BIHAR VIKAS MISSION

(Under Cabinet Secretariat Department, Government of Bihar)
Bihar State Building Construction Corporation campus,
Hospital Road, Rajvanshi Nagar, Patna – 800023
Telephone No – 0612-2285262

Ref. No.: BVM/2024-25/Statutory Audit/02 **Date: 01-Jul-2024**

<u>NOTICE INVITING QUOTATION</u>

FOR

"SELECTION OF A CHARTERED ACCOUNTANT FIRM TO CONDUCT STATUTORY AUDIT, TAX AUDIT AND ITR FILING OF BIHAR VIKAS MISSION (INCLUDING BVM HEADQUARTER AND ALL 38 DRCCS) FOR FY 2023-24"

1. Bihar Vikas Mission (BVM) is an entity established by the Government of Bihar, under Societies Registration Act, 1860 to continue its primary agenda of sustained development in the state of Bihar and to drive the effective planning and execution of various key Government development programs.
2. Bihar Vikas Mission would like to engage services of Chartered Accountant (CA) firms for conducting **Statutory Audit, Tax Audit and ITR Filing of Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs) for FY 2023-24**. Sealed quotations are invited from competent and responsive CA firms who are based in Patna and are empanelled with Comptroller & Auditor General of India for conducting audit for FY 2023-24.
3. Interested and qualified CA firms are requested to submit their sealed quotations along with requisite documents through **<u>Registered post / Speed Post / Courier</u>** latest by **<u>5:00 pm on 22-Jul-2024.</u>** The posts are to be addressed to "The Chief General Manager, Bihar Vikas Mission, Bihar State Building Construction Corporation Limited Campus, Hospital Road, Rajbanshi Nagar, Patna – 800023, Bihar.
4. BVM will not be responsible for any delay or transit loss or late delivery of bids to the office of the Chief General Manager. Bids sent through Email / Fax or submitted in unsealed cover(s) or late bids will not be accepted and such bids will be treated as non-responsive bids.
5. **Minimum fee for the Statutory Audit, Tax Audit and ITR Filing assignment under this NIQ has been fixed at Rs 37,083/- (inclusive of taxes). Applicant firms quoting fees less than the minimum fee prescribed in this notice shall be disqualified and their quotation shall not be considered.**
6. The quotation that complies with all requirements including eligibility criteria and offers lowest price shall be selected. Any offer that does not meet the requirement shall be rejected.

7. BVM reserves the right to accept or reject any or all quotations or change the terms and conditions of NIQ till date of submission of proposals or cancel the NIQ without assigning any reasons at any stage and time. Any amendments made shall be notified on BVM website https://bvm.bihar.gov.in.
8. Request for clarification can be sent by interested applicant firms through email at cgm.mso.bvm@gmail.com till 5:00 PM on 09-Jul-2024.
    a. BVM reserves the right to not respond to any query or provide any clarification, at its sole discretion, and nothing in this clause shall be taken to be read as compelling or requiring BVM to respond to any query or provide any clarification. Any verbal clarification or information given will not in any way be binding on BVM.
    b. All the prospective applicants shall be notified of response to any/all clarifications only through its website onhttps://bvm.bihar.gov.in. Interested firms should keep checking the above mentioned website for any updates in this regard.
9. **Eligibility**: The details and conditions for eligibility of bidders, bid submission and scope of work are as follows:

Sl. No.	**Eligibility Criteria**	**Document to be submitted**
i.	The CA firm should be registered as Partnership / Limited Liability Partnership / Proprietorship with the Institute of Chartered Accountant of India.	Proof of Registration with the ICAI with should be submitted along with the quotation.
ii.	The CA firm must be empanelled with Comptroller & Auditor General of India (C&AG) for conducting audit for FY 23-24.	Proof of empanelment with C&AG for conducting audit for FY 23-24 should be submitted along with the quotation.
iii.	The CA firm should be registered with relevant statutory authorities for PAN.	Copy of PAN card should be submitted along with the quotation.
iv.	The CA firm should be registered with relevant statutory authorities for GST and should have filed GST return for last quarter.	Copy of GST registration and GST return filed for the month of Mar-24 / Apr-24 / May-24 should be submitted along with the quotation. *In case the firm is seeking exemption from GST registration, the firm should submit self-declaration in this regard.*
v.	The CA firm should have not been blacklisted/banned/convicted by any court of law for any criminal or civil offences / declared ineligible by any entity of any State Government or Govt. of India or Public sector undertaking in India for participation in any future NIT / NIQ for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on the date of submission of the quotation.	An affidavit sworn before public notary / executive magistrate should be submitted in support.
vi.	The CA firm should have its head office / branch office in the state capital i.e. Patna.	A self-certification should be submitted in support of Patna office address.
vii.	The CA firm should provide a list of all similar work (internal audit / concurrent audit /	List of relevant work done supported with documents such as work order /

	statutory audit) done by them in last 3 years (i.e. audit work done during FY 21-22, FY 22-23 and FY 23-24) in government offices in Bihar. The list must be supported with relevant documents	agreement / completion certificate etc.
viii.	The CA firm should provide details of its turnover for last three declared financial years i.e. FY 20-21, FY 21-22, FY 22-23.	Turnover for last three declared financial years i.e. FY 20-21, FY 21-22, FY 22-23 duly certified by statutory auditor.

a. Applicant firms are required to mandatorily submit documents in support of criteria mentioned at 9(i) to 9(vi) above. **In case of non-submission of documents for any of the criteria mentioned at 9(i) to 9(vi) above by the applicant firm, their quotation shall be disqualified and shall not be considered.**

b. Criteria mentioned above at 9(vii) to 9(viii) shall be considered only in case if two or more firms have quoted same amount in their financial quotation, as mentioned in clause 10 (g).

c. Quotations invited for Internal Audit for FY 2023-24 shall be finalized first. Quotation received from CA firm which shall be found L1 for Internal Audit of Bihar Vikas Mission for FY 2023-24 shall not be considered for evaluation for award of work for Statutory Audit, Tax Audit and ITR Filing of Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs) for FY 2023-24.

10. **Bid-Submission**

a. The applicant firm shall submit sealed quotation in an envelope marked - "**Quotation for Selection of a Chartered Accountant firm to conduct Statutory Audit, Tax Audit and ITR Filing of Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs) for FY 2023-24**".

b. The envelope shall clearly indicate the name and address of the CA firm.

c. The applicant firm should read and examine all the terms and conditions, instructions, format etc. contained in this NIQ.

d. All pages of all documents submitted with the quotation should be signed and stamped by the firm. The quotation shall be duly signed by the authorized person and shall not contain any erasure or overwriting.

e. Prices are to be quoted in prescribed format only (Refer Annexure – I). Prices quoted in response to this NIQ shall be firm and inclusive of all taxes and duties, TA/DA including GST. GST, if applicable shall be paid by BVM as per prevailing rates.

f. Applicant firms quoting fees less than the minimum fee prescribed in this notice shall be disqualified and their quotation shall not be considered.

g. The quotation of only those firms shall be considered who fulfill eligibility criteria mentioned above under clause 9 and the bidder with the lowest quoted fee shall be selected at the firm to provide required services. In case two or more firms quote same amount in their financial quote, L1 firm shall be decided on the basis of:

    i. Higher number of similar work (internal audit / concurrent audit / statutory audit) done in last 3 years in **government offices in Bihar.**

    ii. If financial quote and number of similar work is same for two or more firms, L1 shall be finalized on basis of higher average turnover of last 3 declared financial years.

h. In case L1 firm fails to provide services within prescribed timeframe, the authority shall be at liberty to procure the services from L2, L3….. responsive bidders at L1 rate.

i. BVM shall notify the successful L1 CA firm in writing by issuing a Letter of Award. The applicant firm that has been declared L1 shall give their acceptance within 7 days of issue of letter of award. Thereafter work order shall be issued to the L1 firm.
j. **Bid validity:** Quotation shall remain valid for a period of 180 days from the last date of submission.
k. BVM reserves the right to accept or reject any quotation(s) without assigning any reason to cancel or to cancel the selection process at any time prior to award of contract, without incurring any liability, whatsoever to the affected applicant firm(s).

11. **Scope of Work**
    a. All Audit work shall be conducted from BVM HQ, Rajvanshi Nagar, Patna in coordination with General Manager, Finance & Accounts and Chief General Manager, Bihar Vikas Mission.
    b. The selected L1 firm shall be informed by the Finance & Accounts Section, Bihar Vikas Mission to commence work after completion of Internal Audit.
    c. The audit shall be carried out in accordance with Audit and Assurance Standards issued by Institute of Chartered Accountants of India in this regard.
    d. Scope of work shall include the following but not be limited to:
        i. Verification of book of accounts
        ii. Audit of advances
        iii. Financial statements and book of accounts to comply with all the applicable laws and regulations
        iv. Any other evaluation as desired by BVM.
    e. **The selected L1 firm shall complete the Statutory Audit, Tax Audit and ITR Filing assignment within 21 days from issue of work order**. Final report has to be submitted in hard copy in triplicate with spiral binding.
12. **Payment terms:**
    a. The quotation submitted by the applicant shall remain firm for the entire duration of the assignment.
    b. Payments shall be made within 30 days of receipt of invoice subject to timely submission of the audit report.
    c. GST, if applicable, on the amount payable shall be paid by BVM as per prevailing rates.
    d. Payments shall be subject to TDS as per Income Tax rules and other statutory deductions as per applicable laws.
13. **Penalty Clause** for non-completion of Statutory Audit, Tax Audit and ITR Filing within specified timeframe shall be as follows:
    a. Penalty shall be imposed @1% of the fees for each day of delay.
14. **Resolution of Disputes:**
    a. Any dispute or difference or claim arising out of or in relation to this NIQ shall be settled by reaching mutual agreement between parties.
    b. If any further dispute arises between the parties thereupon, the same will be settled as per the existing law of the land under the jurisdiction of Courts at Patna only.

Sd/-

Chief General Manager, Bihar Vikas Mission

Annexure – I

Format for Submission of Financial Quotation (To be submitted on the letterhead of CA Firm)

Name of the Firm / Agency:			
Registered Address:			
Local Address, if any:			
Contact No.:		**PAN No.:**	
Email Id:		**GST No.:**	

Dear Sir,

With reference to your NIQ Ref. No.: BVM/2024-25/Statutory Audit/02 dated 01-Jul-2024, We …………<name of the CA firm>………………..hereby submit Financial Quotation for "**Selection of a Chartered Accountant firm to conduct Statutory Audit, Tax Audit and ITR Filing of Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs) for FY 2023-24**".

We, hereby submit our quotation (fee for the services to be provided under this NIQ), after examining the NIQ documents and offer to provide above services in accordance with this NIQ.

Our fee is inclusive of human resource, TA/DA, hardware/software, operation and all other aspects required for delivery of services as per terms of the NIQ, inclusive all taxes and duties including GST. GST, if applicable shall be paid by BVM as per prevailing rates.

Our Financial quotation is given below:

Item	**Cost (in Rs)**	
	Amount (In Numbers)	**Amount (In Words)**
Fee for conducting Statutory Audit, Tax Audit and ITR Filing of Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs) for FY 2023-24		
GST		
Total Fee Including GST		

Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal.

We hereby confirm that we are submitting this quotation under and in accordance with terms and condition of this NIQ.

Date:

Name of the Firm:

Sign of Authorise Signatory of Bidder:
Name and Designation of Authorised Signatory:
Seal of the Bidder: