



**BIHAR STATE HOUSING BOARD**  
बिहार राज्य आवास बोर्ड

Sardar Patel Marg, Patna – 800 015  
Phone: 0612-2217992, Fax: 0612-  
2217605 Email: [mdbshb@gmail.com](mailto:mdbshb@gmail.com)  
Website: [www.bshb.in](http://www.bshb.in)

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**Request for Proposal for**  
**“Selection of Chartered Accountant Firms/Registered entity**  
**for outsourcing of accounting and financial management**  
**services in Bihar State Housing Board”**

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

**Notice Inviting Quotation**  
**Through E-Procurement Mode- [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)**

No.-

Date:

| S.No | Information to Bidders                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Name of the Client: <b>Bihar State Housing Board (BSHB),A Govt. of Bihar Undertaking</b><br>Name of the Assignment: <b>“Selection of Chartered Accountant Firms/ Registered Entities for outsourcing of accounting and financial management services in Bihar State Housing Board.</b><br>Details on the services to be provided: <b>As Mentioned in Terms of Reference (ToR) under chapter 2 of the RFP</b>                                                          |
| 2    | Financial Proposal to be submitted together with Technical Proposal: <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                       |
| 3    | There shall be a <b>pre-proposal meeting</b> as under:-<br><u>Date and Time: 2<sup>nd</sup> January, 2018</u><br>Venue: <b>Bihar State Housing Board</b><br><b>The Address for clarification is :</b><br>Managing Director, Bihar State Housing Board (BSHB)<br>6, Sardar Patel Marg, Patna – 800 015<br>Phone: 0612-2217992, Fax: 0612-2217605 Email: <a href="mailto:mdbshb@gmail.com">mdbshb@gmail.com</a> , Website: <a href="http://www.bshb.in">www.bshb.in</a> |
| 4    | Proposals must remain valid for 90 days from the submission date.                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5    | The Nonrefundable Bid Cost and Security amount is as under in prescribed format: <b>Rs 5,000 (Rupees Five thousands only) and Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft in favour of “Bihar State Housing Board” payable at Patna will have to submitted in the registered office of BSHB as mentioned above.</b>                                                                                                                             |
| 6.   | The Bid processing fee to be paid through online mode i.e internet payment gateway.                                                                                                                                                                                                                                                                                                                                                                                   |
| 7    | All the information/corrigendum/addendum related to the tender shall be published on the website <a href="http://www.bshb.in">www.bshb.in</a> and <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> . The authority shall have the right to reject the bid partially or fully without assigning any reason what so ever.                                                                                                                             |

**MANAGING DIRECTOR**  
**BSHB, Patna**

**Disclaimer**

The information contained in this request for proposal document(" RFP Document") or subsequently provided to Bidder(s), whether verbally or in documentary form or otherwise by Bihar State Housing Board, (BSHB),A Government of BiharUndertaking or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP Document and such other terms and conditions subject to which such information is provided.

The RFP Document is neither an agreement nor a binding offer by BSHB to the prospective Bidders or any other person. The purpose of this RFP Document is to provide pre-qualified interested parties with information to assist in the formulation of their Proposal pursuant to this RFP Document. This RFP Document includes statements, which reflect various assumptions and assessments arrived at by BSHB in relation to the Project. Such assumptions and statements do not purport to contain all the information that each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for BSHB, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. The assumptions, assessments, statements and information contained in this RFP Document may not be complete, accurate, adequate or correct. Each Bidder shall conduct its own investigations and analysis and shall check the accuracy, adequacy correctness, reliability and completeness of the assumption, assessments and information contained in this RFP Document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BSHB, its employees and advisors, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

BSHB, its employees and advisors make no representation or warranty, express or implied, and shall have no responsibility or liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP Document and any assessment, assumption or information contained therein or deemed to form part of this RFP Document or arising in any way with evaluation of Bidders or selection of the Successful Bidder in the Bidding Process.

The BSHB, its employees and advisors, also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP Document.

BSHB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP Document does not imply that BSHB is bound to select a Bidder for implementing the Project and BSHB reserves the right to reject all or any of the Proposals/Bids or withdraw or cancel the RFP Document or annul the Bidding Process at any time without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BSHB or any other costs incurred in connection with or relating to its Bid. All such costs and expenses shall remain with the Bidder and the BSHB, its employees and advisors, shall not be liable in any manner whatsoever for the same and for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

**Notification for Request of Proposal**

**Date: .....**

To,  
All Prospective Bidders

**Sub: “Selection of Chartered Accountant Firm/Registered entity for outsourcing of accounting and financial management services in Bihar State Housing Board”**

Sir,

The Bihar State Housing Board (BSHB) invites proposals for**“Selection of Chartered Accountant Firms/ Registered entity for outsourcing of accounting and financial management services in Bihar State Housing Board”**

The Background Information and Terms of Reference of the proposal are provided in **Chapter 2** of the Request for Proposal (RFP). This RFP is available to all eligible Chartered Accountant Firms/Registered entity involved in accounting and financial management services.

A Firm/Registered entity will be selected under Quality Cost Based Method (QCBS) and procedures described in this RFP, in accordance with the policies of the Govt. of Bihar.

The RFP includes the following documents:

Chapter 1 – Datasheet

Chapter 2 – Terms of Reference

Chapter 3 – Instruction to bidders

Chapter 4 – Submission & Evaluation of the Proposal

Chapter 5 – Technical & Financial Submission Forms

A Pre-proposal meeting will be held on the date notified in Notice Inviting Request for Proposals wherein all issues/clarifications sought by bidders will be discussed and finalized. The deadline for receipt of proposals shall be on the date mentioned Notice Inviting Request for Proposals.

BSHB 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/Registered entity on any grounds.

**Managing Director  
Bihar State Housing Board**

RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial

Management Services

**1. DATASHEET**

| S.No | Information to Bidders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Name of the Client: <b>Bihar State Housing Board (BSHB)</b> .<br>Name of the Assignment: <b>“Selection of Chartered Accountant Firms/Registered entityfor outsourcing of accounting and financial management services in Bihar State Housing Board.</b><br>Details on the services to be provided: <b>As Mentioned in Terms of Reference (ToR)</b> under chapter 2 of the RFP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2    | Financial Proposal to be submitted together with Technical Proposal: <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3    | There shall be a <b>pre-proposal meeting</b> as under:-<br><u>Date and Time:2<sup>nd</sup> January, 2018 at 11.00AM.....</u><br>Venue: <b>Bihar State Housing Board</b><br><b>The Address for clarification is :</b><br>Managing Director, Bihar State Housing Board (BSHB)<br>6, Sardar Patel Marg, Patna – 800 015<br>Phone: 0612-2217992, Fax: 0612-2217605 Email: <a href="mailto:mdbshb@gmail.com">mdbshb@gmail.com</a> Website: www.bshb.in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4    | Proposals must remain valid for 90 days from the submission date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5    | The Bid cost and Security amount is as under in prescribed format: <b>Rs5000/- (RupeesFiveThousand only) non refundable as bid cost andRs. 1,00,000/- (Rupees One Lakh only) for bid security in the form of Demand Draft in favour of “ Bihar State Housing Board” payable at Patnawill have to submitted in the registered office of BSHB as mentioned above before 12<sup>th</sup> January 2018 upto 3:00 PM falling which tender may be rejected.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6    | Consortium and Joint Ventures with other Firms/Registered entityfor this assignment are <b>NOT</b> permitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7    | Under this contract the payments for the services of Chartered Accountants Firm/Registered entity will be made as per the Terms of Reference (ToR). It is expected that the Firm/Registered entity will quote its fee after considering all requirements for satisfactory performance of the services specified in this ToR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8    | Amounts payable by BSHB to the Firm/Registered entity under the contract shall be subjected to local taxes if any. The BSHB will pay Service Tax/GST, on prevailing rates as applicable on the consultancy charges.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9    | <b><u>The Consultants shall submit the Proposals only online on the Portal www.eproc.bihar.gov.in. Manual submission of Proposals is not permissible.</u></b> The Consultant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms.<br>An authorized representative of the Consultant shall digitally sign the Proposal submission letters in the required formats for both the Technical Proposal and the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal. The digitally signed and encrypted Technical and Financial Proposals shall be uploaded in respective folders in the Procurement Portal as mentioned below, using valid DSC.<br>The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in the Data Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server. |

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <p>Once the Proposal is uploaded on the Portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission.</p> <p><b>Other requirements are specified below:</b></p> <p>The Consultants must have Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the selection process. The Consultant may use their DSC if they already have. They can also obtain DSC from any of the Government of India's authorized Certifying Authorities. For user-id they have to get registered themselves on e-procurement website <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> and submit their Proposals online on the same. <b>Offline bids shall not be entertained by the Client.</b></p> <p><b><u>Last date for Proposal Submission is 12<sup>th</sup> January 2018 at 3.00 PM.</u></b></p> |
| <b>10</b> | <b>Eligibility Criteria:</b> As per mentioned in the ToR Chapter 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>11</b> | <b>Evaluation Criteria:</b> Technical Proposals shall be evaluated on the basis of the criteria provided the RFP (refer to Chapter 2 & 4).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>12</b> | For clarification regarding the E-tendering process, please contact E-procurement, helpdesk, first Floor, M/22 Bank of India Building, Road No.-25, Sri Krishna Nagar, Patna-800001, Telephone-0612-2523006 Mobile No.-07542028164.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>13</b> | <b>Method of selection:</b> The selection is based on <b>Quality Cost Based Method (QCBS)</b> and further details on the evaluation process are specified in Chapter 4. In the overall evaluation of the proposal financial score will be assigned 20% Weightage and the technical score a Weightage of 80%. The contract shall be awarded to the bidder who has secured highest total score for the financial and the technical scores as combined with respective weightages. The formula to be used for the purpose of arriving at the final weighted score is detailed out in Chapter 4 of the RFP.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>14</b> | Expected date for commencement of services:1 <sup>st</sup> Feb 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>15</b> | The Bid processing fee to be paid through online mode i.e internet payment gateway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## **2. TERMS OF REFERENCE**

### **2.1 Background**

Bihar State Housing Board (BSHB) is a state level organization with the mandate to provide housing for all, including economically weaker sections of the society. The Board has been engaged in development of integrated housing colonies with all facilities like sewerage, drainage, water supply, roads, electrification, shops and other infrastructure facilities. BSHB was created in 1972 through an ordinance. The Bihar State Housing Board Act came into force in 1982. It operates under the administrative control of Urban Development & Housing Department, Government of Bihar. It has its headquarters in Patna and has 8 division offices across the State.

BSHB seeks to invite Proposal from Chartered Accountants Firms/Registered entity meeting the minimum eligibility criteria for providing accounting and financial management services.

### **2.2 Objective of the Assignment**

BSHB intends to engage a chartered accountant Firm/Registered entity which can provide the services of quality accounting and financial management professionals in order to strengthen the accounting system & support BSHB in financial management activities.

### **2.3 Scope of Work**

The broad outline of the scope of service would include but not limited to :

1. Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement relevant enactments and notifications;
2. Preparation and finalization of Accounts on monthly, quarterly and yearly basis and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guidelines.
3. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
4. Day-to-day cash and treasury management including cash forecasting;
5. Preparation of Annual Budgets estimates and Budget Execution;
6. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of BSHB.
7. Data entry of vouchers in latest version of Tally/equivalent accounting software at headquarters and all divisions and Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
8. Preparation and maintenance of Cash & Bank Books at headquarters and each division level; Preparation of periodic Bank Reconciliation Statements
9. Reconciliation of inter-division transactions and fund transfers to various divisions from headquarters
10. Preparation and maintenance of direct tax (Income Tax, TDS etc.) and indirect tax (Sales Tax, VAT, GST etc.) related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance.
11. Salary Preparation & Tax Computation

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12. Maintenance & verification of Tax Deductions (TDS) details
13. Preparation of provident fund statements
14. Issuance of TDS Certificates (Form 16 & Form 16 A etc.), as required
15. Reviewing BSHB accounting & financial management systems and suggest modifications/improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
16. Assisting BSHB in various statutory audits e.g. Annual Audit, Internal Audit, C&AG Audit etc. from time to time and implementing audit recommendations
17. Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per BSHB rules and regulations
18. Provide oversight and professional advice on credit appraisal, risk assessment, loan approval and disbursement, loans monitoring and recovery

**2.4 Time Period:**

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

Notwithstanding anything contained herein above, BSHB reserves the right to extend the tender for 3 years after completion of agreement period on the basis of performance and discontinue the services of Chartered Accountant Firm/Registered entity in the event their services are evaluated as unsatisfactory at any time during the period of 36 months without any notice.

**2.4.1 Firm/Registered entity Experiences**

The Chartered Accountant Firm/Registered entity is envisaged to play a critical role in handling accounting and financial management services at BSHB. One of the major roles of the Firm/Registered entity would be to strengthen the accounting system & support BSHB in financial management activities. The Firm/Registered entity eligible for the bidding process must satisfy the following eligible criteria:

- i. The Chartered Accountant Firm/Registered entity should be registered with The Institute of Chartered Accountants of India (ICAI)/ Companies Act and have Income Tax Permanent Account Number (PAN number) and Service Tax Registration [To provide all Certificates of Registration];
- ii. Head Office/Branch office of the Firm/Registered entity should be in Bihar.
- iii. The Firm/Registered entity should have been in operation for at least 10 years after its registration;
- iv. The Firm/Registered entity should have at least Ten (10) partners and at least three (3) of them must be Fellow Chartered Accountants as on NIT date as per ICAI Constitution Certificate. Registered entities have to provide a self attested affidavit on stamp paper in



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this regard.

- v. The Firm/Registered entity should have more than 20 Chartered Accountants staff with itself. In this regard constitution certificate of the Firm as on NIT date should be attached. Registered entities have to provide a self attested affidavit on stamp paper in this regard.
- vi. The Firm/Registered entity should be empanelled with Comptroller and Auditor General of India (C&AG) of India/ ISO Certified (For registered entity only).
- vii. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm/Registered entity in the last 3 financial years ending on March 31st, 2017 must be equal to or more than Rs. 2 Crore. [To provide copies of audited Financial Statements for all the 3 years and a certificate of average annual income in the last 3 financial years];
- viii. The Firm/Registered entity should have experience in handling accounting and financial management services of at least 5 Public Sector Undertakings or Government Organization [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].

### 2.4.2 Team Experiences

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

| Position                         | Nos | Qualifications                | Experience                                                                                                                                                                                                                                                                                                                                                                             | Role                                                                                                                                                                                                                                                                                                    |
|----------------------------------|-----|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Team Leader                      | 1   | FCA with 3 years experience   | <ul style="list-style-type: none"> <li>• Experience in Accounting, Financial Management taxation and loan appraisal in similar organizations</li> <li>• Must have worked in at least 3 assignments in Government Accounting &amp; Financial Management with govt. undertakings</li> <li>• Should have proficiency in use of Tally software and/or other accounting packages</li> </ul> | <b>Location: Head Office</b> <ul style="list-style-type: none"> <li>• Provide technical leadership to the team including regular coordination &amp; quality assurance</li> <li>• Overall in-charge of accounting &amp; financial management team and accountable for performance of the team</li> </ul> |
| Accountant at Head office        | 2   | B.Com with 2years experience  | <ul style="list-style-type: none"> <li>• At Least 2 years working experience of accounting in the government organizations</li> </ul>                                                                                                                                                                                                                                                  | <b>Location: Head Office</b><br>Execution of day to day activities at Head Office                                                                                                                                                                                                                       |
| Accountant at Divisional Offices | 8   | B.Com with 2 years experience | <ul style="list-style-type: none"> <li>• At Least 2 years working experience of accounting in the government organizations</li> </ul>                                                                                                                                                                                                                                                  | <b>One Accountant for each division</b>                                                                                                                                                                                                                                                                 |

Management has right to increase or decrease the staff as per need of the Bihar State Housing Board.

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- 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. All team members shall be stationed full time in the Bihar State Housing Board office at Patna and Divisions offices (As above mentioned)during the entire contract period. The office timing, list of holidays, shall be as per BSHB's terms and conditions.
- iii. BSHB will provide the required office space to the team. However, the team shall arrange for their boarding & lodging, travels etc. on their own cost. Any expenses incurred by the team on request of the BSHB will be borne by the Company.
- iv. If any staff of the team member is found to be indulging in fraud/ corruption or not performing during the contract period, BSHB shall have the right to discontinue his services and the Firm/Registered entity 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/Registered entity.

## **2.5 Payment Schedule**

The Firm/Registered entity shall be paid a consolidated Monthly Fees as prescribed in Fin-2 of the Proposal during the entire contract period towards outputs and deliverables as mentioned in Terms of Reference.

## **2.6 Payment Terms**

The payment shall be made on monthly basis against the services provided by the team members subject to the following terms and conditions:

1. The payment during the entire contract period of 36 months shall be made in accordance with the financial proposal submitted by the selected bidder and shall remain valid till the completion of the contract period. No price variation should be asked for increase in manpower cost or any other cost during the contract period of 36 months.
2. If BSHB finds that any of the team member is absent for more than 10 days continuously without taking prior approval from BSHB, then 50% of the Man Month rate quoted in the commercial bid against the absent member shall be deducted from the monthly fee.
3. The Firm/Registered entity shall submit time sheet of each of the team members deployed on a monthly basis.
4. Any additional expenses incurred for the activities/travel performed by the team members on official duty, incurred as per BSHB rules and duly certified by the BSHB, shall be reimbursed on submission of actual bills.
5. BSHB reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of BSHB will be final in this regard.

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

6. The BSHB may make the payment to the agency for all the deployed professionals; on receipt of time sheet approved by the Managing Director, BSHB or any representative (s) authorized by him.

### **2.7 Support and inputs to the agency**

BSHB shall provide adequate office space to the Agency to perform its services. In terms of hardware and software support, BSHB shall provide necessary software(s), data server and requisite hardware i.e. computers and printers to the Firm/Registered entity.

### **2.8 Performance Security**

The Firm/Registered entity will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft/ Fixed Deposit Receipt/ Unconditional Bank Guarantee (in BSHB format)/ in favour of “Managing Director, Bihar State Housing Board” payable/en-cashable at Patna, from any nationalized or scheduled commercial Bank in India for an amount equivalent to 2% (Two percent) of the Annual contract value towards Performance Security valid for one year. Consultant is required to renew the bank guarantee at every year on renewal of agreement. The Bank Guarantee will be released after six months of successful completion of the assignment.

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### **3. INSTRUCTION TO THE APPLICANTS**

#### **3.1 General**

In preparing their Proposals, applicants are expected to examine in detail the documents comprising this RFP Document. Material deficiencies in providing the information requested may result in rejection of an applicant. The Applicants are requested to submit the proposal and all their correspondence in English.

#### **3.2 Number of Applications**

Each applicant is eligible to submit only one proposal in the format prescribed in the RFP.

#### **3.3 Proposal Validity**

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

#### **3.4 Pre-bid Queries**

The Applicants can also submit their queries in writing (through fax/email) to the Managing Director, BSHB. Enquiries, if any, can be addressed to:

#### **The Managing Director, Bihar State Housing Board**

All communication seeking clarifications pertaining to the RFP document, if any, should reach the designated official **on or before 2<sup>nd</sup> January 2018**. Any communication received after the due date will not be entertained.

BSHB shall endeavor to clarify the queries through a written response and circulate to all the Applicants within a week time, without identifying the party seeking the clarifications.

#### **3.5 Amendment of RFP**

At any time prior to the Proposal Due Date, BSHB for any reason, whether on its own initiative or in response to clarifications requested by a prospective Applicant may modify and/or amend the RFP Document or part thereof by the issuance of an amendment.

Any amendment thus issued shall form a part of the RFP Document and shall be communicated in writing to all the Applicants who shall acknowledge receipt of such amendment in writing to BSHB.

To give the prospective Applicants reasonable time in which to take such amendments/modifications into account for preparing their Proposals, BSHB reserves the right to extend the Proposal Due Date.

#### **3.6 Association of consultants and Sub-Consultants**

Associates or Joint Venture arrangement or Consortiums are not allowed under the assignment.

#### **3.7 Confidentiality**

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

BSHB in relation to, or matters arising out of, or concerning the Bidding Process. BSHB shall treat all information submitted as part of Proposal as confidential and shall require all those who have access to such material to treat the same in confidence. BSHB shall not divulge any such information unless it is ordered to do so by any authority that has power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory registered entity and/or BSHB.

### **3.8 Litigation History**

Any registered entity which has been barred/blacklisted by the Central/ State Government, or any registered entity controlled by it, from participating in any assignment/ project, and the bar subsists as on the date of Application (even if the litigation is pending on the same dispute (barred / blacklisted) under the jurisdiction / arbitration/ laws), would not be eligible to submit Application, either individually or as an associate.

### **3.9 Conflict of Interest**

The Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, BSHB shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the BSHB and not by way of penalty for, inter alia, the time, cost and effort of the BSHB, including consideration of such Applicant’s Application (the “Damages”), without prejudice to any other right or remedy that may be available to BSHB under the agreement or otherwise.

The shortlisted Firm/Registered entity shall not be allowed to bid for any Audit related assignments with BSHB during the contract period of 3 years.

### **3.10 Fraud and Corrupt Practices**

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, BSHB may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

Without prejudice to the rights of BSHB hereinabove, if the Applicant is found by BSHB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any RFP issued by BSHB during a period of 2 (two) years from the date such

Applicant is found by BSHB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this, the following terms shall have the meaning hereinafter respectively

assigned to them:

- a. “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the BSHB who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the BSHB, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical adviser of the BSHB in relation to any matter concerning the Project;
- b. “**fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c. “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- d. “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the BSHB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e. “**Restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

## **4. SUBMISSION OF & EVALUATION OF THE PROPOSAL**

### **4.1 Submission of Proposal**

**The Consultants shall submit the Proposals only online on the Portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in). Manual submission of Proposals is not permissible.** The Consultant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms.

An authorized representative of the Consultant shall digitally sign the Proposal submission letters in the required formats for both the Technical Proposal and the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal. The digitally signed and encrypted Technical and Financial Proposals shall be uploaded in respective folders in the Procurement Portal as mentioned below, using valid DSC.

The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in the Data Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server.

Once the Proposal is uploaded on the Portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission.

#### **Other requirements are specified below:**

The Consultants must have Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the selection process. The Consultant may use their DSC if they already have. They can also obtain DSC from any of the Government of India's authorized Certifying Authorities. For user-id they have to get registered themselves on e-procurement website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and submit their Proposals online on the same. **Offline bids shall not be entertained by the Client.**

### **4.2 Content of the Proposal**

#### **4.2.1 Technical Proposal**

The Technical Proposal shall necessarily comprise the following:

- Profile of the Firm/Registered entity
- Experience in providing accounting and financial management services
- Detailed profile of proposed team members
- Turnover of the Firm/Registered entity
- Approach & methodology for handling accounting and financial management services

The formats of the Technical Proposal to be submitted as per the requirement of the Technical & Financial formats provided in Chapter 5 of the RFP. In case of non-compliance with the formats marks may be deducted.

#### **4.2.2 Financial Proposal**

The agency is required to submit the Professional Fee quote for accounting and financial management services. The Financial Proposal to be submitted in the format provided in the Chapter 5.

### 4.3 Evaluation Methods

The detailed evaluation methods for Technical and Financial proposal are specified below.

#### 4.3.1 Evaluation of Technical Proposal

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

The Applications shall be first evaluated on the basic requirements parameters. Those Applicants, who meet the basic requirements, shall be evaluated further as part of Technical Evaluation.

**Pass/ Fail Criteria for evaluation: Eligibility criteria have been given as above.**

Detailed evaluation of the proposals shall be undertaken for those Firm/Registered entities which qualify the above basic requirements.

#### Detailed Evaluation:

| S.No | Parameter                                                                                                                                                                                                                                                                                                                                    | Max.Marks       |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1    | <b>Firm/Registered entity Experience</b><br>10 Years to 15 Years- 70%<br>>15 Years to 20 Years- 85%<br>> More than 20 years- 100%                                                                                                                                                                                                            | <b>10 Marks</b> |
| 2    | <b>No. of Partners/ Directors/ qualified senior managerial person</b><br>Up to 10 - 70%<br>> 11 to 13 - 85%<br>> More than 13 - 100%                                                                                                                                                                                                         | <b>10 Marks</b> |
| 3    | <b>Staff Capacity</b><br>Up to 20 Nos. Chartered Accountants- 70%<br>> 21 Nos. to 30 Nos.- 85%<br>> More than 30 Nos.- 100%                                                                                                                                                                                                                  | <b>10 Marks</b> |
| 4    | <b>Average Turnover of the Firm/Registered entity</b><br>Rs. 2 Crore to 3 Crore- 70%<br>Rs. 3 Crore to 5 Crore- 85%<br>More than 5 Crores- 100%                                                                                                                                                                                              | <b>10 Marks</b> |
| 5    | <b>Approach &amp; methodology for each of the major task assigned</b><br>Weightage to be applied for marking:<br>a) Understanding of objectives under each task- 40%<br>b) Strategy for executing work assigned under each task- 60                                                                                                          | <b>25 Marks</b> |
| 7    | Firm/Registered entity experience in handling accounting and financial management services of at least 5 Public Sector Undertaking or Government Organization [Documentary proof/ work orders/client certificates/ completion certificates to be submitted]:<br>5 to 7 Projects- 70%<br>8 to 10 Projects- 85%<br>More than 10 Projects- 100% | <b>20 Marks</b> |
| 8    | <b>Key experts qualifications &amp; competence</b><br>Team Leader- 5Marks                                                                                                                                                                                                                                                                    | <b>15 Marks</b> |



|                            |                  |
|----------------------------|------------------|
| Accountants- 10 Marks Each |                  |
| <b>Total Score</b>         | <b>100 Marks</b> |

#### **4.3.2 Opening and Evaluation of Financial Proposal**

The Client's shall conduct the opening of the Technical Proposals online on 12<sup>th</sup> January 2018 at 3:30 PM. The opening of proposals can be viewed by the Consultants online. The folder with the Financial Proposal shall remain unopened, encrypted and shall be securely stored on the portal. The envelope containing the financial proposal shall not be opened till the technical evaluation is complete.

**The online opening procedure shall be available on the e-procurement portal of the State i.e. [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)**

After the technical evaluation is completed, the Client shall upload a Notification on the e-Procurement Portal to notify the Consultants whose proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score. The Notification shall also include information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion. The Notification shall also mention that the Financial Proposals of those Consultants whose Technical Proposals did not meet the minimum qualifying score shall not be opened. The Client shall simultaneously notify those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for online opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.

**The Financial Proposals shall be opened online by the Client's in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score of 70 Marks or above.** At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud first and recorded. The Financial Proposals shall be then opened, the total prices read aloud and recorded. Copy of the record of the opening shall be scanned and uploaded on the e-Procurement Portal for the information of the Consultants who submitted Proposals.

The financial proposal of only such Applicants will be opened who obtain **minimum qualifying 70 or above Marks prescribed**. Out of the technically qualified applicants, the final selection shall be based on **Quality cum Cost based selection (QCBS) method**. The detailed contents of each Financial Proposal will be subsequently reviewed. The evaluated total price (ETP) for each Financial Proposal will be determined. The score for each Financial Proposal is inversely proportional to its ETP and will be computed as follows:- $S_f = 100 \times F_m / F$

Where:

S<sub>f</sub> is the financial score of the Financial Proposal being evaluated

F<sub>m</sub> is the ETP of the lowest priced Financial Proposal

F is the ETP of the Financial Proposal under consideration

The lowest evaluated Financial Proposal will receive the maximum score of 100 marks.

#### **4.3.3 Combined and Final Evaluation**

Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a **weight age of 0.80 (or eighty percent) and 0.20 (or Twenty percent)** respectively to the technical and financial scores of each evaluated

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

qualifying Technical and Financial Proposals and then computing the relevant combined total score for each Consultant. The technical and financial scores shall be added and the Contract will be awarded to the agency which scores maximum points and will be invited for contract negotiations.

**4.4 Last date of submission of the Proposal**

Proposal must be submitted on or before 12<sup>th</sup> January, 2018 at 3.00 PM.

**4.5 Award of contract**

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

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**5. SUBMISSION FORMS - TECHNICAL & FINANCIAL**

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

**FORM TECH I**

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

[Location, Date]

To,  
**The Managing Director,  
Bihar State Housing Board  
6 Sardar Patel Marg,  
Patna-800015, (BIHAR)**

Dear Sir,

We, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

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

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

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm/Registered entity:

Address:

**Form Tech - II: Profile of the Firm/Registered entity**

**FORM TECH II**

[Provide here a brief description of the background and organization of your Firm/Registered entity for this Assignment/job. The brief description should include both functional and sectoral experiences of the bidders.

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

| <b>Criteria</b>                                                                                                                                                                                                          | <b>Firm/Registered entity's Strength</b>                                                                                                                                                                      | <b>Supporting documentation</b>                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| The Chartered Accountant Firm/Registered entity should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax (PAN number) and Service Tax Registration                           | ICAI Registration – [Yes/ NO]<br>Income Tax PAN number – [Yes/ NO]<br>Service Tax Registration – [Yes/ NO]                                                                                                    | Provide all Certificates of Registration                                                                                                    |
| The Firm/Registered entity should have been in operation for at least 10 years after its registration                                                                                                                    | Year of Registration/ start of Operations .....                                                                                                                                                               | Provide necessary evidences                                                                                                                 |
| The Firm/Registered entity should have at least Ten (10) partners and at least three (3) of them must be Fellow Chartered Accountants                                                                                    | Number of Partners .....                                                                                                                                                                                      | Provide necessary detail and undertaking for the same                                                                                       |
|                                                                                                                                                                                                                          | Number of FCA Partners .....                                                                                                                                                                                  |                                                                                                                                             |
| The Firm/Registered entity should be empanelled with Comptroller and Auditor General of India (C&AG) of India                                                                                                            | Empanelled with C&AG – [Yes/ NO]                                                                                                                                                                              | Provide necessary detail and undertaking for the same                                                                                       |
| Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm/Registered entity in the last 3 financial years ending on March 31st, 2017 must be equal to or more than Rs. 2 Crore. | Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm/Registered entity in the last 3 financial years ending on March 31st, 2017 is Rs. .... (Rs. .... in words) | Provide copies of audited Financial Statements for all the 3 years and a certificate of average annual income in the last 3 financial years |

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

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

Firm/Registered entity experience in handling accounting and financial management services of at least 5 Public Institution or Government Organization

[Using the format below, provide the summary of information on each Assignment/job for which your Firm/Registered entity was legally contracted for providing similar services (The Firm/Registered entity shall specify exact assignment / job for which experience details may be submitted)]

| Sr. No. | Name of Project | Name of client | Sector Government /Private/Others | Nature of Project     |                      |                    |                    | Name of documentary evidence provided |
|---------|-----------------|----------------|-----------------------------------|-----------------------|----------------------|--------------------|--------------------|---------------------------------------|
|         |                 |                |                                   | Government Accounting | Financial Management | Project Accounting | Payroll Management |                                       |
|         |                 |                |                                   |                       |                      |                    |                    |                                       |
|         |                 |                |                                   |                       |                      |                    |                    |                                       |
|         |                 |                |                                   |                       |                      |                    |                    |                                       |
|         |                 |                |                                   |                       |                      |                    |                    |                                       |

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

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

[Using the format below, provide information on each Assignment/job for which your Firm/Registered entity was legally contracted for providing similar services (Please specify exact assignment / job for which experience details may be submitted).].

|                                                        |                                                                    |
|--------------------------------------------------------|--------------------------------------------------------------------|
| Assignment Name:                                       | Approx. value of the contract:                                     |
| Country:                                               | Duration of Assignment:                                            |
| Location within Country:                               | Nature of the Assignment:                                          |
| Name of Client/Sponsoring Authority:                   | Total No. of Staff -Months provided:                               |
| Start Date (Month/Year):                               | Completion Date (Month/Year):                                      |
| Name of Senior Staff involved and functions performed: |                                                                    |
| Address/Client Contact:                                | Approx. value of services provided by your Firm/Registered entity: |
| Narrative Description of Assignment:                   |                                                                    |
| Description of Actual Services Provided by Your Staff: |                                                                    |

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

**Form Tech IV – Detailed Description of Approach and Methodology**

[Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities under accounting, financial management, payroll management, internal control and project accounting services in line with the scope of work envisaged by BSHB, and the degree of detail of such output, including the templates of the same. Approach and methodology should be in detailed and bidders approach regarding execution of major activities mentioned in the scope of work should be clearly displayed. If consultant will be unable to display practical approach regarding execution of work then BSHB will allot zero marks against it. If bidders have any type of query in the regard then they may visit BSHB office to get clear understanding about activities of the board and its divisional offices.

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

**FROM TECH V**

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

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

| <b>Sr. No.</b> | <b>Name of Experts</b> | <b>Proposed position</b> | <b>Employment type</b> | <b>Basic Qualifications</b> | <b>No. of years of relevant experience</b> | <b>Area of expertise</b> | <b>No of assignments In Government Accounting</b> |
|----------------|------------------------|--------------------------|------------------------|-----------------------------|--------------------------------------------|--------------------------|---------------------------------------------------|
|                |                        |                          |                        |                             |                                            |                          |                                                   |
|                |                        |                          |                        |                             |                                            |                          |                                                   |
|                |                        |                          |                        |                             |                                            |                          |                                                   |

**Form Tech V (B) - Detailed Curriculum Vitae of proposed experts**

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

|                                          |                          |             |
|------------------------------------------|--------------------------|-------------|
| <b>1. PROPOSED POSITION</b>              |                          |             |
| <b>2. NAME OF FIRM/REGISTERED ENTITY</b> |                          |             |
| <b>3. NAME OF EXPERT</b>                 |                          |             |
| <b>4. DATE OF BIRTH</b>                  | <b>CITIZENSHIP</b>       |             |
| <b>5. EDUCATION</b>                      |                          |             |
| <b>Degree Obtained</b>                   | <b>Name of Institute</b> | <b>Year</b> |
|                                          |                          |             |
|                                          |                          |             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                    |                 |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
| <b>6. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                    |                 |                      |
| -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                    |                 |                      |
| -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                    |                 |                      |
| <b>7. OTHER TRAININGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                    |                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                    |                 |                      |
| <b>8. COUNTRIES OF WORK EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                    |                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                    |                 |                      |
| <b>9. LANGUAGES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                    |                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                    |                 |                      |
| <b>10. EMPLOYMENT RECORD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                    |                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                    |                 |                      |
| <b>From</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>To</b>                                                                                                                                                                                                                                          | <b>Employer</b> | <b>Position held</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                    |                 |                      |
| <b>11. DETAILED TASK ASSIGNED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>12. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED</b>                                                                                                                                                           |                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>&lt;Add project experience against your eligibility criteria&gt;<br/> <b>Project Name:</b><br/> <b>Year: Location:</b><br/> <b>Client:</b><br/> <b>Main project features:</b><br/> <b>Positions held:</b><br/> <b>Activities performed:</b></p> |                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Project Name:</b><br/> <b>Year: Location:</b><br/> <b>Client:</b><br/> <b>Main project features:</b><br/> <b>Positions held:</b><br/> <b>Activities performed:</b></p>                                                                       |                 |                      |
| <b>13. CERTIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                    |                 |                      |
| <p>I understand that any wilful misstatement described herein may lead to my disqualification or Dismissal, if engaged. I, the undersigned, certify to the best of my knowledge and belief-</p> <ol style="list-style-type: none"> <li>1. This CV correctly describes my qualifications and my experience</li> <li>2. I am not employed by the Executing or the Implementing Agency</li> <li>3. I am willing to work full time at BSHB office as a part of proposed team</li> <li>4. I will not provide any other consultancy services to BSHB during the contract period</li> </ol> <p style="text-align: right;">Date: _____</p> <p>[Signature of expert or authorized representative of the Firm/Registered entity]<br/> Full name of authorized representative:</p> |                                                                                                                                                                                                                                                    |                 |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                    |                 |                      |

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

**Form Tech - VI: Firm/Registered entity's Professional Income**

[Using the format below, provide the Firm/Registered entity's Average Annual Income in the last 3 financial years ended on 31st March 2017]

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

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

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

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**Fin 1 - Financial Proposal Covering Letter**

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

[Location, Date]

To,  
**The Managing Director,  
Bihar State Housing Board  
6 Sardar Patel Marg,  
Patna-800015, (BIHAR)**

Dear Sir,

We, the undersigned, offer to provide “**Accounting and financial Management Services atBSHB**”in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*] is fee for the services to be provided. This amount is inclusive of all 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 1.5 of the Data Sheet.

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

Thanking you,

Sincerely,  
Authorized Signature [In full]:  
Name and Title of Signatory:  
Name of Firm/Registered entity:

**RFP for Selection of Chartered Accountant Firm/Registered entity for Accounting and Financial Management Services**

**Fin 2- Summary of Costs**

| Sr. No. | Description of Services                                                     | Fees             |                 |
|---------|-----------------------------------------------------------------------------|------------------|-----------------|
|         |                                                                             | Rs. (in figures) | Rs.( in words ) |
| A.      | Fees for providing accounting and financial management services (per month) |                  |                 |
| B.      | Add GST as per prevailing rates (per month)                                 |                  |                 |
| C.      | <b>Total Fees including GST (per month)</b>                                 |                  |                 |
| D.      | <b>Total Fees including GST (for three years)</b>                           |                  |                 |

**Note:**

While quoting financial offers, applicant Firms/Registered entity are requested to refer Clause No. 8 & 9 of Data Sheet to Section 2 of RFP document.

**Fin 3- Man Month rates**

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

| Position             | Man Month Rate Per Mont | Man Month Required | Cost for 3 Years |
|----------------------|-------------------------|--------------------|------------------|
| Team Leader- 01 Nos. |                         |                    |                  |
| Accountants- 10 Nos. |                         |                    |                  |