

**Bihar State Tourism Development Corporation Ltd.**



# **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF CHARTERED ACCOUNTANT FIRMS**

**AT**

**Bihar State Tourism Development Corporation Ltd.**

Sikh Heritage Bhawan, Daroga Rai Path, Patna-1  
Contact: 0612-2222622, email: [contactbstdc@gmail.com](mailto:contactbstdc@gmail.com),  
website: <https://bstdc.bihar.gov.in/>

**Note: Change in the document by the bidder is not permissible.**



# Bihar State Tourism Development Corporation Ltd.

A Government of Bihar Undertaking.

## NOTICE INVITING E-TENDER

For

### SELECTION OF CHARTERED ACCOUNTANT FIRMS AT BIHAR STATE TOURISM DEVELOPMENT CORPORATION LTD.PATNA

Ref. No: 03/27/Esstt/22-23/430/24

Date: 21.02.2024

(Through e-procurement mode only – [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in))

1. Bihar State Tourism Development Corporation Ltd. (BSTDC Ltd) invites sealed bids form eligible experienced Firms for execution on works as given below:-

SL. No.	Name of Work	Bid processing Fees (Non-Refundable)	Bid Document Cost (Non-Refundable)	Bid Security (EMD)	Contract Duration
1	Selection of Chartered Accountant Firms	Rs. 590.00	Rs. 5000.00	Rs. 25,000.00	12 Months

2. Place & Date of Pre-bid meeting : Date 04.03.2024 Time 3.00 Pm.  
BSTDCL office, Sikh Heritage Bhawan, Daroga Rai Path, Patna- 1
3. Date of downloading of bid document : From 29.02.2024 to 11.03.2024 up to 3.00 PM  
Through website: [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)
4. Last date and time for receipt of bids online : Date 11.03.2024 Time 3.00 Pm.
5. Last Date and time for Submission of hard copy of bid : Date 12.03.2024 Time 3.00 Pm.
6. Time and Date of opening of technical bids : Date 12.03.2024 Time 3.30 Pm.  
Through website: [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)
7. Time and Date of financial bids : To be Communicated later on
8. Place of bids validity : Through website: [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)
9. Period of bids validity : 180 days
10. Officer inviting bids : General Manager (BSTDCL)
11. For participating in E – tendering process, the Tenderer shall have to get themselves registered to get user ID, Password and Digital signature. This will enable them to access the website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) and download/participate in E – tender. All tender queries related to this tender shall be communicated at [contactbstdc@gmail.com](mailto:contactbstdc@gmail.com)
12. (i) **Bid processing fees and Bid document cost to be paid through online mode i.e. Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS.**  
(ii) Bids along with necessary online payments must be submitted through e-procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) before the date & time specified in the NIT. The department does not take any responsibility for the delay/Non availability of internet connection, Network Traffic/Holidays or any other reasons".
13. The detailed eligibility criteria can be seen in the RFP document. The RFP documents can be obtained through website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)
14. EMD should be paid through online mode i.e. Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS or by BG only payable in favor of Bihar State Tourism Development Corporation Ltd, Patna, will have to be deposited in the office of **General Manager**, Bihar State Tourism Development Corporation Ltd, Sikh Heritage Bhawan, Daroga Rai Path, Patna-800001.
15. The bidders are requested to check their file size of uploaded documents at the time of submission & they should ensure that work file is uploaded If they feel that the complete file is not uploaded then they should click on cancel & update the same before submission The bidders should satisfy themselves of download ability/visibility of the scanned & uploaded file by them.
16. The bidder must use File size should be less than 5 MB and should be in PDF and JPEG formats.
17. No claim shall be entertained on account of disruption of internet service being used by bidders Bidders are advised to upload their bids well in advance to avoid last hour's technical snags.
18. In exceptional circumstances, the competent authority, BSTDCL may solicit the Bidder's consent to an extension of the period of validity.
19. Bids that are rejected during the bid opening process shall not be considered for further evaluation, irrespective of the circumstances.
20. The bidders shall submit their eligibility and qualification details, technical bid, financial bid etc, in the online standard formats given for respective tenders in e-Procurement website ([www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)) at the respective stage only.
21. The bidders shall upload the scanned copies of all the relevant certificates, documents etc, in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement website The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
22. All the information/corrigendum/addendum related to the project shall be published on the website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in). The Authority shall have the right to reject the bid partially or fully without assigning any reason what so ever.
23. For any information contact to Sri S.S.Ambashtha, Dy. GM (F&A) Mobile No. 9934678052
24. For more clarification, regarding the E –tendering process, please contact eProc 2.0, Helpdesk, 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, Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)

Sd/-  
**Managing Director**  
BSTDC, PATNA

## **General Information**

Bihar State tourism Development Corporation Limited Invites e-tender in prescribed format Application are invited from reputed, well established Chartered Accountant firms having its Head Office in Patna Bihar State Tourism Development Corporation Ltd. The tender has been invited under two bid system i.e. Technical Bid and financial Bid. The interested agencies/ Firms are required to submit two separate bids through website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) (A) Technical Bids about Chartered Accountant firms and (B) Financial Bids for “RFP for selection of Chartered Accountant firms.

**1. The application shall contain the following details and enclosures:-**

- A. Detail of firm, Address of Head Office and its branches with details of partner-in- charge with telephone no. and e-mail.
  - B. Year of establishment and particulars of all partners and qualified assistants with copy of latest constitution certificate issued by The Institute of Chartered Accountants of India.
  - C. No. of article clerk, audit clerk and other assistants.
  - D. Experience details during last 5(Five) years in Internal Audit/ statutory Audit of State/ other Public Sector Corporate Undertaking in Bihar except banks supported by suitable evidence of the company.
  - E. The audited Company (PSU) must have the turnover of RS. 50 crore in the Financial year audited.
- 2.** Application should be sent to Managing Director, B.S.T.D.C, Daroga Rai Path, Patna – 800001, through website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).
- 3.** Bid Processing Fee- Rs. 590/- (Five Hundred and Ninety rupees only) Non refundable.
- 4.** Tender Document fee – Rs. 5000/- (Five thousand) Non refundable.
- 5.** E.M.D Fee – Rs. 25000/- (Twenty five thousand Only) (It is refundable to those who are not selected) E.M.D of selected firm will be accept as a Security Money.

**Note:- (i) Bid processing fees and Bid document cost to be paid through online mode i.e. Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS.**

**(ii) EMD should be paid through online mode i.e. Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS or By BG only.**

- 6.** Last date to receive Application is 11.03.2024 up to 3 p.m.
- 7.** Tender Opening date is 12.03.2024 at 3:30 p.m.
- 8.** Self attested copy of all certificate, Pan, Adhar and proof of Office Located Patna.
- 9.** Incomplete application or the application not having proper data of without qualification / experience certificate or without self attestation shall be substantially rejected.
- 10.** Detail of Scope of Work as well as prescribed application can be download from website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).

## **Terms & condition and scope of work**

### **1. TERM**

This agreement shall be valid for 12 Months onwards the date mentioned In the letter of intimation for the commissioning of Accounting and Financial Management Services task In BSTDC.

The Chartered Accountant firm will be required to provided the desired services **for one year and will be Extendable up to next three years if performance is found satisfactory** on same terms of reference. The performance evaluation would be carried out by the BSTDC 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, BSTDC reserve 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.

### **2. SCOPE OF WORK**

The broad outline of the scope of service would include:

- i. 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 Companies Act, 2013 / Income tax Act / Accounting standards, directives of Reserve Bank of India and other relevant enactments and notifications;
- ii. Preparation and finalization of Accounts and timely preparation of Financial Statements or Annual Accounts and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guidelines
- iii. Day-to-day cash and treasury management including cash forecasting;
- iv. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
- v. Preparation of Annual Budgets estimates and Budget Execution;
- vi. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of BSTDCL;
- vii. Data entry of Bills/ M.R./ Vouchers in latest version of Tally/ equivalent accounting software at headquarters and all units on monthly basis;
- viii. Visiting of all Units on monthly basis including Head Office and verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc;
- ix. Concurrent Audit i.e. Scrutiny of each & every vouchers of Head Office and Units;
- x. Preparation and maintenance of manual Cash/ Bank Books (as required) on monthly basis at headquarters and each units level;
- xi. Preparation of periodic Bank Reconciliation Statements;
- xii. Maintenance of statutory books of account, Fixed Asset Register and records;
- xiii. Manage funds and ensure accounting works completely in all respect;
- xiv. Preparation and maintenance of Direct Tax (Income Tax, TDS etc.) and Indirect Tax (Goods and Service Tax etc.) related documents and records, preparation and filing of statutory returns with the respective authorities within time and ensuring its regular compliance;
- xv. Handling Project based accounting, as per BSTDCL rules and regulations;
- xvi. Salary Preparation & tax Computation;
- xvii. Maintenance & verification of Tax Deductions (TDS) details;
- xviii. Preparation of ESI & provident fund statements and filing of returns;
- xix. Issuance of TDS Certificates (Form 16 & Form 16 A etc.),
- xx. Reviewing BSTDCL accounting & financial management systems and suggest modifications/ improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations;
- xxi. Assisting BSTDCL in various statutory audits e.g. Annual Audit, C&AG Audit etc. from time to time and implementing audit recommendations;
- xxii. 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 BSTDCL rules and regulations;
- xxiii. Time to time (as agreed reporting to the concerned office of Corporation with list of completed works and pending works;

- xxiv. Issuance of completion of assignment and filling of returns, if any/ reporting with concerned Government/ Authorities within prescribed time line;
- xxv. Accounting works to be started soon and ensure to file statutory obligations, if not done during that period;
- xxvi. Other works as assigned by corporation from time to time.

### 3. TEAM

Chartered Accountant firm/ Consultant will appoint from amongst its team member , a full time chartered accountant having 5 years experience and four full time accountants at BSTDC office. All team member will be stationed at BSTDC Head Office during entire contract period.

Position	No of person.	Qualification	Experience	Role & Responsibilities
<b>Team Leader</b>	<b>1</b>	<b>F.C.A.</b>  Experience  5 Years	<ul style="list-style-type: none"> <li>○ Excellent knowledge of financial reporting, Taxation and accounting possesses with at least 5 years of post-qualification experience.</li> <li>○ Should have proven record in conducting accounting &amp; financial management support consultancy</li> <li>○ Must have worked in at least 3 assignments in Government undertakings</li> <li>○ Should have proficiency in use of Tally software and/or other accounting</li> <li>○ Easy going nature and able to coordinate with all departments.</li> </ul>	<ul style="list-style-type: none"> <li>○ Overall in-charge &amp; responsible for supervising accounting &amp; financial management related activities</li> <li>○ Supervise accountants in implementation &amp; maintenance of accounting system.</li> <li>○ Responsible for Payroll Management &amp; Tax Computation</li> <li>○ Responsible for annual budget &amp; forecasting</li> <li>○ Responsible for computerized accounting</li> <li>○ Provide technical leadership to the team including regular Co-ordination &amp; quality assurance.</li> <li>○ Regular reporting to the General Manager &amp; Managing Director.</li> <li>○ Responsible for strengthening the existing accounting &amp; financial management practices in BSTDC.</li> <li>○ Provide consultancy/ opinion on various issues as required time to time.</li> <li>○ Co-ordinated with concerned person/ officer as directed by BSTDC.</li> <li>○ Other assignments given time to time.</li> </ul>
<b>C.A. Intermediate/ Accountant</b>	<b>8</b>	<b>C.A.</b>  Intermediate / B.Com  Experience 2-3 Years	<ul style="list-style-type: none"> <li>○ At least 3 Years of working experience (including article ship) in Accounting &amp; Book keeping</li> <li>○ Similar work experience in Government Projects will preferred</li> <li>○ Knowledge of Tally, MS office, computerized accounting and other related accounting software.</li> </ul>	<ul style="list-style-type: none"> <li>○ Responsible execution of scope of services as provided in term of reference .</li> <li>○ Execution of works as given by team leader or directly by authorized officer of BSTDC.</li> <li>○ Every work done by the Article clerk/ Accountant must be Counter signed the FCA or the team leader.</li> </ul>

**Bihar State Tourism Development Corporation Ltd. Patna**

**Technical Bid**

1.Detail of firm, Address of Head Office and its branches with details of partner-in- charge with telephone no. and e-mail.

A. NAME OF FIRM :

B. ADDRESS :

(With telephone No. /Mobile No. &Email id)

C. HEAD OFFICE :

D. BRANCH – :

2. (a)Year of establishment and particulars of all partners and qualified assistants with photocopy of latest constitution certificate issued by The Institute of Chartered Accountants of India.

(b)The audited Company (PSU) must have the turnover of Rs. 50.00 crore in the financial year audited.

3. FIRM REGISTRATION DATE & NO. :

4. P.A.N. :

5. GSTIN NO. :

6. UNICODE NO. :

7. CAG REG NO. :

8. PARTNERS :

Sl. No.	Name of Proprietor	Qualification	Membership No. Year (ICAI)
01			
02			

9. Members of Team.(No. of article clerk, audit clerk and other assistants and Accountant/  
Audit Clerk.

Sl. No.	Name	Qualification	Remarks
01			
02			
03			
04			
05			
06			
07			
08			
09			

10.Experience details during last 5(Five) years in Internal Audit/ statutory Audit of State/ other Public Sector Corporate Undertaking in Bihar except banks supported by suitable evidence of the company.

11. Tender Processing Fee- Rs. 590/- (Five Hundred and Ninety) Non refundable

12. Tender Document fee – Rs. 5000/- (Five thousand only) Non refundable

13. E.M.D. Fee -Rs. 25000/- (Twenty-five thousand only) it is refundable to those who are not selected. E.M.D. of Selected firm will be kept as a security money.

**Note:- (i) Bid processing fees and Bid document cost to be paid through online mode i.e. Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS.**

**(ii) EMD should be paid through online mode i.e. Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS or By BG only.**

14. Any Tender without (1) Tender Processing Fee (2) Tender Document fee (3) E.M.D. fee, will not be accepted.

15. The audited Company (PSU) must have the turnover of Rs. 50 crore in the Financial year audited.

16. Self attested copy of all certificate, Pan, Adhar and proof of Office Located in Patna.

Signature & Seal of Firm

**Note:- Incomplete application/ the application not having proper data or without qualification/ experience certificate/ without self attestation/ without tender processing fee/ tender document fee/ E.M.D. fee shall be substantially rejected.**

**Bihar State Tourism Development Corporation Ltd. Patna**

**Financial Bid**

Selection of Chartered Accountant Firms						
<b><u>Name Of the Bidder</u></b>						
<b><u>Address of the Bidder</u></b>						
<b>Sl. No</b>	<b>Particulars</b>		<b>Qualification</b>	<b>Rate per person (in Rs.) (Monthly) Including All Taxes as applicable</b>	<b>No. of Person</b>	<b>Amount (Monthly) Including All Taxes as applicable</b>
1	F.C.A.	:			1	
2	Article Clerk / Accountant	:			8	
Total Amount (in figures)						
Total Amount (in words)						

Signature & Seal of Firm