


BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

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

**TENDERING NOTICE INVITING FOR SELECTION OF OUTSOURCING OF CONSULTANT OF
CHARTERED ACCOUNTANT FIRM FOR INTERNAL AUDIT FOR F.Y. 2024-25, 2025-26 & 2026-27 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. 2024-25, 2025-26 & 2026-27 AT BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED. Interested Bidders are advised 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.1,50,000/- (One Lakh Fifty Thousand Only)

- Tender Schedule/Programs**

Sl No	Activity	Date/ Time
1	Bid Submission Start Date	10-03-2025 at 10:00 AM
2	Schedule and Place of Pre-Bid Meeting.	19-03-2025 at 03:30 PM Satyagandha, BSFCSCCL-HQ, Patna
3	Last Date/Time for Online Submission of Offer/Bid	11-04-2025 Upto 4:00 PM
4	Date & Time for Opening of Technical Bid.	11-04-2025 at 4:30 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 (Between 10.00 Am to 5.00 Pm) BSFC.CONTROLROOM@GMAIL.COM Contact Number:- 8507575590	

- The RFP document can be downloaded from the website <https://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 e Proc 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 <https://eproc2.bihar.gov.in>

By the order of Competent Authority.

Yours Faithfully,

[Signature]
04/03/25

General Manager, Finance & IFA

Request for Proposal for "Appointment of Chartered Accountant Firm/LLP 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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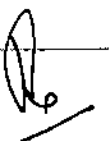
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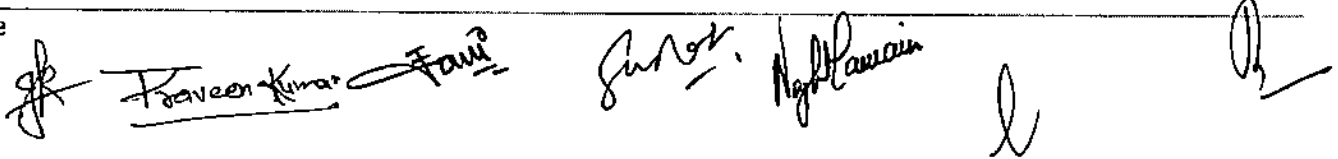
Francis Thomas

Justus

DISCLAIMER

1. 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 the Client 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.
2. This RFP document is neither an agreement nor an offer by the Bihar State Food and Civil Supplies Corporation Limited (BSFCSCCL) to the prospective Applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
3. BSFCSCCL does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for BSFCSCCL to consider needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by BSFCSCCL in relation to the proposal. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFP document and obtains independent advice from appropriate sources.
4. BSFCSCCL will not have any liability to any prospective Company/ Firm/ Consortium or any other person under any laws (including without limitation the law of contract), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of BSFCSCCL or their employees, any bidders or otherwise arising in any way from the selection process for the Assignment. BSFCSCCL will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon any statements contained in this RFP.
5. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
6. BSFCSCCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
7. BSFCSCCL will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that BSFCSCCL is bound to select an Applicant, for the assignment and BSFCSCCL reserves the right to accept / reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. BSFCSCCL also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application.
8. The information given is not 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.
9. BSFCSCCL reserves the right to change, modify, or amend any or all of the RFP documents. Such amendments to the RFP will be updated on the website i.e www.eproc2.bihar.gov.in.



NOTICE INVITING TENDER

1. INTRODUCTION

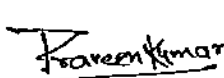
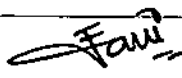
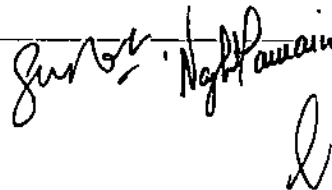
Bihar State Food & Civil Supplies Corporation Limited was established on 2nd April 1973, under the Companies Act, 1956. Bihar State Food & Civil Supplies Corporation Limited, Under Food and Consumer Protection department, Government of Bihar manages one of India's largest Public Distribution System (PDS) 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 BSFCSCCL (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.

2. SCOPE OF WORK:

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

- a) The firm shall be required to be well conversant with the procedure, policies, rules and regulations of the Corporation.
- b) Internal Audit has to be done for the period FY 2024-25, 2025-26 and 2026-27. The report has to be submitted annual internal audit report for F.Y 2024-25. Further, quarterly audit & reporting has to be carried out for F.Y 2025-26 & 2026-27.
- c) Apart from quarterly audit for F.Y 2025-26 & 2027-28 auditor has to provide annual audit report on the AFS of all the accounting units of BSFC and on CFS of BSFC.
- d) Annual audit report should also consist of reporting on RMS & KMS wise separate reports as per the applicable guidelines issued by GoI.
- e) To verify & reconcile the Stock Inward & Stock Outward Register along with Central Stock Register (Godown-wise).
- f) To verify the dispatch (SIO maintained/accounted along with RT Notes) at the godowns with the data entry made in Stock Register & Outward Register.
- g) To verify the inward at the godowns with the data entry made in Stock Register along with Release Orders.
- h) Verification of Central R.O Purchase 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.
- i) Verify the R.O. Purchase with the Central R.O. Purchase 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.
- j) Verify PV report godown-wise with the actual stock status. Provide the discrepancy report, if any, to Head Office.
- k) Verify the Stocks with the Central Stock Register & as per Software and report deviation, if any.
- l) Verification of Gunny Bag Register with the NIC portal.

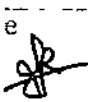
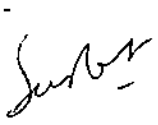

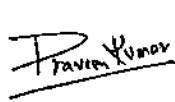

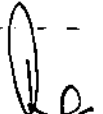







- m) Verification of recoveries and calculation of interest from the different parties i.e., Miller, Transporter, Staff, etc.
- n) Verification of advance register and its adjustment for expenses with appropriate bills or vouchers.
- o) To verify the RO register maintained at the district level with the stock inward register from the details verified at the godowns.
- p) To verify the central stock register maintained at the district level from the details verified at the godowns.
- q) To verify Annual Grain Statement from Central Stock Register.
- r) To verify Farmer's payment with the CC Limit.
- s) To verify the transportation bill based on the actual records available at the godown and ensure proper entry made in the Accounting Software.
- t) To verify the payment of godown rent & other important expenditures, as identified by the management from time to time.
- u) To provide annual reconciliation statement of bill raised to Mid-Day Meal (MDM), Welfare Institute & Hostel Scheme (WIHS) & any other applicable schemes, and the amount received from them and monitor the same.
- v) To verify HO-DO reconciliation.
- w) To verify the Fixed Asset Register, Acquittance Roll/ Salary Roll, Attendance Register and all the registers maintained at District office.
- x) To ensure the compliance of EPF Act, Income Tax Act, GST Act and any other applicable statutory compliances and report any default or notices to Head Office on time.
- y) To check statutory proceedings pending related to GST Act, Income Tax Act, EPF Act etc.
- z) To verify the Bank Reconciliation Statement (BRS) prepared and identify the issues, if any.
- aa) Check and provide the filled checklist (given in **Exhibit – 2 Pg. No. 30 & 31**) of Documents Availability Status for Statutory Audit of concerned Financial Year.
- bb) Auditor's comment on fund management viz- to check the loan repayment and auditor advice on it
- cc) Checking all the vouchers at District offices and HO. (viz. Journal, Receipt and Payment).
- dd) Checking files of vendor payment and other requisite files to check the authenticity and accuracy of vouchers as per applicable rules and regulations, agreements, and RFP.
- ee) Checking advance bills, provisional bills, final claim bills submitted to GOI.
- ff) Verify distribution of income received from Govt. as subsidy etc.
- gg) Checking of requisition made for expenses by districts for fund allocation.
- hh) Verify the terminal benefits paid during the year.
- ii) Verification of stocks in inventory module in light of underlying documents.
- jj) To provide any other services as required by the management of the corporation on a time-to-time basis.

3. Eligibility Criteria:

- a) The CA Firm should have Head Office in Bihar or in case of no Head Office in Bihar, the Firm shall have Branch Office in Bihar functional for at least for 5 years as on 31.03.2024.
- b) The existence of CA Firm should have a minimum of 10 years as on 31.03.2024.
- c) The CA Firm must have a minimum of 5 Full Time Partners of which minimum 3 partners must have FCA degree.
- d) The CA Firm must have minimum staff strength of 05 Semi qualified CA (must have cleared both group of CA IPCC/CA PCC).
- e) The CA Firm should have a minimum average Annual Turnover of ₹ 3 Crore in last 3 financial years, i.e. 2023-24, 2022-23 & 2021-22.

- f) The CA Firm must have been empaneled with C&AG and hold a minimum of 50 ranking points with C&AG for FY 2024-25.
- g) The CA Firm must have experience of implementing at least 05 Internal or Statutory Audit Assignments of Central Government/State Government/PSUs during the last 3 financial years.
- h) The CA Firm, which has conducted immediate Internal Audit or engaged by BSFC as its consultant for various works viz.- accounting, taxation or other financial matters during the last 3 financial years immediately preceding financial years in which tender document/RFP has been floated, are not eligible for Internal Audit assignment.
- i) The CA Firm should be firm with a valid Permanent Account Number (PAN) and GST Registration.
- j) The CA Firm should not have been debarred/blacklisted by any State Government/Central Government/PSU for any reason in the last five years as on bid calling date.
- k) The CA firm should have at least 2 partners who have a degree of CISA/DISA.

The interested party must meet the above criteria and submit the copies of supporting documents (mentioned in **Exhibit-1** as enclosed) sealed and duly attested by the authorized signatory along with enclosed RFP.

4. EVALUATION AND ELIGIBILITY CRITERIA:

The Bidders who have fulfilled the Eligibility Criteria (as per Section III) will be evaluated further. The Technical evaluation and comparison of the Bids shall be done for the following parameters:

Sr. No.	Evaluation Criteria	Criteria	Maximum Marks
1.	Existence of Firm as Partnership	10<=15 Years >15<=20 Years >20 Years	05 10 15
2.	No of Full Time Partners in Firm	5<=7 Partners >7 Partners	05 10
3.	The established CA Firm must have minimum staff strength of 05 semi qualified CA persons on regular pay roll.	5<=8 Semi Qualified CA Employees 8<=12 Semi Qualified CA Employees >12 Semi Qualified CA Employees	05 10 15
4.	Average Turnover of Firm	Rs. 3 Crore<=Rs. 5 Crore >Rs. 5 Crore	10 15
5.	Experience of handling Internal / Concurrent / Statutory Audit / Pre-Audit Assignments of Govt. Companies / Corporations, Govt. Entities / Agencies during last 5 years	05 Assignments 05<=10 Assignments >10 Assignments	10 15 20
6.	Ranking Points with C&AG	50<=60 ranking points >60 ranking points	05 10

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7.	DISA / CISA Qualification	02 Partners having DISA/ CISA Qualification	05
8.	Location Office of CA firm	Branch Office in Bihar for >5 yrs <10 yrs	05
		Head Office in Bihar / Branch office in Bihar >=10 Years	10
Educational certificates, Working Experience Certificates, relevant working documents must be duly attached with application so that experience must be evaluated properly as per exhibit 1 (as enclosed).			

5. SELECTION OF BIDDER / AUDITOR:

- a) On opening of Financial Bid online, the shortlisted bidders will be given weighted Average total score which will be determined as under:
 - i. 80% weightage will be given to Technical Score.
 - ii. 20% weightage will be given to Financial Score.
 - iii. Weighted Average Total score = $(0.80 * \text{Technical score}) + (0.20 * \text{Financial score})$
- b) Financial score of the bidder will be determined as per below mentioned Formula:

$$\text{Financial score} = \frac{\text{Lowest Bid amount}}{\text{Price quoted by respective bidder}} * 100.$$
- c) The shortlisted bidders will be ranked according to total score (Technical Score and Financial score).
- d) The bidder having highest total score will be selected.
- e) In case, same quotes by more than 1 Bidder(s), the preference will be given to the Firm/LLP having Higher experience in Govt. Sector for Internal Audit or Pre-Audit in monetary values in last three preceding financial years.

6. DURATION OF ASSIGNMENT:

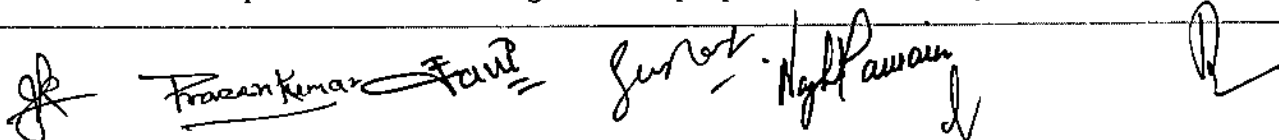
The internal audit will be undertaken for the financial year 2024-25, 2025-26 and 2026-27. It is proposed that there will be quarterly audits but the management on its own may alter this frequency.

7. 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 on Periodical Basis 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.


 The bottom of the page contains several handwritten signatures and initials in black ink. From left to right, there is a signature that appears to be 'J.P.', followed by 'Prasen Kumar' with 'FauP' written below it, then 'Suresh', 'Nigam', and another signature that looks like 'Pawan'. There is also a large, stylized signature on the far right.

In addition, the internal audit firm should prepare and submit a consolidated report on a 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.

8. 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.

9. 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 Firms.

10. PAYMENT TERMS:

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

Sr. No.	Output Base	Payment Structure
1.	Quarterly Submission of District Report of all 38 Districts	50% of the Annual Contract Value equated for 4 Quarters
2.	Annual Submission of Report of Head Office (on AFS) & Consolidated	20% of the Annual Contract Value
3.	Submission of KMS & RMS Report	10% of the Annual Contract Value
4.	After approval of Consolidated Financial Statement (CFS) from Board of Directors	20% of the Annual Contract Value

Note: One KMS season consist of Two Financial Year viz. KMS 2023-24 consists of F.Y 2023-24 & 2024-25.

Note2: Payment to consultant shall be made only after receiving of GST invoice along with GST return reflecting last GST amount paid to GST department.

11. OUTPUT AND DELIVERABLES:

Tentative reporting period will be as follows: - (Subject to management review of reporting period)

Sr. No	Financial Year & Quarters	Reporting Timeline
1	F.Y 2024-25 (Annual for all accounting units severely and on CFS of BSFC)	Within 90 days from the date of issue of Letter of Engagement
2	F.Y 2025-26, 2026-27 (Quarterly reporting)	Within 30 days from the end of the relevant quarter. In the case of last quarter of the F.Y, within 45 days from

Praveen Kumar *Fauz* *Suresh* *High Pawan*

		the end of the Financial Year.
3	F.Y 2025-26, 2026-27 (Annual reporting)	Within 45 days from the date of submission of AFS/CFS
<p>Note:-</p> <p>a. Auditor will prepare their audit plan for every reporting period and accordingly intimate to Head Office, BSFC.</p> <p>b. It will be the responsibility of BSFC and its accounting units to provide internal auditors with requisite documents, AFS/CFS on time to conduct and report on it. If any unit fails to provide such documents, AFS/CFS etc. then auditor shall immediately intimate about the same to the Accounts & Budget Section, Head Office at the earliest.</p>		

12. PENALTY

In case of delay in completion of services, the following penalties shall be levied:-

- If delay is upto 7 working days, a penalty equal to 10% of the contract value;
- If delay is more than 7 working days, penalty equal to 25% of the contract value will be imposed and shall be recovered from payments due/performance security.

If there is regular default, the CA Firm shall be blacklisted/debarred for such a period as decided by the management of the organization in addition to termination of the contracts. However, in case of delay due to reasons beyond the control of the CA Firm, suitable extension of time may be granted.

13. DISPUTE RESOLUTION

- The selected bidder shall make every effort to resolve by making appeal on any disagreement or dispute arising in connection with the Contract with the Managing Director, BSFCSCCL.
- If any or all of the disputes are not settled, then the case shall be referred under the jurisdiction of Court of Patna, Bihar only.

14. EARNEST MONEY DEPOSIT & COST OF RFP

- Earnest Money Deposit of Rs. 1, 50,000/- (Rupees One Lakh Fifty Thousand Only) and Cost of RFP of Rs. 11,800.00 (Rupees Eleven 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.
- 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 60 days after the award of the contract to successful bidder.
- The bid security is to remain valid for a period of 180 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

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Banking/NEFT/Direct Debit Facility through Debit or Credit Card/ RTGS) through system generated challan. BSFCSCCL 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: <https://eproc2.bihar.gov.in>

15. PERFORMANCE SECURITY

The consultant will furnish within 10 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favour of Managing Director, Bihar State Food & Civil Supplies Corporation Limited (BSFCSCCL) from any scheduled commercial Bank for an amount equivalent to 10% 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 BSFCSCCL after six months of the completion of the contract subject to NOC from BSFC.

16. PRE-BID MEETING

There shall be a Pre-Bid Meeting will be held on 2025 at 3:30 PM in the "Satyagandha" Conference Hall at Headquarter of the corporation. Pre-Bid Queries to be submitted in the prescribed Format (given in Exhibit - 3 Pg. No. - 32)

17. BIDDING PROCESS

- Technical Bid shall be opened on 2025 at 4:00 PM in Khadya Bhawan, BSFCSCCL 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 BSFCSCCL (Client) on mutual consent With the Chartered Accountant Firm, subject to satisfactory completion of audit work during contract period. The decision of the BSFCSCCL (Client) shall be final and binding on the bidder.
- The Tender shall remain valid for a period of 180 days (One Eighty days) from the date of Opening of the Financial Bid.
- 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>

Traven Kumar

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

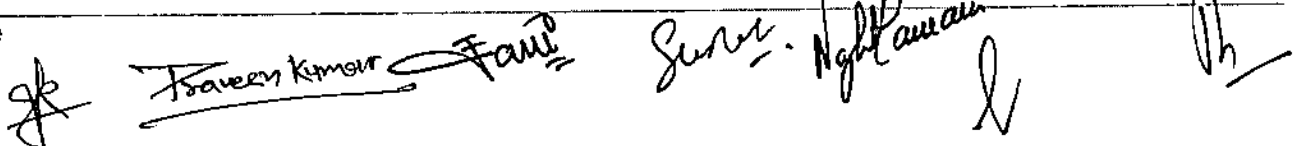
Section 4 - Financial Proposal - Standard Forms

Section 5 -Self attested Bid document/RFP.

- f) 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**

The bottom of the page features several handwritten signatures and stamps. From left to right, there is a signature that appears to be 'JK', a signature 'Fauz' with a stamp underneath, a signature 'Suresh', a signature 'Nigam', and a signature 'Sh'.

SECTION 2 – INSTRUCTIONS TO BIDDERS

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.

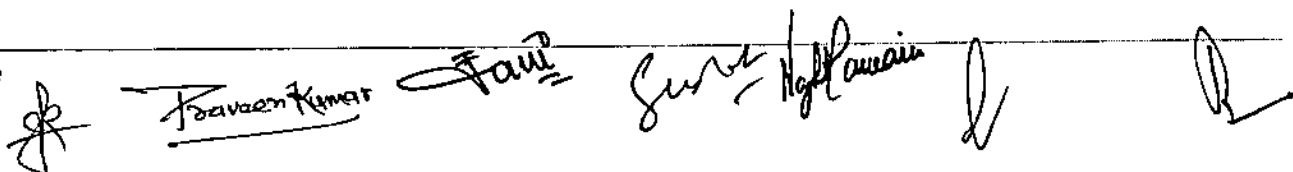
1. INTRODUCTION

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.



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

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

BSFCSCCL 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 BSFCSCCL.

Fraud and Corruption

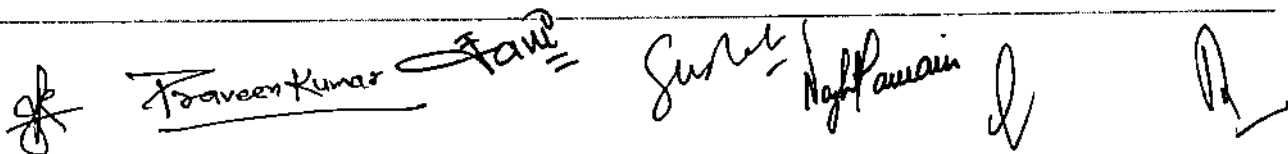
The BSFCSCCL requires that consultants observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the BSFCSCCL

(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 BSFCSCCL contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any BSFCSCCL contract.

The bottom of the page features several handwritten signatures and names. From left to right, there is a signature, the name 'Traveen Kumar' with a signature above it, the name 'Suresh' with a signature above it, the name 'Nagpal' with a signature above it, and another signature.

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)

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: <https://eproc2.bihar.gov.in>

The bid security is to remain valid for a period of One Eighty 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 60 days after the award of the contract to successful bidder.

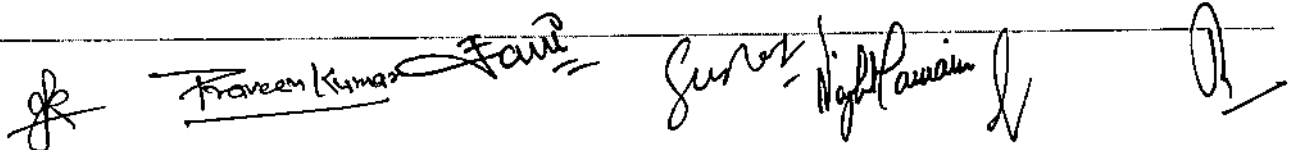
The bid security may be forfeited:

- (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.

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 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. 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.

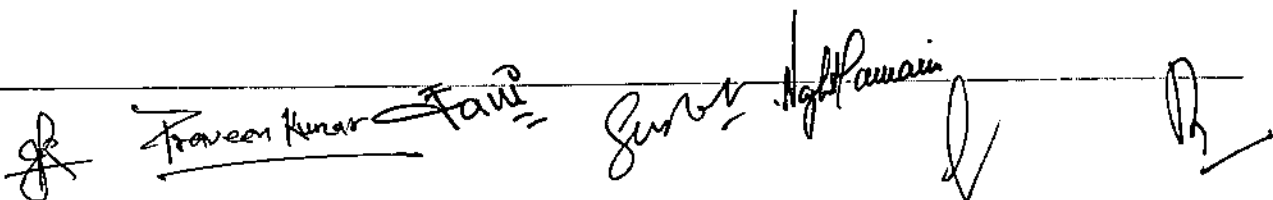
b) TECHNICAL PROPOSAL FORMAT

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.

c) TECHNICAL PROPOSAL CONTENT

The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (v) using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-2). 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. 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.

Handwritten signatures and initials at the bottom of the page, including names like 'Traveen Kumar' and 'Suresh'.

- v) 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.

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

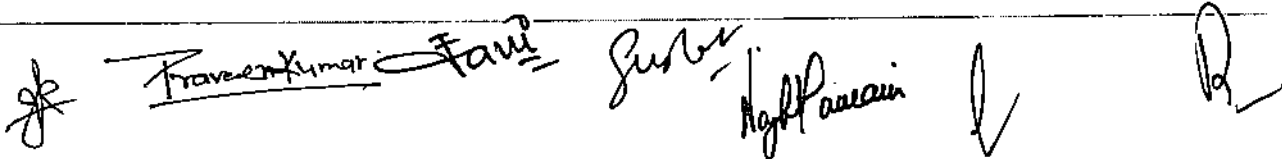
From the time the Proposals are opened to the time the contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a consultant to influence the Client in examination, evaluation, ranking of Proposals or recommendation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

Handwritten signatures of committee members, including names like Praveen Kumar, Fauzi, and others.

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 80 technical mark as specified in the datasheet from the maximum of 100 points.

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

- i. Found not to be legally in corporate or established in India; or
- ii. The Technical Proposal was submitted in the wrong format.
- iii. The Technical Proposal included details of costs of the services ; or
- iv. 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)

7. 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.

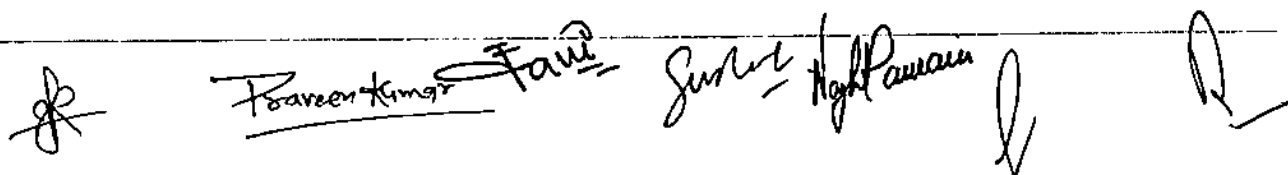
Evaluation of Financial Proposals

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.

The bottom of the page features several handwritten signatures and initials. From left to right, there is a signature that appears to be 'R', followed by 'Raveen Kumar', 'Fauz', 'Sunder', 'High Power', and a large 'Q'.

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.

8. Performance Security

The consultant will furnish within 10 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favour of Managing Director, Bihar State Food & Civil Supplies Corporation Limited (BSFCSCCL) from any scheduled commercial Bank for an amount equivalent to 10% 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 BSFCSCCL after six months of the completion of contract.



Prasenjit Kumar Fauz

Sudat Agst Pawan



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.....2025 at the office of the Client at 3:30PM, 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 2
- Format of Financial Bid –Form FIN 1 to 2

7. BSFCSCL 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.

Faareen Kumar ~~FANI~~

Sunil Singh

- 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: 180 days (One Eighty 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 2025 on 03:00 PM.



Fareen Kumer Fauz

Susmita Light Pannig



SECTION 3 : TECHNICAL FORMS

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. 1,50,000/- (Rupees One Lakh Fifty Thousand 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:



Praveen Kumar *Praveen Kumar*

Sudhakar Singh

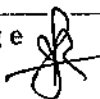


FORM TECH - 2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

A- Consultant's Organization

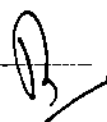
[Provide here a brief (two pages) description of the background and organization of the Consultant and then annex the data as required in the format mentioned below along-with supporting documents as at eligibility criteria & exhibit 1]

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.		2023-2024-Rs. 2022-2023-Rs. 2021-2022-Rs.



Farheen Kumar Fani

Suresh Kishan



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.]

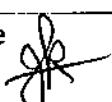
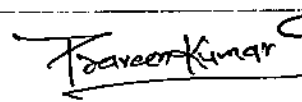

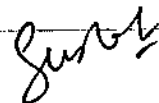
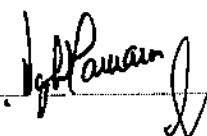

S. No.	Name of The Organization, Address	Assignment Type/Name	Order/LoE /Lol No & Date	Period of Engagement	Man-Hour and No of Persons Involved	Work Value
1						
2						
3						
4						

Note: - Bidder shall also provide brief description of work/assignment accrued out.

***Allotment letters should be attached.**

Firm's Name:

Signature of Authorized Representative:

SECTION 4: FINANCIAL PROPOSAL
FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

To:

Managing Director
BIHAR STATE FOOD & CIVIL SUPPLIES CORPORATION
LIMITED (BSFCSCCL)
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 amounts figures in words*]. 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.

Praveen Kumar

Fauz

Suresh

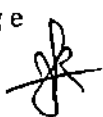
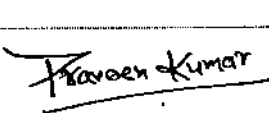
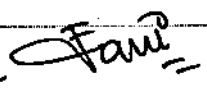

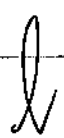

Highway

FORM FIN-2: SUMMARY BY COSTS

Financial Bid for 3 Years

Sr. No.	Description of Services	Fees	
		In ₹ (Inclusive of all taxes, rates, reimbursements etc. except GST)	₹ in Words
A	Fee for Financial Year 2024-25		
B	Fee for Financial Year 2025-26		
C	Fee for Financial Year 2026-27		

* GST at prevailing rates.

SECTION 5: TERMS OF REFERENCE

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

a) 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: -

- i. Decentralized procurement of Foodgrains
- ii. 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.

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

- 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.
- The management also aims at highlighting the organizational problems and getting professional solutions by analyzing business processes, procedures and activities.
- 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.

c) 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.

Performance of the Hired 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.

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.

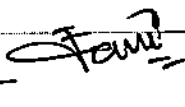
Yours faithfully,

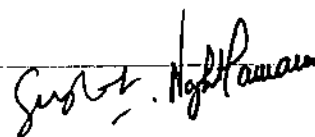
Signature
Name & Designation

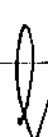
For and on behalf of

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.



Faizun Nisam 





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

<<Affidavit/ notarization of following declaration >>

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.

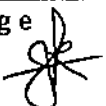
We further declare that presently our Company/ firm _____ is not blacklisted and not declared ineligible for reasons of corrupt & fraudulent practices by State/ Central Government on the date of Bid Submission. If this declaration is found to be incorrect then our security may be forfeited in full.

We further declare that our firm will adhere to all the provisions of this RFP along with directions (mutually agreed upon) given by management to conduct an internal audit. Additionally, our firm will also follow/adhere to the terms & conditions of e-proc 2.0.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

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



Banshi Kumar Jaiswal

Sunil Kumar Singh



Exhibit -1: Supporting documents for Eligibility Criteria

Sl. No.	PARTICULARS	Supporting Documents required to be submitted
1	Firm Address of the Firm: Head Office Branch Office 1,2,3..... (Particulars of each branch to be given)	a. Address of Head Office b. Name, Contact No & E-mail of Head Office In-charge c. Address of Branch Office(s) d. Name, Contact No & E-mail of Branch Office(s) In-charge
2	Existence of CA Firm	Latest Firm Constitution Certificate & CA Firm Card
3	Number of Partners and FCAs in Firm	
4	Number of Semi qualified CA staff in CA Firm	Details of qualification and experience & affidavit that said persons are enrolled with them.
5	CA Firm should have an average annual turnover of Rs. 3 crores in the last 3 financial years	Audited Financial statement & Tax Audit Report for FY 2021-22, 2022-23, 2023-24, along-with certificate on average annual turnover with UDIN.
6	CA Firm must have empaneled with C&AG for Audit of PSUs and hold minimum 50 ranking points with C&AG for FY 2024-25	Latest Empanelment Letter of C&AG along with Firm eligible for Audit of PSUs. Details of Ranking points with C&AG
7	The Firm must have experience of at least 05 Internal/Statutory Audit Assignments of State Government / PSUs during last 3 financial years	Engagement Letter/Experience Certificate(s) issued by the concerned Central Government/State Government departments or by PSUs and the Fee charged.
8	The CA Firm should be firm with a valid Permanent Account Number (PAN) and GST Registration	Copy of PAN Card & GST Registration Certificate
9	CA Firm should not have been debarred/blacklisted by any State Government/Central Government/PSU for any reason in the last three financial years as on bid calling date.	Notarized to be given in the prescribed format.
10	CA firm should have at least 2 partners having degree of CISA/DISA	CISA / DISA Certificate



Francis Kumar Fani

Sushil Singh Panwar



EXHIBIT-2: Documents Availability Status and other remarks, if any, for the Statutory Audit of F.Y.

Sl. No.	CHECKLIST OF DOCUMENTS	YEAR	REMARKS
1.	Statutory Audit Report of previous Financial Year		
2.	Original AFS and Tally for Concern Financial Year		
3.	Cash Book including CFMS & PFMS (Updated, Totaled & Signed with stamp)		
4.	Bank Statement for all accounts of full financial year along with the list of Bank Statement		
5.	Bank Reconciliation Statement for all bank accounts completed		
6.	Is any bank account left from reconciliation then no. of account?		
7.	Salary Register matched with Tally entry, if not matched please bring 'Sheet of Difference'		
8.	Acquittance Roll & Salary Payment Register		
9.	Bills of Transportation available, if not for which month?		
10.	Updated Tally/Accounting Software		
11.	TDS Return Acknowledgement and Challan Copy		
12.	EPF Challan & Return Copy		
13.	Fixed Asset Register		
14.	Cheque Issue Register		
15.	Bank Draft Register and Bank Guarantee Register		
16.	Physical Verification Report		
17.	Monthly Grain Statement (Godown Wise available in excel)		
18.	Central Stock Register matched with Grain Statement prepared in excel		
19.	Is PV Report closing balance matched with Central Stock Register?		
20.	RO Purchase Register (Updated, Totaled & Signed with stamp)		
21.	Central RO Register (Updated, Totaled & Signed with stamp)		
22.	Entry of Receipt and Dispatched in RO wise and Truck Challan wise done?		
23.	Abstract of each RO Prepared		
24.	Central Stock Register including CMR and Gunny Bag (Updated Status)		
25.	Grain Statement of Godown wise and Scheme wise (Updated Status)		
26.	CMR Acceptance Note Register (Updated Status)		
27.	CMR Payment Register (Updated Status)		
28.	Gunny Bag Register (Updated Status)		
29.	RO Copy & match it with Grain Statement		
30.	SIO Copy & match it with Grain Statement		
31.	PACS Bill and other documents related to Grain available or not?		
32.	Godown/Office Rent Agreements		
33.	Godown/Office Bills		
34.	Transporter Agreements		
35.	Transporter Bills		



Praveen Kumar

Fauz

Suresh - Nigam



36.	Property (Building, Land etc.) Agreements		
37.	Pramadi Miller List prepared in excel with recovery & reconcile it with Tally & Claim Section, Head Office		
38.	Fraud Cases related to Employee		
39.	FIR Copy		
40.	Expense Voucher		
41.	Advance Register		
42.	Find Vouchers in Office & Adjust Advances viz. - Transportation Advance etc.		
43.	Bank Balance Certificate		
44.	Cash in Hand Certificate		
45.	Fraud Certificate		
46.	Scan copy of Note Sheet & Corresponding Payment Advice (Including excel sheet) of Payment made to PACS, Farmers for DCP Purchases		
47.	Work as communicated by management due to automation of Accounting & Inventory module of BSFC		

[Handwritten Signature]

Praveen Kumar Jain

Sunil Singh Chauhan

[Handwritten Signature]

Exhibit - 3: Format for Sending Pre-Bid Queries

Name of the Bidder:

Queries

Sl. No.	Section	Clause No.	Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification Required/ Suggestions, if any

Name of Authorized Personnel:

Contact Number of Authorized Person:

Date of Submission: DD/MM/YYYY

Note: Please send pre-bid queries in format as specified above in editable excel through email (e-Mail ID: bsfc.controlroom@gmail.com)

