

BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)
2ND FLOOR, RED CROSS BUILDING NORTH GANDHI MAIDAN
PATNA-800001

Corrigendum – I


Corrigendum – I to the request for proposal (RFP) for “Hiring Services of Chartered Accountant Firms for conducting Statutory Audit of all programmes of Bihar Rural Development Department Society (BRDS) at State Level for the year 2020-21”.

Date: August 9, 2021

The Bihar Rural Development Society (BRDS), Rural Development Department, Government of Bihar had invited proposal from CA firms for “Hiring Services of Chartered Accountant Firms for conducting Statutory Audit of all programmes of Bihar Rural Development Department Society (BRDS) at State Level for the year 2020-21” vide RFP No.: BRDS/2021-22/RFP-Auditor-001 dated July 25, 2021, the due date for submission of proposal was August 16, 2021.

Queries raised by Shortlisted Agencies during pre-proposal conference or received through email/postal services has been clarified and response to the queries are attached with this Corrigendum-I in Annexure-I. This Corrigendum shall be considered as part of the RFP document. Prospective Firms are hereby notified that they shall make necessary adjustments/modification to their proposals in reference to this Corrigendum. Except as described in Corrigendum – I, the original RFP document remains unchanged.

The Corrigendum-I to the RFP document are also available on the website www.brd.s.bih.nic.in and www.rdd.bih.nic.in at tender section and can be downloaded by perspective Agencies.


(Sanjay Kumar Singh)
Joint Secretary,
Rural Development Department,
Government of Bihar

Annexure – “I”

Clarification to the Queries raised on RFP of “Hiring Services of Chartered Accountant Firms for conducting Statutory Audit of all programmes of Bihar Rural Development Department Society (BRDS) at State Level for the year 2020-21”.

Sl. No.	Reference to RFP	Comments/Questions for clarification	BRDS Response to the Queries
1.	Criteria for selection of the Auditor	At the time of selection of the Statutory Auditor must ensure that the firm was not engaged as Concurrent Auditor/Internal Auditor of the BRDS during the year for which the audit was engaged.	At the time of selection of the Statutory Auditor must ensure that the firm was not engaged as Statutory Auditor/Concurrent Auditor/Internal Auditor of the BRDS and its District Unit (BRDS) during the year for which the proposal is being invited.
2.	Criteria for selection of the Auditor	The C.A. firm should be old 15 years' or more (as per the Firms Constitution Certificates issued by the ICAI) and firm should have an average annual turnover of Rs.30 Lakhs or more during last three financial years (2017-18, 2018-19 and 2019-20) as well as Firm should have registered under GST laws	The C.A. firm should be old 15 years' or more (as per the Firms Constitution Certificates issued by the ICAI) and firm should have an average annual turnover of Rs. 20 Lakhs or more during last three financial years (2017-18, 2018-19 and 2019-20) as well as Firm should have registered under GST laws.
3.	Criteria for selection of the Auditor	The C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate, Articles and Memorandum of Association].	The C.A. firm should be an Indian firm having independent legal existence, registered with ICAI. [Submit FCC, Partnership/ LLP DEED].
4.	Audit Fees and TA/DA	The firm will have to quote consolidated audit fees including expenses on TA/DA. The minimum fees for Statutory Audit of BRDS for the Financial Year 2020-21 is Rs.1,75,000/-(including TA/DA) and the tender shall not be accepted if the financial bid is less then Rs. 1,75,000/-(including TA/DA).	The firm will have to quote consolidated audit fees including expenses on TA/DA. The minimum fees for Statutory Audit of BRDS for the Financial Year 2020-21 is Rs.1,75,000/-(including TA/DA and excluding all applicable taxes) and the proposal shall not be accepted if the financial proposal is less then Rs. 1,75,000/-(Including TA/DA and excluding all applicable taxes).
5.	Declaration (Annexure-B)	Declaration to be given self-attested or notarized	Notarized declaration has to be submitted
6.	Letter of Transmittal	The partner that have authority to submit the proposal and to negotiate on its behalf	Firm's authorization letter must be submitted



Sl. No.	Reference to RFP	Comments/Questions for clarification	BRDS Response to the Queries
7.	Annexure-A, B. Financial Information	The firm should have an annual average turnover of Rs.30 Lakhs or more during last three financial years (2015-16, 2016-17 and 2017-18)	The firm should have an annual average turnover of Rs. 20 Lakhs or more during last three financial years (2017-18, 2018-19 and 2019-20)
8.	Form T-2	Copy of the Offer Letter & the Fee Charged for each assignment (Relevant evidences to be given of the turnover and fee)	Copy of Letter of Appointment of the Relevant Assignment to be given
9.	Form F-1	(Please provide the break-up of Firm's quoted fees for each work and unit)	Eliminated
10.	Annexure-C	Proof for an average annual turnover of Rs.30.00 Lakhs or more during last three financial years (2017-18, 2018-19 and 2019-20) Relevant documents viz, audited financial statements in support of satisfying the criteria should be submitted.	Proof for an average annual turnover of Rs. 20.00 Lakhs or more during last three financial years (2017-18, 2018-19 and 2019-20) Relevant documents viz, audited financial statements in support of satisfying the criteria should be submitted.


 (Sanjay Kumar Singh)
 Joint Secretary,
 Rural Development Department,
 Government of Bihar



REQUEST FOR PROPOSAL(RFP)

FOR

**“Hiring Services of Chartered Accountant Firms
for conducting Statutory Audit of all programs of
Bihar Rural Development Department
Society(BRDS) at State Level for the year 2020-21”**

BIHAR RURAL DEVELOPMENT SOCIETY(BRDS)

RURAL DEVELOPMENT DEPARTMENT

GOVERNMENT OF BIHAR

Ref: BRDS/2021-22/RFP-Auditor-001

Address for communication:

CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building
North of Gandhi Maidan
Patna-800001, Bihar (India)

REQUEST FOR PROPOSAL (RFP)

The Bihar Rural Development Society (BRDS), an autonomous society set up under the Rural Development Department (RDD), Govt., seeks to invite Proposal from *C&AG empanelled Chartered Accountant firms for the year 2020-21* for conducting the statutory audit of all programs under BRDS Head Quarter Patna.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the CA firms are given in the following paragraphs.

Terms of Reference (ToR)

The Rural Development Department (RDD) Government of Bihar is implementing several large Centrally Sponsored Schemes (CSS) including Mahatma Gandhi National Rural Employment Guarantee program (MG-NREGA), RURBAN and Pradhan Mantri Awas Yojana-Gramin (previously known as Indira Awas Yojana) and State Schemes like MMGAY, MUSKSY etc. These schemes, programs and projects, at the state level, are supported by Bihar Rural Development Society (BRDS) in terms of Programs implementation, Financial Management, Human Resources Development Management, Information Technology & E-Governance. BRDS is a society registered under the Society Registration Act 1860, an autonomous organization under the aegis of Rural Development Department (RDD) which is supporting overall implementation and oversight of flagship schemes. The overall control upon BRDS rest with Rural Development Department (RDD) Government of Bihar. The various abovementioned schemes of RDD, Bihar is implemented at districts level&(District Rural Development Agencies- DRDA's) / Blocks level & Gram Panchayat levels of the State.

Following are the Controlling Authorities at various level for implementation of Programs:

At Districts Level: District Magistrate-cum-District Program Coordinator (DPC) / Deputy Development Commissioner (DDCs) / Directors / District Program Officers (DPOs).

At Block Level : Block Development Officers (BDOs) & Program Officers (PO).

At Gram Panchyat Level: Gram Panchayat units (Panchayat Rojgar Sevak-PRS & Gramin Awas Sahayak-GAS)

In addition the units at the District and Block levels are also vested with the responsibility of implementing various State Plan and Non Plan Schemes of RDD as well as other departments of the Government of Bihar (GoB). The Rural Development Department, Government of Bihar (GoB), intends to appoint suitable Chartered Accountant firms for conducting the statutory audit of Project Financial Statement (PFS) of all programs under BRDS for the year 2020-21 at State level.



BRDS, being a society registered under The Society Registration Act 1860, appoints its Statutory Auditor for Rural Development Programs of MoRD, Government of India or RDD, Govt. of Bihar. Auditors of BRDS have to perform following function:

- a) Audit of Transactions taken place at BRDS Head quarter level
- b) Consolidation and checking of consolidated Audit reports of 38 DRDAs with Financial Statements of BRDS, HQ level.
- c) Issue Audit Reports and Audited Utilization Certificates of Programs.

Budgeting, Funding & Accounting Arrangements:

Budgets for Government programs / Schemes are approved by the Government by way of passing of finance bills at Parliament for Centrally Sponsored schemes & shares / State Assembly for corresponding State shares or State Sponsored scheme. As per approved budget, Central shares of funds for the various programs are transferred from MORD to the SEGF Bank Accounts for MGNREGA, State Treasuries/State/ other concerned department and then from Treasuries to the BRDS functioning in the State. For other central programs Government of India transfer funds in the form of Grants-in-Aid to BRDS on the basis of respective State Program Implementation Plan (SPIPs) and approved Annual Work Plans which are prepared on the basis of Action Plans of each of the districts in the State.

The Bank Accounts maintained as per instruction of the Government i.e.; State Employment Guarantee Fund Accounts for MGNREGA, State Nodal Accounts for PMAY(G) and so on is the basis of financial transactions for preparation of books of accounts of Bihar Rural Development Society. BRDS maintains all bank accounts as instructed by the Government.

2. Objective of audit services:

Audit Objectives

The objective of the audit by CAG empanelled CA Firms is to ensure the auditor's professional opinion on the financial position of each program at the end of each financial year and of the funds received and expended for the accounting period. That the funds are utilized properly to achieve the intended objectives of the Program, and that the covenant so the funding are adhered to. The program Bank accounts provide the basis for preparation of the Program Financial Statement and are established to reflect the financial transaction, as maintained by the BRDS.

In the opinion of Auditor, the financial statements give a true and fair view of the Financial Position of the individual Schemes and Consolidated at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period and State of Affairs at end of Financial Year.



3. **Auditing Standards:** The audit will be carried out in accordance with the applicable Auditing Standards issued by the Institute of Chartered Accountants of India time to time.

4. **Criteria for Selection of Auditors**

- **C&AG empanelled CA Firms:** Chartered Accountant firms those are empanelled with C&AG for the year 2020-21. In this Regard firm have to submit the details about the firm as per **Form T-2**.
- **Selection through Open Tender System:** The selection of the Auditor Should be through an Open Tender basis.
- **The firms having H.O./Local Branch office in the State Capital:** The firms must have Head Office/Branch Office in the State of Bihar.
- Firms have to give an undertaking that the audit team members are proficient in State's official language (both oral and written) and will be headed by a Chartered Accountant on regular basis.
- At the time of selection of the Statutory Auditor, the firm must ensure it was not engaged as Concurrent Auditor/Internal Auditor of the BRDS during the year for which the audit is being engaged.
- The C.A. firm should be old 15 years' or more (as per the Firms Constitution Certificates issued by the ICAI) and firm should have an average annual turnover of Rs.30 Lakhs or more during last three financial years (2017-18, 2018-19 and 2019-20) as well as Firm should have registered under GST laws [**Proof to be enclosed**].
- The C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate, Articles and Memorandum of Association].
- Availability of qualified experts in fields relevant to lead the proposed work.
- The firm/Company are not blacklisted/barred/convicted/terminated by any court of law for any criminal or civil offences/declared ineligible by Rural Development Department or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future/any bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, and no any disciplinary action/pending cases ICAI/GoB/ any State Govt./GoI/ over the firm/member of the firm. Firm/Member of the Company In this regard will give a declaration as on date of submission of bidding document. (**Declaration to be given as per as per annexure -B**)
- Experience at least 3 similar assignments in areas specific to the proposed
- The firms having experience of minimum 3 Years of statutory Audit at State Level/ Head Quarter of Government organization Department, PSUs, Banks, Co-operative Society and so on.



Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:

Sl. No.	Parameter	Max. Score	Score Evaluation
1	Experience of The firm*:	20	<p>> 15 years to 17 years- 10marks > 17 years to 20 years- 15marks > 20 years to 25 years - 18marks > 25 Years 20marks</p> <p><i>(*Counted from the date of constitution of the firm as per Firms' Constitution Certificate issued by the ICAI as on 01/01/2021)</i></p>
2	Experience of Government Projects (as a firm) relevant to The Assignment*	10	<p>Minimum 3 Similar assignments is Mandatory.</p> <p>Each assignment = 2 Marks <i>(Similar Assignment means "Government Audit*" as mentioned below)</i></p>
3	HO/Branch Office in in Patna	10	<p>Head Office in Patna = 10</p> <p>Head Office in any other place of Bihar. = 8</p> <p>Other cases (Any Branch Office in Bihar) = 5</p>
	Team Leader	20	<p>One Chartered Accountant having 10 years or more Post Qualification experience in Government Audit* = 20 Marks</p>
5	Co-Team Leader	30 (2x15)	<p>Two CA/CMA having 5 years or more Post Qualification experience in Government Audit* = 15 Marks for each.</p>
6	Team Member	10(2 x 5)	<p>Two CA(Inter)/CMA(Inter) having 3 years or more Post Training experience in Government Audit* = 5 Marks for each.</p>
	Total	100	



**Government Audit includes Statutory Audit of Government Projects, Social Welfare scheme, PSU, Nationalized Bank, Government Society & Government Cooperative Societies and so on.*

*** Supporting documents / Certificates: For experience to be evaluated supporting documents in detail along with required certificates must be attached.*

- **The minimum technical score required to Qualify is: 75**
- After Technical evaluation (in Technical Bid), Financial Bid of qualified participants will be evaluated. In this regards firms have to submit the details
- About the firm as per **Form T-2.**
- **Technical Approach and Methodology** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- **Audit Fees and TA/DA:** The firm will have to quote consolidated audit fees including expenses on TA/DA. The minimum fees for Statutory Audit of BRDS for the Financial Year 2020-21 is Rs.1,75,000/-(including TA/DA) and the tender shall not be accepted if the financial bid is less then Rs. 1,75,000/-(including TA/DA).
- **Re-appointment of Auditor:** As the auditor once appointed may be reappointed for next Financial Year (Maximum total 3 Financial Years), subject to the approval by Appropriate Authority and consent of auditors.
- In case same audit fee is quoted by two or more CA firms, the selection of Auditor shall be done considering the following factors in priority-wise
 - (i) Age of the Firm (Since the Date of establishment as per FCC by the ICAI).
 - (ii) Past Experience in handling number of Government Audit.
 - (iii) Average Turnover of the Firm(Average Turnover of 3 FYs 2019-20, 2018-19 & 2017-18)



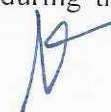
- **The other major points related to Statutory Audits as follows:**

- a. In the pre-bid meeting to be held, the participant firms shall clearly be explained about the requirements of audit as regards to BRDS, physical visit of the team at BRDS, number of implementing agencies from whom UCs received and incorporate in Annual Financial Statements etc. so that a quality audits not compromised.
- b. The consolidation of audit reports of BRDS along with all the necessary requirements such as, Accounting Policies, Notes on Accounts and Management Letter is to be completed by the State in time and final report Submitted by **30th September 2021.**
- c. Audit Report as per Appendices of the RFP has to be submitted in triplicate with spiral binding along with the softcopy (PDF/Scanned) mailed to brdsfinance@gmail.com and in a C.D. also by **30th September 2021.**

10. Scope & Coverage of audit:

In conducting the audit special attention should be paid to the following:

- a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls, level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls; verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually as part of the management letter;
- b) Funds have been spent in accordance with the condition laid down by the MoRD Government of India, State Government from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from State Government, wherever required has been provided. Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoB i.e.; The Bihar Finance Rule & GeMs.
- c) The Statutory Auditor may review the internal audit reports and consider material observations / findings while forming his opinion on overall internal control and truth & fairness of accounts/financial statements. Management Letter. In addition to the Audit report on Program Financial Statements, the Auditor shall submit a Management Letter, requiring the auditor to prescribe recommendations for improvements in internal control and other specific matters coming to the attention of the Auditor during the course of Audit examination, this possibly shall include matters such as:



- i) Deficiencies or weakness in systems with respect to Compliance of previous years Audit Observations.
- ii) Any issues of the past financial year which remain unaddressed and any issues which have recurred.
- iii) Provide a feedback on the system of 'Advance settlements' adopted by the agency, suggest Measures for improvements of the same.
- iv) Any other matters that auditor thinks pertinent. A sample cover letter to be used to Transmit a management letter is shown in **Annexure-D**

11. Project Financial Statements

Format of Financial Statements and relevant schedules showing the Financial State of affair, Income & Expenditure of the project along with Receipt and Payment account as per BRDS requirement.

Project Financial Statement (MGNREGS, PMAY-G, etc) and Consolidation shall include the Following:

- i. Balance sheet showing accumulated funds of the project balances other assets of the project, and liabilities, if any.
- ii. Income & Expenditure account for the year ending on 31st March 2021.
- iii. Receipt and Payment Account for the year ending on 31st March 2021.

Other Schedules to the Balance sheet as appropriate, but which shall include

- Statement of Fixed Assets In the form of a Schedule,
 - Schedule of Loans and Advances (Age-wise analysis),
 - Schedule of All Cash & Bank Balances (Supported by bank reconciliation statements)
 - Program wise statement of expenditure.
- v. Notes on Accounts showing the accounting policies followed in the preparation of accounts in the BRDS and any other significant observation of the auditor.
 - vi. Program/Scheme wise Audited Utilization Certificates (UCs) are as per Format provided by Scheme guideline/BRDS requirement for various individual schemes, duly tallied with the Income & Expenditure and expenditure on Fixed Asset during the financial year (which have been shown as capitalized) **[Attach a statement showing the details of expenditures clubbed in the Utilization Certificate tallying with the Income & Expenditure Account and Schedules forming part of it].**



vii. **Representation by Management:** The management of BRDS should sign the financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that the project funds have been expended in accordance with the intended purposes as reflected in the financial statements.

In addition to the audit reports, the auditor will prepare a "Management Letter which means a letter prepared by the auditor which discusses findings and recommendations for improvements in internal control that were identified during the audit and were not required to be included in the auditor's report on internal control, and other management issues. Auditor should summaries the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- Identify specified efficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- Report on the level of compliance with the financial internal control.

12. Reporting and Timing

The final Audit Report should be submitted by **30th September 2021**, to the BRDS should then promptly forward 3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements and audit report along with the Audited Utilization Certificates The time schedule for completion of Statutory Audit of BRDS for the financial year 2020-21 is as under:

Sr.No	Particular	Date
1	Date of Advertisement	25-07-2021
2	Date of Pre-bid Conference	07-08-2021 (11 AM) at BRDS
3	Last date of Submission of proposal	16-08-2021 (Up to 3:00PM)
4	Date of Opening of Tender	16-08-2021 (4:00PM)
5	Date of finalization of Technical Evaluation	21-08-2021
6	Intimation to Technically Qualified Firms	21-08-2021
7	Date of Opening of Financial Bid	22-08-2021
8	Date of Finalization of Auditor	23-08-2021
9	Giving the letter of Award to the Concerned Auditor	23-08-2021
10	Entering into contract with Auditor	Within 5 days of issue Of Award letter
11	Last date of completion of Audit of the BRDS	30-09-2021*
12	Date of Submission of Audit Report to GoI	15-10-2021*
*Note- The dates mentioned above are indicative and may be changed after looking nature size and complexity of the work.		

The Selected CA Firm shall ensure the completion of Audit schedule as per the above mentioned timelines.



13. Additional Instructions to Auditors

- a. Audit Report of the Bihar Rural Development Society shall include audit of all the transactions at the State level as well as checking of Audit reports of Districts within the State.
- b. The auditor appointed shall be required to issue separate Consolidated Audit Report for the BRDS comprising all programs under BRDS (MGNREGS, IAY, PMAY, AADHAR, SHAYAMA PRASAD RURBAN MISSION, SANSARD AADARSH GRAM YOJNA, MUKHYAMANTRI AAWAS YOJNA, MUKHYAMANTRI VAAS STHAL KRAY SAHAYATA YOJNA, Socio Economic Caste Census (SECC) etc.). The relevant formats for Audit Report as issued by BRDS are given as Appendix-C)
- c. Financial Statements and relevant schedules shall be prepared in accordance with the format provided time to time by MoRD, GoI for Centrally Sponsored Schemes State Government for State Sponsored Scheme.
- d. Auditor shall issue Audited Utilization Certificates for all schemes under audit in the prescribed format.

14. Suggested Team Composition

The audit team will comprise, at the minimum, the following personnel who would be evaluated:

S. No.	Key Professionals	No. of Functionaries	Brief Description of services to be provided	Qualification and experience
1	Engagement of Partner as Team Leader	1	Overall planning & coordination, team leadership, Final Discussion liaison with client and finalization of Audit , reporting, Certification	Qualified Chartered Accountant. Minimum 10 years post qualification experience
2	Co-Team Leaders	2	Responsibility to execute audit work, support to Team leader, lead the audit teams, discussion with BRDS Functionaries.	Qualified Chartered Accountant. Minimum 5 years of post-qualification experience
3	Audit team members	2	Execution of basic Audit work at BRDS , support to Co Team-leader / Team Leader in Audit work.	C. A. (Inter) / CMA (Inter) with at least three years' post training experience .

Guidelines for Submitting the Proposals:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras :


- i. One original and one copy with soft copy in pen drive/CD of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”** Similarly, the original Financial Proposal (Copy of Financial proposal should not be attached) shall be placed in a separate sealed envelope clearly marked **“FINANCIALPROPOSAL”** followed by the name of the assignment and with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED.”** The Society shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/ bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/ invalid.
- ii. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- iii. The Technical Proposal shall be marked **“ORIGINAL”** or **“COPY”** as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- iv. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- v. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.
- vii. All blank spaces in the financial proposal must be filled up completely where indicated, either typed or written in ink.
- viii. **Bihar Rural Development Society (BRDS) reserves the right to accept or reject any proposal without giving any reason / explanation thereto and can change the evaluation criteria as per its requirements in the interest of the organization with issue of corrigendum before change.**



- ix. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
- x. If the required constitution of the team is not deployed the state can take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Ministry in formed.

Technical & Financial Proposal will consist:

- i. Letter of Transmittal (*FormT-1*)
- ii. Technical Proposal format (*FormT-2*)
- iii. Details of Qualified Staff with CV (*Form T-3*)
- iv. Brief of Relevant Experience (*Form T-4*)
- v. Financial Bid format (*FormF-1*)
- vi. Annexure–**A,B,C&D**

A handwritten signature in blue ink, consisting of a stylized 'b' followed by a horizontal line.

Letter of Transmittal

To,
The CEO
Bihar Rural Development Society,
Bihar.

Sir,

We, the undersigned, offer to provide the audit services for Bihar Rural Development Society, Bihar in accordance with your Request for Proposal dated *[Insert Date]*. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this Proposal are true and We further accept that any misinterpretation contained in it may lead to our disqualification.

The proposal submitted by us including Fees quoted in it is valid up to six months from the date of submission of the proposal. We confirm that this proposal will be binding upon us within effective period and may be accepted before the expiry date.

We further confirm that Fees have been quoted at our discretion i.e.; independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Bihar Rural Development Society (BRDS) is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of *[Insert Name of the C.A. Firm]* to submit the proposal and to negotiate on its behalf.



Yours faithfully,

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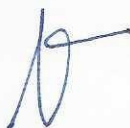
Form T-2**Format for Technical Proposal**

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No:
		Fax No:
		Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3.....(Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of establishment of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI Along with copy of Partnership Deed	Attach a copy of Firms Constitution certificate (FCC) on 01/01/2021 downloaded from ICAI Website
6	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the year under Audit (2020-21).
7	Income Tax Returns ,Turnover & of the Firm in last three years	Attach a copy of Financial Statements (Balance Sheet and P & L Account) of the last three years along with copy Income Tax Return complete documents downloaded from Income Tax Websites Complete Document includes all attachments(Balance Sheet and P & L Account) on Income Tax Website [only ITR V "Acknowledgement "is not sufficient document]



8	<u>Audit Experience of the Firm:</u> Number of Assignments in Relevant to the assignment (Statutory Audit at State Level of Govt. Organization/Society)	Copy of the Offer Letter & the Fee Charged for each assignment.(Relevant evidences to be given of the turnover and fee)
9	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm • Name of each partner • Date of becoming ACA and FCA • Date of joining the firm • Membership No. • Qualification • Experience • Whether the partners is engaged fulltime or part time with the firm • Their Contact Mobile No., email and full Address (Attested copy of Certificate/letter of ICAI not before 01/01/2021) 	Attested copy of Certificate of ICAI not before 01.01.2021

Note: The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).



FORMATFORFINANCIALBID

(Please provide the break-up of Firm's quoted fees for each work and unit)

Particulars	Total Amount (in Rupees)
AUDIT FEE	Both in Numeric and in Words.
a. Audit fees----- (Including cost of TA/DA)	Rs. _____/-
b. Applicable Taxes / GST----- -----	(Rupees _____).
c. Total Fees-----	
Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.	

Note: In case of change in the rate of GST the revised Rate of GST shall be paid.



Format for Submission of Information for providing Audit services for the conduct of Audit of Bihar Rural Development Society(BRDS)

Submission Requirements:

A. CA Firm's Profile

Organizational	Name of the CA Firm:
	Postal Address:
	Telephone / Mobile no.
	Fax/ E-mail/ Website:
	Contact Person name and designation with contract details:
	Date of establishment (DD/MM/YY):
	Date and place of Registration:
	CAG Empanelment No:
	Registration No (Copy to be enclosed):
	Location of Head office:
	Details of Branches if any:
	Provide a brief description of the background of organization:
	Does the consultant have an office at Patna (Yes/No):
Any other relevant information which the consultant wants to add.	

B. Financial Information {Please enclose the financial statement of last three financial year. }

The firm should have an annual average turnover of Rs.30 Lakhs or more during last three financial years (2015-16, 2016-17 and 2017-18)

Provide the turnover on the basis of audited financial statement of the previous three financial year in Rupees.

2017-18	2018-19	2019-20

C. Consultant's Experience

1) The C.A. firm should minimum 10 years' experience. {Proof to be enclosed}.

You may add more rows

Sl. No	Name of the Project/Assignment	Brief details of the Service provided	Client and country	Duration of Assignment in months			Value of Contract (in INR)	Whether contract closed or not	Please mention Page No of the supporting document to be referred
				From {start date}	To {End date or ongoing}	Total months			

2). Experience at least 3 similar assignments in areas specific to the proposed assignment undertaken

during last 5 years. Experience of similar assignment in the similar society will be preferred. [Proof to be enclosed]. *You may add more rows*

Sl. No	Name of the Project/Assignment	Brief details of the Service provided	Client and country	Duration of Assignment in months			Value of Contract (in INR)	Whether contract closed or not	Please mention Page No of the supporting document to be referred
				From {start date}	To {End date or ongoing}	Total months			

7. Confirms the availability of qualified experts in fields relevant to lead the proposed work
Please Put the Tick (✓) mark in box.

Yes

☐

No

☐

Signature of the authorized representative in all pages.

Declaration

Annexure -B

Date:.....

To whom so ever it may be concern

Ref: BRDS/2021-22/RFP-Auditor-001

To:

CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building
North of Gandhi Maidan Patna-
800001, Bihar

We (name of the CA Firm) hereby confirm,
and confirm that:-

Address

Hereby certify

We or any of our member of the firm/Company are not blacklisted/barred/convicted/terminated by any court of law for any criminal or civil offences/declared ineligible by Rural Development Department or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future/any bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, and no any disciplinary action/pending cases ICAI/GoB/ any State Govt./Gol/ over the firm/Member of the Company as on date of submission of bidding document.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

1. None

2.

3.

4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this,

Name of the CA Firm :

Signature of the Authorized Person:.....

Name of the Authorized Person:

Designation of the Authorized Person:



Annexure B, Details of Litigation(s)

Details of Litigation(s)

Ref: BRDS/2021-22/RFP-Auditor-001

Date:

(A) Details of litigation(s) the Bidder is currently involved in, or has been involved in for the last three years:

1. Party in dispute with :	
2. Year of initiation of dispute:	
3. Detailed description of dispute:	
4. Resolution / Arrangement arrived at (if concluded) :	

(B) Blacklisted by any Govt. /PSU/Reputed Listed Company for corrupt or fraudulent practices or non-delivery, non-performance in the last three years.

Witness:

Signature:

Name and Address:

Date:

Bidder:

Authorized Signatory:

Name and Address:

Date:



Annexure-C

Check list for submission of documents

Sl No.	Description	Yes/No	Remark, if any
1.	Document (s) to demonstrate that the C.A. firm is an Indian firm having independent legal existence, registered under the applicable Act. [Proof to be enclosed].		
2.	Proof that the Firm is empanelled with CAG.		
3.	Proof for an average annual turnover of Rs.30.00 Lakhs or more during last three financial years (2017-18, 2018-19 and 2019-20) Relevant documents viz, audited financial statements in support of satisfying the criteria should be submitted.		
4.	Proof for the C.A. firm having at least 15 years' experience		
5.	Experience of similar assignments in areas specific to the proposed assignment undertaken during last 5 years. [Proof to be enclosed].		
6.	Certificate that the firm has not been black listed {as per prescribed format : annexure-B}		



Sample Management Letter

(Audit Firm Letterhead)

(Date)

To
The CEO,
Bihar Rural Development Society,

In connection with our audit of financial statements of BRDS and all the schemes administered by the said BRDS for the year ended, we familiarized ourselves with internal guidelines and letters/circulars issued by the Rural Development Dept. applicable during the period under audit. This letter to the department includes observations noted during the course of our audit examination in the following areas:

1. Status of compliance of Audit observations pertaining to pervious audit period.

Scheme	Audit Observation	Action taken by BRDS	Auditor's Comments

2. Matters arising current year and having significant impact on the financial statements of the schemes and/or BRDS.

Scheme	Audit Observation	Status of the issue (Critical/Moderate/Negligible)	Auditor's Recommendation for resolution

3. Specific comments with respect to compliance of specific guidelines issued to the BRDS by the Department.

Date of issue of instruction(s)	Dept. Letter No.	Status of compliance by BRDS	Auditors suggestions/ comments

4. Status of maintenance of program books and records.
5. Opportunities for strengthening financial management records, systems and controls, together with recommendations for improvements.

The matters contained in this Management letter are intended solely for the information of Rural Development Department, for such timely consideration and action as the department may deem appropriate. They have been considered by us in formulating the audit opinion expressed on the Project financial statements in our audit report dated _____. And they do not alter the opinion expressed in that audit report.

We wish to take this opportunity to thank the department or the courtesies and cooperation extended to our auditors.

Yours Truly,
(Name and title)



Form T-3

Details of Qualified Staff with CV (Chartered Accountants)

(Please provide attested copy of Certificate of ICAI as on 1.1.2017 for each qualified staff and also provide CV)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						
3						

Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						



Brief of Relevant Experience:

Experience of audit					
S. No.	Name of the Auditee Organization	Period of Audit of Accounts		Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Please attach a copy of the letter)
		From	To		
1					
2					
3					
4					



Selection Process of the Auditor :

For the purpose of the appointment of the statutory auditor for 2020-21, following points should be taken into account-

Open advertisement (as per Format for Advertisement as at Form-A) in leading news papers at State level and National level for inviting proposals from CAG empanelled Chartered Accountant firms for statutory audit of Bihar Rural Development Society, – Advertisement along with the detailed RFP shall also to be uploaded on the website of RDD and BRDS. Interested firms may download detailed Request for EOI from www.rdd.bih.nic.in and www.brds.bih.nic.in, at tender section.

1. A pre-bid conference shall be held (date to be indicated in the advertisement) where in clarifications that the potential bidders shall be clarified.

2. BRDS will form a Selection Committee for evaluation and ranking of Bids received. This committee will undertake evaluation & opening of bids, final selection of the Firm, negotiations (if any) on various terms and conditions, etc. The Committee will subsequently monitor the audit process and the follow up on audit paras and Action Taken Reports on those audit paras.

The selection will be done by selecting the firm having lowest quotation in Financial Bid (L-1) after finalizing the Technical proposal. Firm with 2nd lowest financial bid may be considered for appointment for Statutory Auditor if L1 refuse to accept Audit.

On completion of selection process, the firm selected shall be awarded the contract of audit of BRDS by issuing the Letter of Award (LOA). The firm should execute a Contract with the BRDS within 5 days of the award of the issuance of LOA.

In case the bidding firm is found not suitable for audit on any reasonable ground like information by the Ministry/ICAI/ any State etc., State may reject such proposal without giving any reason.

