



News Paper Format

Bihar Institute of Correctional Administration (BICA)

Notice No -02/2021-22

Notice Inviting Tender (NIT)

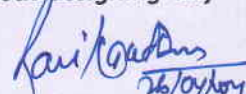
For- "Selection of Agency Concurrent Audit to Bihar Institute of Correctional Administration (BICA), Hajipur campus".

Bihar Institute of Correctional Administration (BICA), Hajipur intends to hire agency for Providing Concurrent Audit in Bihar Institute of Correctional Administration (BICA), Hajipur.
Tender Documents containing further information about the, eligibility criteria, terms & conditions can be downloaded from official Website :-<http://bica.bihar.gov.in>

Tender Schedule/Programme

S.n	Activity	Date/Time : Duration
1.	Download date of Tender documents	From 11.05.2021 10:00 AM to 31.05.2021 till 03:00 PM
2.	Date/Time for submission of offer/Bid	Up to 03.06.2021 till 03:00 PM. Mode of Submission only.
3.	Date & time for opening of Technical Bid	07.06.2021 at 11:00 AM.
4.	Contact person for queries	Mr. Ashish Kumar, IT Manager, BICA, Hajipur Contact :9905688529
5.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

Note:- The Tender Inviting Authority reserves the right to accept or reject any or all bids without assigning any reasons.


Deputy Director
BICA

Bihar Institute of Correctional Administration (BICA)
Hajipur, Vaishali-844102

Notice Inviting Request for Proposals for Concurrent Audit from eligible Consultants for appointment as Financial Management and Accounting Support Consultants in **Bihar Institute of Correctional Administration (BICA), Department of Prison & Correctional Services (Home Dept.), GOB** as per following details:

- | | | |
|-------|----------------------------------|---|
| (I) | Date of receipt of bid | : Up to 3.00 PM on 03.06.2021 |
| (II) | Date of opening of Technical bid | : 11.00 AM on 07.06.2021 |
| (III) | Date of opening of Financial bid | : Date to be announced letter by competent Authority. |

All meeting will be held in the office of Director BICA, Hajipur

No. 02

Date: 26.04.2021

1.1. Background

Bihar Institute of Correctional Administration (BICA), Department of Prison and Correctional Services (Home Dept.) under the Society Registration Act, 1860, Registered office Bihar Institute of Correctional Administration, Hajipur.

Objective of the Society:

The objects for which the society is formed are to provide for and promote study in the field of Correctional Administration and with purpose:

- a) To undertake and assist in the organisation of training and study-courses, conference, seminars and lectures, incorporation latest methodologies of training, and instructions including distance learning methodologies in the field of correctional administration and allied subjects to all officers and personnel who are related with the field.
- b) To promote application of science and technology in the field of correctional training.
- c) To undertake and provide for the publication of journal, research papers or books to impart training in and promote study of Correctional Administration.
- d) To undertake aid promote and coordinate training, research and action research through its own or other agencies including non-governmental organisations. Universities and other academic institutions and training centres including those established by with the aid of the Government of India or any State Government including Government of Bihar.
- e) To establish and maintain Libraries and information services to facilitate the study of Correctional Administration and spreading information in regard thereof.
- f) To collaborate with other institutes, Associations and Societies in India and in the State of Bihar, in particular and abroad for the purpose of helping the cause of Correctional Administration.
- g) To invest and deal with funds and money of the Society.
- h) To construct maintain, after, improve or develop any buildings or works necessary or convenient for the purpose of the society.
- i) To undertake and accept the management of any endowment or trust fund or donation.
- j) To do all such other lawful things as are conducive or incidental to the attainment of the above objects.

To Strengthen the Financial management and Accounting System the society is interested to appoint a firm of Chartered Accountants.

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1.2. Request for Proposal

BICA intends to engage a chartered accountant firm which can provide the services of quality accounting and financial management professionals in order to strengthen the accounting system & support BICA in financial management activities in Head office and districts. CA firm will be required to provide its handholding services for agreed period.

1.3 Document Fee

Bid document is available at the Official website Interested parties may download the bid documents from the website and submit their offer.

Bidders shall have to furnish a on non-refundable Document Fee amounting to Rs. 1,250/- (Rupees One Thousands Two Hundred Fifty only) in the form of a demand draft or banker's cheque drawn on any Scheduled Bank in India in favour of "Director, Bihar Institute of Correctional Administration" and payable at Hajipur along with bid documents.

Bid submitted without Document Fee will be considered non-responsive and rejected without further consideration.

1.4. Validity of the Proposal

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

2. Brief Scope of Work

The broad outline of the scope of service would include:

1. Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement of the relevant Act / Income tax Act / Accounting standards, directives of Reserve Bank of India and other relevant enactments and notifications;
2. Preparation and finalization of Accounts and timely preparation of Financial Statements for the Concurrent Audit and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guidelines
3. Day-to-day cash including cash forecasting;
4. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
5. Preparation of Annual Budgets estimates and Budget Execution;
6. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of BICA.
7. Data entry of vouchers in latest version of Tally/equivalent accounting software at headquarter.
8. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
9. Preparation and maintenance of Cash & Bank Books at headquarter.

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10. Preparation of periodic Bank Reconciliation Statements

11. Maintenance of statutory books of account, Fixed Asset Register and records

12. Manage funds and ensure to prepare certificate of utilisation.

13. Preparation and maintenance of direct tax (Income Tax, TDS etc.) related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance.

14. Handling Project based accounting, as per BICA rules and regulations

15. Reviewing BICA accounting & financial management systems and suggest modifications/improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations

16. Assisting BICA in various statutory audits time to time and implementing audit recommendations

17. Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per BICA rules and regulations.

18. Support in proper Management of Funds and its utilization.

The Chartered Accountant firm will be required to provide the desired services for one year and will be extendable up to next One year if performance found satisfactory. The performance evaluation would be carried out by the BICA at the end of contract period and the continuation of its services shall be subject to satisfactory performance of the Firm in the preceding period. Notwithstanding anything contained herein above, BICA reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period of contract.

3. Key Personnel

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

Position	No.	Qualification	Experience	Role & Responsibilities
Team Leader- Accounts	1	CA (upto 5 days in a month)	At least 5 years of post- qualification experience of Team leader/Cluster leader Experience in Accounting, Financial Management. Taxation etc. Should have proven record in conducting accounting &	Overall in-charge & responsible for supervising accounting & financial management related activities Supervise accountants in implementation & maintenance of accounting system. Responsible for Payroll Management &

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			financial management support consultancy Must have worked in at least 3 assignments in Government undertakings Should have proficiency in use of Tally software and/or other accounting	Tax Computation Responsible for Payroll Management & Tax Computation Responsible for Payroll Management & Tax Computation
Accountant	1	B.Com (To be deputed Two days in a week)	At least 3 Years of working experience (including article ship) in Accounting Similar work experience in Government Projects Knowledge of MS Excel, computerized accounting	Execution of service as provided time to time

4. Eligibility Criteria

1. The chartered accountant firm should be registered with the Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and goods and service Tax Registration (To provide all certificate of registration)
2. The firm should have been in operation for at least 05 years after its registration.
3. The firm should have at least three Partners and at least Two (2) of them must be FCA.
4. The firm should be empanelled with C&AG.
5. Average annual Income of the firm in last 3 Financial Years ending on March 31st, 2021 must be equal to or more than Rs. Ten (10) Lakh. (To provide copy of audited Financial statements for all 3 years and a certificate of average annual income in the last 3 Financial Years.
6. The firm should have experience of carrying out at least 10 accounting or audit assignment with Government Agency/Societies/PSU Banks etc. (Documentary proof /Work orders /Completion certificates to be submitted)
7. The firm should have its Head office in Bihar

5. INSTRUCTIONS TO BIDDER




5.1 Contents of the RFP

5.1.1 This RFP comprises the appendix for technical and financial proposals.

5.2 Number of Proposals

No Applicant or its Associate shall submit more than one Application for the Chartered accountants firm Services. An Applicant applying individually or as an Associate shall not be entitled to submit another application.

5.3 Language

The Proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.

5.4 Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

5.5 Acknowledgement by Applicant

It shall be deemed that by submitting the Proposal, the Applicant has well aware about the RFP and Project. The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

5.6 Right to reject any or all Proposals

Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

5.7 Amendment of RFP

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website. The amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.

5.8 Conflict of Interest

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

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available to BICA under the agreement or otherwise. The shortlisted Firm shall not be allowed to bid for any Audit related assignments with BICA during the contract period of 3 years.

5.9 Bid Security

Bid security of Rs Five thousands (5000) is to be submitted in form of Demand Draft drawn in favour of Director Bihar Institute of correctional Administration Hajipur ,from any schedule bank . The Bid Securities of unsuccessful Bidders will be refunded.

5.10 Performance Security

Five percent (5%) of Agreement value after acceptance of proposal. The bid security of successful bidder will be adjusted against the performance security and balance amount will have to be deposited within 15 days of date of issue of LOA , In case of failing same the bid security will be forfeited.

5.11 Technical Proposal

Applicants shall submit the technical proposal in the formats at Appendix-I (the "**Technical Proposal**").

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

5.12 Financial Proposal

Applicants shall submit the financial proposal in the formats at Appendix-II (the "**Financial Proposal**") clearly indicating "**Financial Proposal for Selection of Chartered Accountants Firm for Handling Accounting & Financial Management Services at BICA**" (Form-2 of Appendix II) in both figures and words, in Indian Rupees, and signed by the Applicant's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

5.13 Period

The initial period of assignment will be Concurrent Audit.

5.14 Submission of Proposal

The Applicants shall submit the Proposal in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorized Representative of the Applicant as per the terms of this RFP. In case the proposal is submitted on the document downloaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

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The Proposal will be sealed in an outer envelope which will bear the address of the Authority, RFP Notice number, Selection of Chartered Accountant Firm for **Handling Accounting & Financial Management Services at BICA** and the name and address of the Applicant. It shall bear on top, the following:

“Do not open, except in presence of the Authorized Person of the Authority”

The aforesaid outer envelope will contain three separate sealed envelopes; one clearly marked ‘Technical Proposal’, Second marked as Document Fee and third marked ‘Financial Proposal’.

The envelope marked “Technical Proposal” shall contain the Application in the prescribed format (Form 1 of Appendix-I) long with Forms of Appendix-I and supporting documents.

The envelope marked “Financial Proposal” shall contain the financial proposal in the prescribed format.

APPENDIX-I

Form Tech-I: Technical Proposal Covering Letter

FORM TECH I

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

[Location, Date]

To

The Director

Bihar Institute of Correctional Administration (BICA)

Hajipur

Dear Sir,

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

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

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

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

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:



FORMTECH II

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

The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax(PAN number) and Goods and Service Tax Registration	ICAI Registration – [Yes/ NO] Income Tax PAN number– [Yes/NO] Goods and Service Tax Registration– [Yes/NO]	Provide all Certificates of Registration
The Firm should have been in operation for at least 5 years after its registration	Year of Registration/start of Operations.....	Provide necessary evidences
The Firm should have at least Three(3) partners and at least Two (2) of them must be Fellow Chartered Accountants	Number of Partners..... Number of F C A Partners	Provide necessary detail and Undertaking for the same
The Firm should be empanelled with Comptroller and Auditor General of India(C&AG)of India	Empanelled with C&AG – [Yes/NO]	Provide necessary detail and Undertaking for the same
Average Annual Income(i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st,2021 must be equal to or more than Rs.10 lacs.	Average Annual Income (i.e. Average Gross Professional Fees earned during the3years) of the Firm in the last 3 financial Years ending on March31st, 2021 is Rs. (Rs.in words)	Provide copies of audited Financial Statements for all the 3years and a certificate of average annual income in the last 3 financial years

Form Tech- III: Firm's Experiences of Similar Services

Form Tech III (A)–Summary of Firm's Experience

1. Firm experience in handling accounting and financial management services of at least 3 Public Institution or Government Organisation

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

S.N.	Name of Project	Name of Client & Sector	Nature of Project	Name and reference of supporting document produced

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

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Form Tech III(B)–Detailed description of Firm’s Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted for providing similar services (Please specify exact assignment /job for which experience details may be submitted).*Each citation should not exceed more than 2 pages*].

Assignment Name:	Approx. value of the contract:
Country:	Duration of Assignment:
Name of Client/Sponsoring Authority:	Total No. of Staff-Months provided:
Start Date(Month/Year):	Completion Date (Month/Year):
Name of Senior Staff involved and functions per formed:	
Address/Client Contact:	Approx. value of services provided by your firm:
Narrative Description of Assignment:	
Description of Actual Services Provided by Your Staff:	

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Form Tech IV-Detailed Curriculum Vitae of proposed experts

[Using the format below, provide the detailed description of the curriculum vitae of the proposed Team as per para2.7 of chapter 2]

1. PROPOSED POSITION

2. NAME OF FIRM

3. NAME OF EXPERT

4. DATE OF BIRTH CITIZENSHIP

5. EDUCATION

Degree Obtained	Name of Institute	Year

6. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

7. OTHER TRAININGS

8. COUNTRIES OF WORK EXPERIENCE

9. LANGUAES

10. EMPLOYMENT RECORD

From	To	Employer	Position held

11. DETAILED TASK ASSIGNED

12. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED

(Add project experience against your eligibility criteria)

Project Name: Year:

Location:

Client:

Main project features: Positions held:

Activities performed

13. CERTIFICATION

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I, the undersigned, certify to the best of my knowledge and belief-

- 1. This CV correctly describes my qualifications and my experience
- 2. I am not employed by the Executing or the Implementing Agency
- 3. I am willing to work fulltime at BOCWWB office as a part of proposed team
- 4. I will not provide any other consultancy services to BOCWWB during the contract period

Date:

[Signature of expert or authorized representative of the firm] Full name of authorized representative:

[Handwritten signatures]

Form Tech - V: Firm's Professional Income

[Using the format below, provide the firm's Average Annual Income in the last 3 financial years ended on 31st March 2021.]

Particulars	Year	Year	Year	Average Annual Income
Annual Income* (in Lakh)				

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

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

APPENDIX-II

Fin1-Financial Proposal Covering Letter

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

To,

The Director

Bihar Institute of Correctional Administration (BICA),
BICA Campus, Near District Jail, Hajipur

Dear Sir,

We, the undersigned, offer to provide "Financial Management and Accounting Support Consultancy at BICA" in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures1*] is fee for the services to be provided. This amount is inclusive of GST.

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. be for e the date indicated in Clause1.4 of the Data Sheet.

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

Thanking you,

Sincerely,

Authorised Signature [In full]:

Name and Title of Signatory:

Name of Firm:

Handwritten signature and a circular stamp.

Fin 2- Summary of Costs

Sr.	Description of Services	Fees	
		Rs. (in figures)	Rs.(in words)
A.	Fees for providing accounting and financial management services (per month)		
B.	Add GST as per prevailing rates (per month)		
C.	Total Fees including GST (per month)		
D.	Total Fees including GST (for One year)		

Fin3-Man Month rates

Man-month rate for the proposed accounting & financial management team including support staff shall be as under. We, the undersigned, offer to provide the additional resources for accounting & financial management team, if required by BICA on the same terms and conditions during the contract period.

Position	Man Month Rate (Rs.)	Man Month Rate (In Words)
Accounting & Financial Management Expert-ACA (Team Leader)		
Accountant- 1 Nos.		

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