealers</li> <li>• Reconciliation of SIO with Stock outward register maintained at godown</li> <li>• Accounting of sale with all the relevant details</li> </ul>
5.	Day to Day cash and treasury/bank management including cash forecasting
6.	Preparation of Bank Reconciliation Statements, Reconciliation of Inter-division transactions and fund transferred to various divisions from Head office
7.	Consultant have to prepare and submit monthly trial balance to the corporation
8.	Proper Documentation of all records at district level like Procurement Payment Vouchers, Acceptance Note, Release Order, Truck Challan, SIO and perforated sheet etc.
9.	Building and strengthening of Internal Control and Auditing System and conducting various prescribed reconciliation procedures
10.	Preparation and Maintenance of direct tax and indirect taxes related documents and records, preparation. Submission of statutory returns like Goods & Service tax Return, Sales Tax, TDS Return, Service Tax Return etc. with the respective authorities and ensure its regular compliance
11.	Reconciliation of transporters, vendors and contractors bills & verification of supporting documents and payment to concerned
12.	Reconciliation of amount receivables and payable to supplier, contractor, employees etc, obtaining confirmation on the same
13.	Implementation of Payroll Management System and Preparation of salary & computation of tax there on
14.	Issuance of TDS certificates (form 16 & 16 A) to the concerned vendors, contractors, Service Providers and Employees of the corporation
15.	Preparation of Utilization Certificates and Statement of Expenditures and submission to the concerned authority
16.	Assist to the corporation in various type of audits i.e Annual Audit, Internal Audit, C& AG

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Audit etc. from time to time and implementation of audit recommendations

**Note:- Additional work can be allotted by BSFCSCL related to scope of work and vice versa some work can be relaxed also in the above mentioned work list.**

**5.6 Scope of Work related to Audit**

Agency will be responsible to carry internal audit for the period FY 2020-21 to 2022-23 and **separate team need to be deployed for the same.** The following activities need to be carried:

- Audit to be done for the period FY 2020-21 to 2022. The annual audit report should specifically be bifurcated KMS Wise.
- To verify & reconcile the Stock Inward & Stock Outward Register
- To verify the dispatch (SIO maintained/accounted along with RT Notes) at the Godowns/Paddy Purchase Centre level with the data entry made in Stock Register & Stock Outward Register.
- To verify the inward at the Godowns/Paddy Purchase Centre level with the data entry made in Stock Register.
- Verification of Central R.O Register For lifting of food grain on day to day basis with daily lifting report submitted by lifting in charge with Truck Challan, Gate Passes and 'M' Form.
- Reconciliation of R.O Purchase with the central R.O register and Central stock register with the Godown records received at district on monthly basis and a periodical stock statement should be prepared for the period covered under audit.
- Verification of Gunny Bag Register.
- Verification of recoveries made from the different parties i.e Miller, Staff AGMs.
- Verification of advance register and its adjustment for expenses with appropriate bills or vouchers.
- To verify the RO register maintained at the district level with the stock inward register from the details verified at the Godowns/Paddy Purchase Centre level.
- To verify the central stock register maintained at the district level from the details verified at the Godowns/Paddy Purchase Centre level.
- To verify annual Grain Statement from Central Stock Register.

**5.7 Output and Deliverables**

Report	Due Date	Contents
<b>Preparation and Finalization of accounts for FY 2020-21</b>	Within 3 months of the end of financial year	Agency will prepare and finalize Annual Financial Statements at State Level as well as district level
<b>Preparation and Finalization of accounts for FY 2021-22</b>	Within 3 months of the end of financial year	Agency will prepare and finalize Annual Financial Statements at State Level as well as district level
<b>Preparation and Finalization of accounts for FY 2022-23</b>	Within 3 months of the end of financial year	Agency will prepare and finalize Annual Financial Statements at State Level as well as district level

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**5.8 Team Deployment:**

Position	No	Experience	Role
Project Director (Part-Time)	1 (7 working days in each month)	Project director should be partner in the firm and FCA with at least 7 years post qualification experience and must have worked at least in 5 PSU assignments. He/ She should be fluent in English and Hindi	Overall monitoring of the assignment
Team Leader	1	ACA with at least 5 years post qualification experience and must have worked at least in 5 PSU assignments. He/ She should be fluent in English and Hindi	Overall responsibility of the Assignment
Deputy Team Leader	2	<ul style="list-style-type: none"> <li>• ACA with At least 2 years of post-qualification experience</li> <li>• Experience in Accounting, Financial Management taxation and loan appraisal in similar organizations</li> <li>• Should have experience of 3 PSSU accounting/ financial management support consultancy Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Will be appointed at Head office</li> </ul>
MIS Experts	1	BCA with 5 Years of Experience /MCA/MBA with Minimum three years of Experience in Data Base Management and Customization of Tally	<ul style="list-style-type: none"> <li>• Customization of tally and designing of MIS formats</li> </ul>
Accounting Specialist	4	CA Inter/M.Com/MBA with 3 years' experience/B.Com with 7years' experience Should have worked at least 5 PSU assignment in the similar field	<ul style="list-style-type: none"> <li>• Reports Preparation</li> <li>• Finalization of accounting</li> <li>• Statutory Compliances</li> </ul>
Accountants	4	B.Com with 3 years' experience Should have worked at least 2 PSU assignment in the similar field	<ul style="list-style-type: none"> <li>• Day to day accounting</li> </ul>
Help Line Executive	1	Graduate from any stream	<ul style="list-style-type: none"> <li>• Help to district level team</li> </ul>
<b>District Level</b>			
Zonal Head	4	ACA with at least 1 years of experience and must have worked at least in 3 PSU assignments. He/ She should be fluent in English and Hindi	Responsibility for the monitoring of work performance of the concerned district of the Zone.
Accountants (District Level)	38	B.Com with 3 years' experience Should have worked at least 2 PSU assignment in the similar field	Day to day accounting and other activities as per Scope of work

i. In addition to the qualification criteria provided above, staff should also be well versed in English and Hindi languages.

- ii. The team shall be deployed on an exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. The office timing, list of holidays, Earned Leave/Casual Leave shall be as per BSFCSCL's terms and conditions.
- iii. BSFCSCL will provide the required office space to the team. The team shall arrange for their boarding & lodging, travels etc. at HQ Level on their own cost. Any expenses incurred by team due to visit at different districts/Godowns/blocks/HQ for office work will be reimbursed on actual basis on submission of invoice.
- iv. If any team member of agency is found to be indulging in fraud/ corruption or not performing during the contract period, then Agency will be liable for such loss and BSFCSCL shall have right to recover such loss.
- v. If any team member discontinuous his services from the corporation than Firm shall provide replacement with equal or more qualified personnel within a period of 15 days. This shall also apply in case any of the team members resign/leave the Firm.
- vi. BSFC may ask to the agency to provide additional manpower as per the requirement of the work. The professional fee for additional team will be given as per rates applicable (Same category DTL, Cluster head, Accountant etc.) at that time of hiring of additional members according to the agreement.

**5.9 Corporation will be responsible to provide to the Consultant:**

- i. Office space;
  - ii. The computers, data storage devices, data processing facilities (including the accounting software), printers and printing papers for printing of books of all original entries, ledgers and financial statements etc;
  - iii. Access to all books, registers, and records during office hours and permission to take notes and photocopies under the signature of the Accounts Officer or Managing Director;
  - iv. Filing storage equipment;
- **Consultant/Staff will be responsible to:**
    - i. Arrange for all stay, lodging, boarding, and food arrangements for HQ Level

**5.10 Mode of Billing and Payment**

The consultancy fee will be paid to the consultant on monthly basis on submission of monthly progress report with attendance sheet of team & invoice.

**Penalty**

In case of delay in completion of services a penalty equal to .20% of the contract price per week subject to a maximum 5% of the contract value will be imposed and shall be recovered from payments due/performance security.