

**BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED****"Khadya Bhawan" Daroga Prasad Rai Path, R. Block, Road No-2 Patna -1**Issue No. :- 04:12:30:01:2022 **170**Dated: - **5.1.23****TENDERING NOTICE INVITING FOR SELECTION OF OUTSOURCING OF CONSULTANT OF CHARTERED ACCOUNTANT FIRM FOR INTERNAL AUDIT FOR F.Y. 2021-22, 2022-23 & 2023-24 AT BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED**

Bihar State Food and Civil Supplies Corporation Limited (BSFCSCCL), Department of Food and Consumer Protection, Government of Bihar, having its Registered Office Khadya Bhawan, Daroga Prasad Rai Path, R. Block, Road No-2, Patna-800001 invites responses ("Proposals"/"Bid") to the Request for Proposal ("RFP") FOR SELECTION OF OUTSOURCING OF CONSULTANT OF CHARTERED ACCOUNTANT FIRM FOR INTERNAL AUDIT FOR F.Y. 2021-22, 2022-23 & 2023-24 AT BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED. Interested Bidders are advice to study this RFP carefully before submitting their proposal in response to the RFP.

• **Details of Work**

Sl No	Scope of Works	Cost of Tender Document (in Rupees, Non-Refundable) Inclusive of GST@18.00% to be paid through e-payment mode (i.e NEFT/RTGS/Credit Card/ Debit Card (in Rupees)	Tender Processing Fee (Non-Refundable) Inclusive of GST@18.00% to be paid through e-payment mode (i.e NEFT/RTGS/Credit Card/ Debit Card (in Rupees)	Earnest Money Deposit (in Rupees Through e-payment, mode (i.e. NEFT/ RTGS/ Credit Card/ Debit Card (in Rupees)
1	As Mention above	Rs. 11,800/- (Eleven thousand eight hundred only)	As per Beltron	Rs.1,00,000/- (One Lakh Only)

• **Tender Schedule/Programs**

Sl No	Activity	Date/ Times
1	Online Sale/Download Date of Tender Documents.	23-01-2023 to 17-02-2023 Upto 5:00 PM
2	Schedule and Place of Pre-bid Meeting.	01-02-2023 at 12:30 PM Satyagandha, BSFCSCCL-HQ, Patna
3	Last Date/Time for Online Submission of Offer/Bid	20-02-2023 Upto 3:00 PM
4	Date & Time for Opening of Technical Bid.	21-02-2023 at 3:00 PM Satyagandha, BSFCSCCL-HQ, Patna
5	Date & Time for Opening of Financial Bid.	Will be promulgated later
6	For Queries related to RFP: Contact us on BSFC.CONTROLROOM@GMAIL.COM Contact Number:- PH: 0612-2506307/7319830841.	

- The RFP document can be downloaded from the website <http://www.eproc2.bihar.gov.in> for participating in the above e-tendering process; the bidders shall have to get themselves registered with the service provider so that the User ID, Password and Digital Signature are issued to them. For this, intended bidders may contact eProc 2.0 Help Desk Address: mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, Toll Free Number: 1800 572 6571
- Details of tender related information can be viewed/downloaded from the website www.eproc2.bihar.gov.in

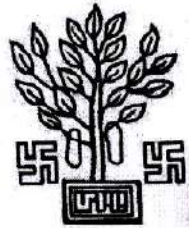
By the order of Competent Authority.

Yours Faithfully,


General Manager, Finance & IFA



Request for Proposal for "Outsourcing of Chartered Accountant Firm for Internal Audit of Bihar State Food & Civil Supplies Corporation Limited"



Issued By

**Bihar State Food & Civil Supplies Corporation Limited,
Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path,
R. Block, Patna-800001.**



**RFP Reference Number:
RFP Issue date:**

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of BSFCSCCL, Government of Bihar or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by BSFCSCCL, Govt. of Bihar to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by BSFCSCCL in relation to the selection of Agency for providing Facility Management Services at Head Office, Patna. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for BSFCSCCL, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BSFCSCCL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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NOTICE INVITING TENDER

Bihar State Food & Civil Supplies Corporation Limited was established on 2nd April 1973, under the Companies Act, 1956. Bihar State Food & Civil Supplies Corporation Limited, Under Food and Consumer Protection department, Government of Bihar manages one of India's largest Public Distribution System (PDS) supply chain by the help of which major commodities like wheat, rice etc. are distributed through a network of more than 45,000 Fair Price Shops covering a population (AAY and Priority Household) of more than 76 million in the state.

The BSFCSCL (Client) here by invites sealed tender offers from eligible, reputed and interested Chartered Accountant Firms for its Internal Audit. The terms of reference, format for technical bid and financial bid for participating in the bid are here by enclosed. The other details are as follows:

1. Eligibility Criteria:

Eligibility Criteria		Supporting Documents Required
A	Registration	
i.	The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI)	ICAI constitution certificate as on 1 st January 2023
ii.	Bidder must have Income Tax Permanent Account Number (PAN) and GST Registration	Copy of PAN GST Registration Certificate
iii.	Bidder must have at least 5 years of experience as practicing firm in India after its registration.	ICAI constitution certificate clearly indicating date of incorporation as on 1 st January 2023
B	Number and Type of Partners and Employees	
i.	Bidder must have at least 5 full time partners associated with the firm as per ICAI Certificate	Documentary evidence establishing number of partners
C	Turnover	
i.	The firm's average annual turnover (i.e., Average Professional Fees earned over the last three years) in the last three consecutive financial years FY (2019-20, 2020-21, 2021-22) must be equal to or greater than Rs 50 lacs.	Copies of Audited Financial Statements for all the 3 financial years as mentioned in the eligibility criteria.
D	Experience	
i.	Bidder must have experience of at least 3 assignments of internal audit with Central Government/ State Government/ PSUs in India.	Documentary proof/ work orders/client certificates/ completion certificates to be submitted
E	Blacklisting and Ineligibility	

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i.	Bidder must not be debarred and blacklisted in any of the government organizations / any proceeding by ICAI/any other organization against themselves	Self-declaration duly signed by authorized bid signatory of the bidder
ii.	The CA Firm which are/were associated with the BSFCSCL at district level/ State level for accounting or financial consultancy service for F.Y 2021-22, 2022-23 & 2023-24 as well as Internal Auditor firm currently working in BSFCSCL will not be eligible to Participate in the tender.	Bidder shall submit an undertaking duly signed by the authorised signatory.

2. **Earnest Money Deposit & Cost of RFP:** Earnest Money Deposit of Rs. 1, 00, 000/- (Rupees One Lakh Only) and cost of RFP of Rs. 11,800.00 (Rupees Eleventh Thousand Eight Hundred Only) Including GST as per the fact sheet for participation in tender.

Bids received without earnest money and cost of RFP or not fulfilling the above eligibility criteria shall be summarily rejected. The earnest money deposit (EMD) will be forfeited if the bidder withdraws or amends/impairs and derogates from the tender in any respect with in the period of validity of tender. The earnest money deposit (EMD) of only unsuccessful firms will be refunded after the completion of the selection procedure. No interest shall be paid on EMD.

The bid security is to remain valid for a period of Ninety days.

The Bidder shall furnish an EMD in favour of "Bihar State Food & Civil Supplies Corporation Limited" payable at Patna. The EMD shall be transferred through e-payment mode (Net Banking/NEFT/Direct Debit Facility through Debit or Credit Card/ RTGS) through system generated challan. BSFCSCL will not pay any interest on EMD/Bid Security in any case. EMD shall be payable in INR only and shall not be accepted in any other currency.

- All interested bidders shall pay Tender Processing Fee, Tender Fee online and submit their Technical and Financial RFP responses electronically using Forms in the unified e-Procurement platform. The e-Procurement portal is available at: <http://eproc2.bihar.gov.in>
- The Pre- bid Meeting will be held on 2023 at 11:00 AM in the "Satyagandha" at Headquarter of the corporation.
- Technical Bid shall be opened on 2023 at 3:00 PM in Khadya Bhawan, BSFCSCL Office in presence of the bidders or their authorized representative who intend to be Present. The Financial bid will be opened, only if, the bidder fulfills the stipulated Conditions for technical bid. After scrutiny of the technical bid, date of opening of the financial bid will be intimated later.
- The period of the contract shall be three years from the date of award of contract. The said period shall be extended only at the discretion of the BSFCSCL (Client) on mutual consent With the Chartered Accountant Firm, subject to satisfactory completion of audit work during contract period. The decision of the BSFCSCL (Client) shall be final and binding on the bidder.

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7. The Tender shall remain valid for a period of 90 (ninety) days from the date of Opening of the Financial Bid.
8. Joint Venture/Association with other Chartered Accountant Firms is not allowed.

Yours Sincerely,

The Managing Director
Bihar State Food & Civil Supplies Corporation Limited
Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R Block, Patna-800001, Bihar
E-mail: bsfc.controlroom@gmail.com
Website: <http://sfc.bihar.gov.in>

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SECTION 1: LETTER OF INVITATION

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Section 1- Letter of Invitation

Ref:

Date:

From:

**Managing Director,
Bihar State Food & Civil Supplies Corporation Limited
Khadya Bhawan, Daroga Prasad Rai Path,
Patna-800001**

To:

(The Eligible Bidders)

Attention: Mr. /Ms

- a) The Bihar State Food & Civil Supplies Corporation Limited invites proposals for internal audit assignment of the corporation.
- b) The Background Information and Terms of Reference for the Consulting services are provided in the Section 5 of the Request for Proposal (RFP)
- c) This RFP is available to all eligible prospective consulting firms.
- d) Firm will be selected under QCBS method.
- e) The RFP includes the following documents

Section 1- Letter of Invitation

Section 2 - Instructions to Consultants (Including Data Sheet)

Section 3 - Technical Proposal-Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 -Terms of Reference

- f) A Pre-bid meeting has been scheduled.....2023 at the office of the undersigned at 11:00 AM, where all issues/clarifications could be discussed and finalized.
- g) The deadline for receipt of proposals shall be.....2023 up to 3:00 PM.
- h) BSFCSCCL reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Yours Sincerely,

**The Managing Director
Bihar State Food and Civil Supplies Corporation Limited
Patna, Bihar- 800001**

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SECTION 2: INSTRUCTION TO CONSULTANT

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Section 2 – INSTRUCTIONS TO CONSULTANTS

Definitions:

For the purpose of this RFP, the following words and expressions shall have the meanings here by assigned to them except where the context otherwise requires:

- a) "The Client" means Bihar State Food & Civil Supplies Corporation Limited here in after referred to as "BSFCSCCL".
- b) "Bidder" means a Chartered accountant firm (proprietary or partnership) having relevant experience in the field of internal audit, that has participated in the bid with an intention to enter into contract (with the Client) and shall include his/its heirs, legal representatives and successors
- c) The "Contract" shall mean agreement entered into between the Client and the Chartered Accountant Firm as recorded in the contract form signed by the parties including all attachments, the notice of tender, the tender documents and acceptance thereof together with the documents referred to there in, and the accepted conditions with annexure mentioned there in.
- d) "Hired Consultant Firm" means the Chartered Accountant Firm which has been awarded the Contract for the internal audit of the Client.
- e) "Overhead Cost" means other incidental costs required to be borne for performing this assignment, to be quoted by the Chartered Accountant Firm for providing services other than the supply of manpower for the internal audit of the Client.
- f) "Validity of Proposal" means the period for which the Bidder's proposal must remain valid after the submission date.
- g) "Predefined reporting format" means the format provided by the Client for reporting of internal audit findings.

1. INTRODUCTION

General

Bihar State Food & Civil Supplies Corporation Limited (BSFCSCCL), Patna, Bihar will select a consulting firm /organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.

Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals.

Consultants shall bear all costs associated with the preparation and submission of their Proposals.

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Signature

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The BSFCSCL is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of Proposal.

Conflict of Interest

BSFCSCL requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the BSFCSCL.

Fraud and Corruption

The BSFCSCL requires that consultants observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the BSFCSCL

- (i) defines, for the purposes of this provision, the terms set for the below as follows:
 - (a) "Corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
 - (b) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).
- (ii) Will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
- (iii) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any BSFCSCL contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any BSFCSCL contract.

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Proposal Validity

The Data Sheet indicates how long the Consultants' Proposals must remain valid after the submission date. During this period, the Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request Consultants to extend the validity period of their Proposals.

Participation of Government Employees

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

Bid Security (Earnest Money Deposit)

9. The bid security of amount as indicated in Data Sheet should be made by way of electronically using Forms in the unified e-Procurement platform. The Procurement portal is available at: <http://eproc2.bihar.gov.in>

The bid security is to remain valid for a period of Ninety days.

BSCFSL shall reject any bid not accompanied by appropriate bid security, as non-responsive.

Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the day after the award of the contract to successful bidder.

The bid security may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity.
- (b) If the successful Bidder fails to sign the Contract within required time frame.

2. CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS

Consultants may request a clarification of any of the RFP documents up to the date of pre-bid meeting indicated in the Data Sheet. Any request for clarification must be sent in writing to the address indicated in the Data Sheet. The Client will, if feels necessary to respond including an explanation of the query but without identifying the source of inquiry. If the Client deems it necessary to amend the RFP as a result of a clarification, it shall do so.

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At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP by issuing an addendum/corrigendum. The addendum/corrigendum shall be published on the website of the corporation, sfc.bihar.gov.in and shall be binding on all the consultants. Such notice may or may not be circulated in newspaper. The prospective bidders are requested to keep visiting the corporations' website for any updates. To give Consultants reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

3. PREPARATION OF THE PROPOSAL

If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.

The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be in English. All reports prepared by the contracted Consultant shall also be in English.

The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm.

4. THE TECHNICAL PROPOSAL

a) PROPOSAL GENERAL

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

b) TECHNICAL PROPOSAL FORMAT

- (i) The consultant shall submit technical proposal in the formats of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

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c) TECHNICAL PROPOSAL CONTENT

The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (vi) using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-3). Such information must be provided by the Consultant and each Associate.

(i) A brief description of the organization and outline of recent experience of the consultant assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the consultant's involvement. Information should be provided only for those assignments for which the consultant was legally contracted by the client as a corporate entity or as one of the major participating consulting firms within an association (Joint venture). In case the assignment was carried out in joint venture then the JV agreement is to be submitted. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant. Consultants should substantiate the claimed experience if so, requested by the Client.

(ii) A concise, complete, and logical description of how the Consultant's team will carry out the services to meet all requirements of the TOR.

(iii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.

(iv) An organization chart indicating relationships amongst the Consultant and any Associate(s), the Client, and other parties or stakeholders, if any, involved in the assignment.

(v) Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Consultant clearly states otherwise, it will be assumed by the Client that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.

(vi) The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non responsive.

5. FINANCIAL PROPOSAL

All information provided in Consultant's Financial Proposal will be treated as confidential. The Financial Proposal should be submitted electronically using Forms in the unified e-Procurement platform. The Procurement portal is available at: <http://eproc2.bihar.gov.in>

No proposed schedule of payments should be included in Consultant's Financial Proposals. Consultants shall quote the rates in Indian Rupees only.

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Form FIN-2 is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants has:

- (i) Not taken any action which is or constitutes a corrupt or fraudulent practice.
- (ii) Documents and records relating to the Consultant's Proposal and to the performance of the ensuring Consultant's Contract.

The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs / expenses excluding GST. The Client shall pay GST as applicable on prevailing rates.

6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

The original Proposal (Earnest Money Deposit, Technical and Financial Proposals) shall contain no interlineations or overwriting, except as necessary to correct errors made by consultants themselves. Any such corrections, interlineations or overwriting must be initialed by the person(s) who signed the Proposal.

An authorized representative of the Consultant shall sign all the pages along with the seal of the Technical and Financial Proposal.

PROPOSAL EVALUATION GENERAL

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

Evaluation of Technical Proposals

Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.

The Tender Committee will be responsible for evaluation and ranking of Proposals received.

The Tender Committee evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the Data Sheet. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum 700 technical mark as specified in the datasheet from the maximum of 1000 points.

A Technical Proposal may not be considered for evaluation in any of the following cases:

1. Found not to be legally in corporate or established in India; or
2. The Technical Proposal was submitted in the wrong format.
3. The Technical Proposal included details of costs of the services ; or

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4. The Technical Proposal reached the Client after the submission closing time and date specified in the Data Sheet.

After the technical evaluation is completed, the Client shall notify Consultants whose Proposals did not meet the minimum qualifying technical mark or Consultants whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The Client shall simultaneously notify, in writing Consultants whose Technical Proposals received marks equal to or higher than that specified in the data sheet, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is optional).

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8. PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

Public Opening of Financial Proposals

At the public opening of Financial Proposals, Consultant representatives who choose to attend will sign an Attendance Sheet. The marks of each Technical Proposal that met the minimum mark as specified in the datasheet will be read out aloud.

Evaluation of Financial Proposals

Following the ranking of Technical Proposals, when selection is based on QCBS method financial proposal of first ranked bidder only will be opened and they will be invited to negotiate its Financial Proposal and the Contract. For others, financial proposals shall be opened publicly and read out; and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.

Consultants' attendance at the opening of Financial Proposals is optional but it is advisable that the Consultants must present at the time of opening of proposals.

The Tender committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any Client personnel and others involved in the evaluation process, will not be permitted to seek clarification nor additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- (i) complete, to see if all items of the corresponding Technical Proposal are priced;
- (ii) The evaluated total price (ETP) for each Financial Proposal will be determined.

When the QCBS Method issued: Score of each financial proposal is inversely proportional to its ETP and will be computed as follows:

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

Where:

Sf is the financial score of the Financial Proposal being evaluated
Fm is the ETP of the lowest priced Financial Proposal
F is the ETP of the Financial Proposal under consideration

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

The financial bids will be opened in the manner as described below: -
Ranking of Proposals (QCBS)

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

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

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Contract Negotiations and Award of Contract

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

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

Performance Security

The consultant will furnish within 10 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favour of Managing Director, Bihar State Food & Civil Supplies Corporation Limited (BSFCSCL) from any scheduled commercial Bank for an amount equivalent to 5% of the total 3 years contract value towards the Performance Security, valid for a period of six months beyond the date of completion of services. The bank guarantee will be released by BSFCSCL after six months of the completion of contract.

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DATA SHEET

The contents of this Data Sheet of RFP shall form part of the General Instructions to the intending bidders.

1. Name of the Client:

Bihar State Food & Civil Supplies Corporation Limited

2. The Address for Communication:

Bihar State Food & Civil Supplies Corporation Limited,
Khadya Bhawan, Road No.2 , Daroga Prasad Rai Path, R. Block, Patna-800001,
Bihar, India

E-mail: bsfc.controlroom@gmail.com

Website: <http://sfc.bihar.gov.in>

- 3. Financial Proposal to be submitted together with Technical Proposal: Yes**
More details on the services are provided in the Terms of Reference (TOR) under Section 5

4. Pre-Bid Meeting:

A Pre-bid meeting has been scheduled on 2023 at the office of the Client at 11:00 AM, where all issues/clarifications could be discussed and finalized.

The address for requesting clarifications is:

THE MANAGING DIRECTOR,

Bihar State Food & Civil Supplies Corporation Limited,
Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R Block, Patna-800001
Bihar, India.

E-mail: bsfc.controlroom@gmail.com

Website: <http://sfc.bihar.gov.in>

- 5. The Client will provide the following inputs and facilities:**
Mentioned in Terms of Reference (TOR)

6. The documents for preparation of proposal:

- Format of Technical Bid-Form Tech 1 to 3
- Format of Financial Bid -Form FIN 1 to 2

7. BSFCSCCL RESERVES THE RIGHT TO THE FOLLOWING:

- Extend the time of submission of proposal (RFP).
- Modify this document by an amendment, which shall be intimated to the bidder in writing.
- Any bidder, not agreeable to such amendment, shall be at liberty to withdraw from the bidding process, within 7 days of receipt of information of the modification.
- Terminate the assignment if not proceeding in accordance with the terms of the contract and to the satisfaction of the bank.
- Modify any other terms, conditions and requirements mentioned above, as the Bank may in its sole discretion deem fit.

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- Cancel the whole process without assigning any reason whatsoever.
- Select the most responsive bidder (in case no bidder satisfies the eligibility criteria in totality).
- Select the next most responsive bidder if negotiations with the bidder of choice fail to result in an agreement.

8. Validity of Proposal/ Bid Validity Period:

90 (Ninety days) from the date of submission of bid.

9. Under this contract the Consultant's payments are on Input Based as mentioned in Terms of Reference (TOR). The Consultant shall quote Consultancy Charges for satisfactory performance of the services under the contract as per the format of the Financial Quotation Separately. It is expected that consultant has quoted its fee considering all requirements for satisfactory performance of the services included in TOR.

10. Schedule of Selection Process:

- Proposal submission due date: The proposal as stated in the data sheet should be submitted before 2023 on 03:00 PM.

12. Submission of proposal:

It shall be in the form of Technical Proposal and Financial Proposal.

- EMD and Cost of RFP
- Technical Proposal
- Financial Proposal

13. Evaluation of proposal:

Proposal Evaluation shall be based on technical scores obtained by the bidders on the basis of details submitted.

• Technical Evaluation:

- The technical bids will be opened in the presence of the bidders or their authorized representative who intend to be present at the time of opening of technical bid. The bidders who score minimum 700 out of 1000 marks will be considered for further evaluation.
- Proposals shall be evaluated on the basis of following pre-identified criteria as illustrated in **Appendix- I to Data Sheet for Selection of Consultant:**

Appendix- I to Data Sheet for Selection of Consultant		
1	Profile of the Firms, General Experience & Experience in Similar Assignments	1000
Total Score		1000

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- **Financial Evaluation:** The financial Proposal will be opened in the presence of the bidders or their authorized representative who intend to be present at the time of opening of financial bid.
- Tender will be awarded to bidders getting highest rank as per QCBS method.
- The duration of the assignment shall be Thirty-Six (36) Months. Financial Proposal will be evaluated by taking cost of all the three years together.

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**Appendix-I DATA SHEET FOR SELECTION OF CONSULTANT
DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION**

Sl No.	Criteria	Weightage	Maximum Marks
1	General Profile of the Firm	100%	450
A.	Establishment of the Firm	33.33%	150
	Up to 5 years		25
	More than 5 years but upto 10 years		50
	More than 10 years but upto 15 years		100
	More than 15 Years		150
B.	Turnover of the Firm	33.33%	150
	50 Lacs or more but up to 100 Lacs		50
	More than 100 Lacs but up to 200 Lacs		75
	More than 200 lacs		150
C.	No. of Partners	33.33%	150
	Up to 5 Partners		50
	More than 5 Partners but upto 7 Partners		100
	More than 7 Partners		150
2.	Firms General Experience & Experience in Similar Assignments including Internal Audit or financial management with Government Sector	100%	450
A	General Experience of Firm with any PSU and Government Department	33.33%	150
	Up to 3 Projects		50
	More than 3 Projects but up to 5 Projects		75
	More than 5 Projects		150
B	Experience of firm in financial management or internal audit with government Departments/PSU with value more than 1 Crores	33.33%	150
	1 Assignment		50
	2 Assignment		75
	3 Assignment		150
C.	Experience of the firm in Bihar with any government department/PSU of Financial management or Internal Audit	33.33%	150
	Up to 1 Assignment		50
	More than 1 but up to 3		100
	More than 3 Assignment		150
3.	Agency Presence in Bihar	100%	100
	If agency do not have HQ/Branch Office in Bihar		0
	If Agency have HQ/Branch Office in Bihar		100

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SECTION 3 : TECHNICAL FORMS

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FORM TECH - 1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Managing Director,
Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R. Block, Patna-800001.

Dear Sir/Madam:

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

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

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

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

We undersigned certify that I/we have carefully gone through and clearly understood the terms and conditions of the tender documents, the work requirements and undertake to comply with them in time of KMS period as stated in request for proposal.

We further undertake to execute the work as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as taken of our acceptance of all terms and conditions of the tender.

We enclose herewith the Earnest Money Deposit of Rs. 1, 00, 000/- (Rupees One Lakh Only) on _____ favoring Bihar State Food & Civil Supplies Corporation Limited and payable at Patna.

We also undertake to comply with all the acts/enactments/modifications and to deposit the applicable GST, etc. and other statutory liabilities.

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

We remain,

Yours Sincerely,

Authorized Signature [In full and initials]: _

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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FORM TECH - 2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

A- Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of the Consultant and then annex the data as required in the format mentioned below]

Sr. No.	Particulars	Annexure at Page No.	
1.	Name of the Chartered Accountant Firm		
2.	Status of Applicant (Proprietorship, Partnership, etc.)		
3.	Name of Proprietor/Partners		
4.	Full Particulars of Office: A) Address B) Telephone/Mobile No.: C) Fax No.: D) Email Id:		
5.	Registration Details: A) PAN No: B) GST No.: C) Firm Registration No.:		
6.	Annual turnover details for last three Consecutive years.		2021-2022-Rs. 2020-2021-Rs. 2019-2020-Rs.

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B- Consultant's Experience

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

Assignment Name:	Approx. value of the contract (in current Rs):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract
Start Date (month/year) Completion Date(month/year):	No of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	
Name of senior regular full-time employees of your firm involved and functions performed (indicate most significant profiles such as Secretary/Coordinator, Team Leader) :	
Narrative description of Project	
Description of actual services * provided in the assignment:	

*Allotment letters should be attached.

Firm's Name:

Signature of Authorized Representative:

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Signature

**Form TECH-3: Comments and Suggestions on the Terms of Reference by the Client
On the Terms of Reference [For Full Technical Proposals Only]**

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

- 1.
- 2.
- 3.
- 4.
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SECTION 4: FINANCIAL PROPOSAL

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FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

To:

Managing Director
BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION
LIMITED (BSFCSCL)
Khadya Bhawan, Daroga Prasad
Rai path, R. Block, Road No-2
Patna-800001

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for **Internal Audit of the Bihar State Food & Civil Supplies Corporation Limited** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount (s) in words and figures¹]. This amount is inclusive of all taxes except GST which will be identified during negotiations and shall be added to the above amount.

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 Para 7 of the Data Sheet.

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

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

We remain,

yours sincerely,

Authorized Signature [In full and initials]: _

Name and Title of Signatory:

Name of Firm: Address: _____

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

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Signature: *[Handwritten Signature]*
[Handwritten Initials] *[Handwritten Initials]* *[Handwritten Initials]*

FORM FIN-2: SUMMARY BY COSTS

Financial Bid for 3 Years

Sr. No.	Description of Services	Fees	
		Rs. (In figures)	Rs. (In words)
A	Fee for Financial Year 2021-22		
B	Fee for Financial Year 2022-23		
C	Fee for Financial Year 2023-24		

* GST at prevailing rates

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SECTION 5: TERMS OF REFERENCE

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**TERMS OF REFERENCE FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR
INTERNAL AUDIT IN BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION
LIMITED**

I. Introduction:

Bihar State Food & Civil Supplies Corporation is a corporation incorporated under the Companies Act 1956 with an aim to provide essential & other commodities to the mass population at reasonable prices. The corporation basically carries out two activities, as mentioned under: -

1. Decentralized procurement of Foodgrains
2. Distribution of Foodgrains to the Targeted Public. The Corporation procures food grains through PACS. The food grains are stored in godowns. For distribution to the targeted public, the foodgrains procured from PACS are utilized and the deficiency is met by purchase through FCI. The distribution is made through of approx. 45000 dealers.

II. The broad objectives of the management by carrying out internal audit assignment are as under: -

- o The management aims to bring a systematic and disciplined approach in the bookkeeping system, evaluating and improving the effectiveness of the internal control system and thereby strengthening the Financial Management of the organization as a whole.
- o The management also aims at highlighting the organizational problems and getting professional solutions by analyzing business processes, procedures and activities.
- o The management also wishes to ascertain its compliance with established policies, plans, procedures, laws and regulations and focus on issues relating to the efficacy of operations, reliability of financial reporting.

III. Brief Description of Task: -

The Bihar State Food & Civil Supplies Corporation Limited is planning to strengthen its internal audit & financial management system by hiring Chartered Accountant firm for the Internal Audit function.

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Performance of the Hired Consultant Firm would be reviewed periodically as decided by the management and the contract may be terminated after giving one month notice if performance is found unsatisfactory.

IV. Scope of Internal Audit:

The general scope of the internal audit expected by the management is as under: -

- a) Audit has to be done for the period FY 2021-22, 2022-23 and 2023-24. The report has to be submitted year wise as well as RMS & KMS wise report. The audit report has to be submitted annually. The annual KMS report to be prepared in accordance to the guidelines issued by GOI.
- b) To verify & reconcile the Stock Inward & Stock Outward Register.
- c) To verify the dispatch (SIO maintained/accounted along with RT Notes) at the godowns with the data entry made in Stock Register & Outward Register.
- d) To verify the inward at the godowns with the data entry made in Stock Register.
- e) Verification of Central R.O Register For lifting of food grain on day-to-day basis with daily lifting report submitted by lifting in charge with Truck Challans, Gate Passes and 'M' Form.
- f) Reconciliation of R.O Purchase with the central R.O register and Central stock register with the godown records received at district on monthly basis and a periodical stock statement should be prepared for the period covered under audit.
- g) Verification of Gunny Bag Register.
- h) Verification of recoveries made from the different parties i.e., Miller, Transporter, Staff, Assistant Managers etc.
- i) Verification of advance register and its adjustment for expenses with appropriate bills or vouchers.
- j) To verify the RO register maintained at the district level with the stock inward register from the details verified at the godowns.
- k) To verify the central stock register maintained at the district level from the details verified at the godowns.
- l) To verify Annual Grain Statement from Central Stock Register.
- m) To verify Farmer's payment with the CC Limit.

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- n) To verify the bill of transportation based on the actual records available at the godown.
- o) To verify the payment of godown rent & other important expenditures, as identified by the management from time to time.
- p) To provide annual reconciliation statement of bill raised to Mid-Day Meal (MDM), Welfare Institute & Hostel Scheme (WIHS) and the amount received from them and monitor the same.
- q) To verify the Bank Reconciliation Statement (BRS) prepared and identify the issues if any.
- r) Provide verified Annual Financial Statement along with the audit report of the districts, Head Office and the Consolidated Financial Statement in the consolidated report. All reports duly signed to be submitted in two (02) copies, one at district after the approval from District Manager and other at Head Office. Both the copies of Head Office & consolidated report to be submitted at HO after the approved from authorized representative.

V. Period of Internal Audit: The internal audit will be undertaken for financial year 2021-22, 2022-23 and 2023-24. Annual report should be bifurcated KMS wise. The period of assignment will be 3 years from the date of assignment. It is proposed that there will be quarterly audits but the management on its own may alter this frequency.

VI. Reporting: The Hired Consultant Firm will provide a report to the Managing Director in sealed cover with defined reporting format highlighting its findings in the format of Management Audit Report for the regular periods as prescribed by the management and within such prescribed time to enable the management to take timely corrective action. In cases where predefined reporting format report should be structured in a manner to clearly provide the following: (a) audit observations; (b) implications of the observations. (c) suggested recommendations; (d) management's comments/agreed actions, (e) status of action taken on the previous recommendations and any other major information as required to enable management for proper decision making. In addition, the Hired Consultant Firm should prepare and submit a consolidated report on periodical basis as directed by the management, summarizing the individual district wise reports and highlighting the critical issues which require the immediate attention of the management.

VII. Action Taken Report: The Hired Consultant Firm will bring out in his report aspects relating to the compliance with audit observations made in the reports relating to earlier audits duly elaborating the corrective action taken.

VIII. General: The Hired Consultant Firm will be given access to all legal documents (agreements), correspondence, financial manuals, notices from the State/Districts and any other information associated with the project as deemed necessary by the Hired Consultant

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Firms.

IX. Payment Schedule: -

The payments will be made on the basis of the following parameters.

Sr. No	Output Base	Payment Structure
1	Annual Submission of District Report of all 38 Districts	50% of the Annual Contract Value
2	Annual Submission of Report of Head Office & Consolidated	20% of the Annual Contract Value
3	Submission of KMS & RMS Report	10% of the Annual Contract Value
4	After approval from the Procurement Auditor	20% of the Annual Contract Value

X. Output and Deliverables

Report	Due Date	Contents
Internal Audit Report for FY 2021-22	Within 3 months from commencement of assignment	Consultant will submit Internal Audit Report at State Level as well as district level
Internal Audit Report for FY 2022-23	Within 9 months from commencement of assignment	Consultant will submit Internal Audit Report at State Level as well as district level
Internal Audit Report for FY 2023-24	Within 6 months from the end of the FY 2023-24.	Consultant will submit Internal Audit Report at State Level as well as district level

XI. Penalty

In case of delay in completion of services a penalty equal to 0.20% of the contract price per Week subject to a maximum 5% of the contract value will be imposed and shall be recovered from payments due/performance security.

In case of minor deficiencies, the above penalty would be levied. In case of major deficiencies other penal action including debarring for certain period may also be initiated as per policy of the client.

XII. Arbitration

- State and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- If any or all of the disputes are not settled after 30 days from the date of commencement of such negotiations the case will be referred for Arbitration. The Arbitration proceedings shall be initiated to be held at Patna, Bihar and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English. The Arbitration process shall follow the procedure prescribed

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by Bihar Arbitral Tribunal and shall be referred for arbitration as per the terms of Arbitration and Conciliation Act, 1996 or any amendments thereof. The Arbitral award shall be in writing and shall be final and binding on each party and shall be enforceable in any court of competent jurisdiction. Sole Arbitrator shall be appointed by the Managing Director, BSFCSCL.

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LETTER OF AUTHORITY TO ATTEND MEETINGS

Bid No.-

DATE:

To,
Managing Director
BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED
Khadya Bhawan, Daroga Prasad Rai Path, R. Block, Patna-800001, Bihar, India.

Sub: Authorization for attending meetings.
Dear Sir,

I/We _____ hereby authorize following representative(s) to attend pre bid meeting, Technical Bid opening, Financial Bid opening and for any other correspondence and communication against above Bid Document:

1. Name & Designation ----- Signature
2. Name & Designation ----- Signature

I/We confirm that I/we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,
Signature
Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

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Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public-Sector Units or Local Governments as on the bid submission date

<<On the letterhead of the Bidding Organization after doing self-attested make notarization >>

Date:

To
The Managing Director,
Bihar State Food & Civil Supplies Corporation Limited,
Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R Block, Patna-800001

Subject: - Declaration for not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public-Sector Units or Local Governments in India as on bid submission date

Dear Sir,

In response to the tender No. _____ Dated _____ for "<>", We hereby declare that presently our Company/ Firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by State/ Central Government.

We further declare that presently our Company/ firm _____ is not blacklisted and not declared ineligible for reasons of corrupt & fraudulent practices by State/ Central Government on the date of Bid Submission. If this declaration is found to be incorrect then our security may be forfeited in full.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :
Designation :
Date :
Company Seal :
Business Address :

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