

Invitation to Limited Tender

Tender No:BSAMB (D) 02/2022

Limited Tender for selection of CA/CS/CMAfirms (Accountancy firms) to provide accountancy services at the Head Office of the “Bihar State Agriculture Marketing Board (BSAMB) (D)” and in the 54 Agriculture Produce Marketing Committee (D)/Market Yards in the state of Bihar.

Through e-Procurement mode only Details at: <https://www.eproc.bihar.gov.in/BELTRON>

PART - I (TECHNICAL BID)

(It consists of page 01 to 25 including cover page no. 01)

Issued by

Administrator

Bihar State Agriculture Marketing Board (D)

Pant Bhawan, Bailey Road, Patna-800013

Email: bsambpatna@gmail.com

बिहारसरकार
कृषिविभाग

बिहारराज्य कृषिविपणनपरषद (विघटित)

प्रथमतः, पंतभवन, बेलीरोड, पटना-800001, ईमेल-bsambpatna@gmail.com

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Tender Notification No: BSAMB (D) 02/2022

Limited Tender for selection of CA/CS/CMA firms (Accountancy firms) to provide accountancy services at the Head Office of the "Bihar State Agriculture Marketing Board (BSAMB) (D)" and in the 54 Agriculture Produce Marketing Committee (D)/Market Yards in the state of Bihar.

Bihar State Agriculture Marketing Board (D) under the Department of Agriculture invites limited tender offers from the agencies/bidders listed in Annexure I as per eligibility clause mentioned in Clause 5.1 in this tender document to provide accountancy services at the Head Office of the "Bihar State Agriculture Marketing Board (BSAMB) (D)" and in the 54 Agriculture Produce Marketing Committee (D)/Market Yards in the state of Bihar. Additionally, the tender document will also be shared with all the agencies mentioned in Annexure I of tender document through e-mail. Bids have to be submitted under "Two-bid system" with technical and financial bids separately.

Bidders need to register and apply through e-tendering/e-procurement systems of Govt. of Bihar at (<https://www.eproc.bihar.gov.in/BELTRON>). Proposals submitted through other modes will not be accepted. The tenderers will have to submit Demand draft of Rs.2000 (Two thousand only) issued in the name of 'Bihar State Agriculture Marketing Board' from any Nationalised Bank as cost of tender document. The bids submitted without the Cost of Tender Document and Earnest Money Deposit will be summarily rejected. BSAMB (D) reserves the right to accept/reject any or all of the tenders without assigning any reason whatsoever. The details of terms and conditions can be seen in tender document.

Interested parties/agencies/bidders also need to submit original documents/instruments of EMD (Fixed Deposit receipt/ Bank Draft/ Banker's cheque or Bank Guarantee) and Cost of tender document (Demand Draft) in Sealed Envelope to Bihar State Agriculture Marketing Board (D) Pant Bhawan, Sri Krishna Puri, Patna, Bihar. Pin-800015.

Schedule

1	Downloading of Tender Document	Start Date and Time to End Date and Time 19.09.2022, 10:00 AM to 17.10.2022 up to 5:00 PM
2	Last date and time for uploading of Tender document including all required documents	End Date and Time 18.10.2022 up to 4:00 PM
3	Last date and time for submission of original documents/instruments of EMD (Fixed Deposit receipt/ Bank Draft/ Banker's cheque or Bank Guarantee) and Cost of tender document (Demand Draft) in BSAMB office, Pant Bhawan, Bailey Road, Patna, Bihar	Till 19.10.2022 up to 4:00 PM
4	Date, time and place for opening of Technical Bid	Date and Time 20.10.2022, at 3:00 PM,

Limited Tender for Selection of CA/CS/CMA firms (Accountancy Firms)

		www.eproc.bihar.gov.in/BELTRON
5	Date, time and place for opening of Financial Bid	To be informed later to technically qualified bidder only.

Admin
17.5.22

Administrator
Bihar State Agricultural Marketing Board (D)

Limited Tender for Selection of CA/CS/CMA firms (Accountancy Firms)

Annexure I

Agencies from whom limited tender is invited:

Sr. No	Name of the Firms
1	Ms. B. Mukherjee and Company, Chartered Accountant, MakhaniaKuan, Patna
2	Ms. Rakchamps& Co., LLP, Kadamkua, Patna
3	Ms. P. Jyoti and Company, Chartered Accountant Exhibition Road, Patna
4	Ms. Anjali Jain and Associates, Chartered Accountant, Jain Vila Compound, Ranchi
5	Ms. Ghoshal and Ghoshal Chartered Accountant, Budh Marg, Patna
6	Ms. Sanjay Kumar Jha and Associates, Chartered Accountant, Frazer Road, Patna
7	Ms. P. Puneet and Co., Chartered Accountant Budh Marg, Patna
8	Ms. Rastogi and Co., Exhibition Road, Patna
9	Ms. R. N. Mishra, Chartered Accountant Boring Road, Patna
10	Ms. M.K. Singh, Chartered Accountant, West Boring Canal Road, Patna
11	Ms. K. A. Goyal and Co., Chartered Accountant, Danapur, Patna
12	Ms. Shanse Rub and Associates, CA, Budh Marg, Patna
13	Ms. S. N. Kapur and Associates, Chartered Accountant, Boring Road, Patna

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1. Definition

Unless the context otherwise requires, the following terms whenever used in this RfP/ Contract have the following meanings:

- 1.1 The term 'Department' shall mean Bihar State Agriculture Marketing Board (BSAMB) (D) which is under the department of agriculture, Government of Bihar.
- 1.2 The term 'Head Office' means the principal office of the Bihar State Agriculture Marketing Board (D) located at Pant Bhawan, Bailey Road, Patna-800001.
- 1.3 The term 'Agriculture Produce Marketing Committee (D)/Market Yards' includes land/sites, shops, godowns, shop cum godowns, common facilities and/or other infrastructures like cold storages, weighbridges, ripening chambers, primary processing units, packing/grading units, testing labs, electronic/non-electronic display boards, and other similar structures under the premises of the Agriculture Market Yard.
- 1.4 The term 'applicant/bidder/agency/firms' means an entity which is desirous of submitting the bid/proposal for this tender to provide accountancy services at the head office of Bihar State Agriculture Marketing Board (BSAMB) (D) and the 54 Agriculture produce Marketing Committee (D)/ Market Yards in the state of Bihar.

2. Disclaimer

The information contained in the limited tender document or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of the department is provided to the applicants on the terms and conditions set out in the tender and such other terms and conditions subject to which such information is provided.

The purpose of this limited tender document is to provide interested parties/agencies with information that may be useful to them in the formulation of their financial proposal/quotation pursuant to this tender. The information provided in this document is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein. The department accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this tender.

The department 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 tender. The issue of the tender document does not imply that the department is bound to select any applicant or to appoint the selected applicant/bidder, as the case may be, the department reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The applicant/bidder 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 department or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the applicant/bidder and the department 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.

The department and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information forecast, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of the department or any of its officers/ employees.

3. Bid Details

3.1 Bihar State Agriculture Marketing Board (D) invites tender offers (financial bid) from accountancy firms to provide accountancy services at its **Head office** located at **Pant Bhawan, Bailey Road, Patna** and in the premises of the **54 Agriculture Produce Marketing Committee (D)/market yards** in the state of Bihar. To ensure delivery of the accountancy services the accountancy firm needs to provide 33 (thirty-three) accountants of which 2 will be placed at the head office of the department and the remaining 31 will be attached with the 54 Agriculture Produce Marketing Committee (D)/market yards. Detail of the requirement is presented below:

Table: Deployment details of accountants

Sr. No	Name of the Office/Market Yards	No. of Accountants
1	Bihar State Agriculture Marketing Board (D) Head Office	2
2	Agriculture Produce marketing Committee (D)/market yard, Mussalahpur, Patna	2
3	Agriculture Produce marketing Committee (D)/market yard, Gulababagh, and Kasba, (Purnea)	2
4	Agriculture Produce marketing Committee (D)/market yard, Muzaffarpur	1
5	Agriculture Produce marketing Committee (D) /market yard, Darbhanga	1
6	Agriculture Produce marketing Committee (D)/market yard, Samastipur	1
7	Agriculture Produce marketing Committee (D)/market yard, Biharsharif	1
8	Agriculture Produce marketing Committee (D)/market yard, Chhapra/Saran	1
9	Agriculture Produce marketing Committee (D)/market yard, Bhagalpur	1
10	Agriculture Produce marketing Committee (D)/market yards, Patna city and Fatuha	1
11	Agriculture Produce marketing Committee (D)/market yards, Bihta and Danapur	1
12	Agriculture Produce marketing Committee (D)/market yards, Begusarai and Khagaria	1
13	Agriculture Produce marketing Committee (D)/market yards, Sitamadhi, Pupri and Bairginia	1
14	Agriculture Produce marketing Committee (D)/market yards, Nokha and Natwar	1
15	Agriculture Produce marketing Committee (D)/market yards, Sasaram and Mohania	1
16	Agriculture Produce marketing Committee (D) /market yards, Ghoghardiha and Jhanjharpur	1

Sr. No	Name of the Office/Market Yards	No. of Accountants
17	Agriculture Produce marketing Committee (D)/market yards, Motihari and Chakiya	1
18	Agriculture Produce marketing Committee (D)/market yards, Forbesganj and Araria	1
19	Agriculture Produce marketing Committee (D)/market yards, Badh and Mokama	1
20	Agriculture Produce marketing Committee (D)/market yards, Banmankhi and Katihar	1
21	Agriculture Produce marketing Committee (D)/market yards, Gaya and Daudnagar	1
22	Agriculture Produce marketing Committee (D)/market yard, Jehanabad	1
23	Agriculture Produce marketing Committee (D)/market yards, Ara, Bihiya and Buxar	1
24	Agriculture Produce marketing Committee (D)/market yards, Murliganj, Bihariganj and Singheswarsthan	1
25	Agriculture Produce marketing Committee (D)/market yards, Supaul and Triveniganj	1
26	Agriculture Produce marketing Committee (D)/market yards, Betiaah, Chanpatia and Narkatiaganj	1
27	Agriculture Produce marketing Committee (D)/market yards, Munger and Lakhisarai	1
28	Agriculture Produce marketing Committee (D)/market yard, Jainagar	1
29	Agriculture Produce marketing Committee (D)/market yards, Hajipur	1
30	Agriculture Produce marketing Committee (D) /market yards, Kishanganj, Bahadurganj and Thakurganj	1
Total		33

4. Two Bid system

4.1 Bidders will be evaluated as per 'Two-bid' system with technical bids and financial bids separately. Bidders meeting all eligibility criteria as mentioned in clause 5.1 of the tender document shall be considered as qualified agencies in the technical bid. Only such agencies shall be considered as technically qualified and will be eligible for financial evaluation.

4.2 The tender has to be submitted through e-procurement only. Bidders need to register and apply through e-tendering/e-procurement systems of Govt. of Bihar (<https://www.eproc.bihar.gov.in/BELTRON>). Proposals submitted through other modes will not be accepted.

4.3 The Cost of Tender document is Rs.2,000/- (Two thousand only) payable in

the form of Demand Draft in the favour of "Bihar State Agricultural Marketing Board and have to be submitted along with the hard copies of the document uploaded in the head office of the department.

- 4.4 Bidders need to register themselves and only after registration, the vendor/tenderer/agency can submit his/their bids electronically. Agencies applying for the above-mentioned tender need to pay applicable tender processing fee which needs to be paid through e-payment mode (i.e., NEFT/ RTGS/, Credit Card/Debit card/Internet Banking). The department/ tendering authority doesn't take any responsibility for the delay/ non-submission of tender/ non-reconciliation of online Payment caused due to non-availability of internet connection, network traffic/ holidays or any other reason."
- 4.5 The bidders should ensure that all the required documents as mentioned in the tender document are uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents on the e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>) .It will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded/readable.
- 4.6 Bidders also need to submit hard copy of original documents/instruments of EMD (Fixed Deposit receipt/ Bank Draft/ Banker's cheque or Bank Guarantee) and Cost of tender document (Demand Draft) in a sealed envelope in the office of Bihar State Agriculture Marketing Board (D), Pant Bhawan, Sri Krishna Puri, Patna, Bihar, Pin-800015 from till 19.10.2022 up to 16:00 hrs. The technical bid will be opened on 20.10.2022 at 15:00 Hrs in the office of Bihar State Agriculture Marketing Board (D), Pant Bhawan, Sri Krishna Puri, Patna, Bihar, Pin-800015 in the presence of tenderers or their authorized representative present at the time of opening of the tender. If the office is closed on the stipulated date and time due to some unforeseen holiday, tender will be dropped and opened on the next working day at the same place & time respectively.
- 4.7 Financial bids will be opened on later date (separately communicated to tenderers) of only those tenderers, whose technical bids have been found in order. Tenders received after the due date and time will not be accepted.
- 4.8 Rate shall be quoted in the Performa of financial bid in terms of Rupees per accountant/per month.

- 4.9 The accountancy firm/firms also need to train, supervise and ensure overall quality control of the functioning of accountants provided by them. Hence, accountancy firms need to take into account such costs while preparing their financial proposal. Accountancy firms also need to consider the charges incurred in local travel as many of the accountants will require to provide their services to more than one market yards. Deployment detail of accountants is provided in the initial part of the document. Under no circumstances, any separate payments shall be made to the accounting firms other than those mentioned in the financial proposal.
- 4.10 No addition/alteration/deletion should be done in the tender document by the tenderer, else the tender will be rejected. If any 'modification done' is detected later at any stage, the same will be treated as invalid, i.e., terms & conditions as provided in the original tender documents will prevail and will be binding on both sides.
- 4.11 Any extra information, if tenderer wishes to furnish, the same may be provided on separate letter head of the tenderer attached with tender document.
- 4.12 Tenderer will have to sign all the pages of the tender document along with Seal before uploading the tender documents.
- 4.13 Bidders need to submit the tender as per the prescribed format and in the mode specified in the tender document.
- 4.14 The department reserves the right to reject any or all offers without assigning any reason.
- 4.15 Corrigendum/Addendum, if any, will be published on the e-Procurement Portal (<https://www.eproc.bihar.gov.in/BELTRON>) and the departmental website.
- 4.16 For support related to e-tendering process, bidders may contact at following address "eProcurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at (www.eproc.bihar.gov.in/BELTRON).
- Important Details (Schedule of Events, contact & communication details etc.)

S. No.	Particulars	Details
1	Tender Offer Number	BSAMB (D) 02/2022
2	Designation and Address of the Bid Inviting Authority	Bihar State Agriculture Marketing Board (D) Pant Bhawan, Sri Krishna Puri, Patna Bihar. Pin-800015
3	Name of the Tender	Limited Tender for selection of CA/CS/CMA firms (Accountancy firms) to provide accountancy services at the Head Office of the "Bihar State Agriculture Marketing

S. No.	Particulars	Details
		Board (BSAMB) (D)" and in the 54 Agriculture Produce Marketing Committee (D)/Market Yards in the state of Bihar.
4	Queries to be addressed to	Assistant Administrator (Bihar State Agriculture State Marketing Board (D)
5	Mode of Submission of tender	e-Procurement Bihar State Agriculture Marketing Board (D) Pant Bhawan, Sri Krishna Puri, Patna Bihar. Pin-800015
6	Tender Fee	Rs.2000.00 (Two Thousand Only)
7	Earnest Money Deposit/Bid Security	Rs. 2,00,000 (Two Lakh only)
8	Tender Download start Date and Time	19.09.2022, 10:00 AM
9	Tender Download End Date and Time	17.10.2022 up to 5:00 PM
10	Last date and time for uploading of Tender documents including all tender documents	18.10.2022 up to 4:00 PM
11	Last date and time for submission of original documents/instruments of EMD (Fixed Deposit receipt/ Bank Draft/ Banker's cheque or Bank Guarantee) and Cost of tender document (Demand Draft) in BSAMB office, Pant Bhawan, Bailey Road, Patna, Bihar	Till 19.10.2022 up to 4:00 PM
11	Date of Opening of Tender (Technical bid)	Date and Time 20.10.2022, at 3:00 PM,

www.eproc.bihar.gov.in/BELTRON

5. Eligibility Criteria

5.1 Only tenderers as listed in Annexure-I are requested to participate in this limited tender. However, they should meet the following conditions and provide necessary supporting documents for qualifying for financial bid.

- i. Agency/firm should be a Trust/Company/partnership/Proprietor firm in India.
- ii. Agency/firm should be a recognized entity either from ICAI or Institute of Companies Secretary in India or Institute of Cost Accountants of India
- iii. The agency/firm should have a valid GST registration certificate.
- iv. Agency/firm should have a head office or branch office in the state of Bihar.
- v. The firm should have Avg. Turnover of at least Rs. 50 Lakh in the last three years (2018-19, 2019-20, 2020-21) and should attach audited Balance sheet and Profit and Loss statement.
- vi. Association, arrangements, sub-contracting, consortium, networking and joint-ventures with other agencies are not permitted for this assignment.
- vii. Firm should not be blacklisted from any State/Central government organization. The self-declaration certificate on the letterhead of the firm regarding this, should be submitted along with the bid.
- viii. The documents and information submitted by the tenderer should be true. The affidavit regarding genuineness of documents should be submitted along with the Technical bid [Annexure-II(A)].

The selection of agency for this tender will happen solely based on financial quotes provided by those agencies. But, financial tenders/quotes will be opened and evaluated only of those agencies who qualify in technical bid meeting the above-mentioned eligibility criteria and who submit the necessary documents/ proof of meeting the eligibility criteria.

6. Validity Period of Tender (BID Validity Period)

Tender/offer will be valid for 120 days from the date of opening of the tender. EMD will be forfeited if the tenderer withdraws or alters its bid/offer during the bid validity period.

7. EMD/ Security Deposit

7.1 The tender shall be accompanied by interest free EMD of **Rs. 2,00,000/- (Rupees Two lakhs only)** in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form, in the name of Bihar State Agricultural Marketing Board.

7.2 The EMD has to be remain valid for a period of sixty days beyond the bid validity period of 120 days, that is, EMD should be valid for six months. Tender without EMD will be summarily rejected.

7.3 In case of the selected bidder, the earnest money will be adjusted against the security deposit, while EMD of unsuccessful bidders will be returned preferably within 15 days.

7.4 The Department reserves the right to forfeit earnest money deposit of the successful bidder, if he/she fail to deposit security deposit, if any, which may be required under the terms and conditions of the quotation/tender within the stipulated period.

7.5 EMD will be forfeited if the tenderer withdraws or alters its bid/offer rate during the bid validity period/tender validity period.

8. Performance Security

8.1 After receiving the letter of allotment (LoA)/ work order, the successful bidder has to furnish an amount equal to 5% of contract value as performance security deposit to the Department within 15 days of issue of work order/ LoA and sign the contract agreement on prescribed format. The performance security deposit has to be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form, in the name of Bihar State Agricultural Marketing Board.

8.2 No interest will be claimed by the supplier/tenderer on the Performance Security Deposit. Failure to submit the Performance Security will imply forfeiture of EMD. Performance security deposit should be valid for period of 60 days beyond the date of completion of work/supply as mentioned in the supply order. The EMD deposited along with the tender by successful bidder may be adjusted against Performance Security.

8.3 **Forfeiture of Performance Security:** Performance security is to be forfeited in the event of breach of contract by the firm / unsatisfactory work.

8.4 **Refund of Performance Security:** Performance security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligation under the contract.

9. Evaluation/ Acceptance criteria of Bid

9.1 Contract will be awarded to the eligible lowest bidder (L1). In the event of quoted price of the eligible lowest bidder not found justified/not found reasonable by tender committee, negotiation can be held with him (i.e. L-1 party) for reduction in rate.

9.2 In case where L1 bidder shows the inability to supply the number of accountants as

mentioned in the tender document, then the department reserves the right to take services from L2 bidder at rate provided by L1 bidder. If L2 also fails to supply the required number of accountants, department may take services from L3 at the rate provided by L1.

- 9.3 Conditional offer shall not be accepted by BSAMB (D) and the tenderer shall not impose any term/condition.
- 9.4 BSAMB (D) reserves the right to accept/reject any or all of the tenders without assigning any reason whatsoever.
- 9.5 In cases where two or more accountancy firms are providing the accountancy services either at the time of award of the contract or at any time during the tenure of the contract, distribution of market yards between the agencies will be done by the Administrator, Bihar State Agriculture Marketing Board (D). The decision of the Administrator, BSAMB (D) will be binding for all the firms supplying accountants.
- 9.6 The contract can also be recalled if any new staffing policy is approved by the department. In such a situation a notice of 30 calendar days will be provided to the accountancy firm/firms.
- 9.7 Bidders need to submit the tender as per the prescribed format and in the mode specified in the tender document.

10. Scope of work

- 10.1 Bihar State Agriculture Marketing Board (D)/ (BSAMB (D) hereinafter referred to as the department/board intends to select accountancy firms to provide accounting services at its head office located at Pant Bhawan, Bailey Road, Patna and in the 54 marketing yards spread across different districts. Depending upon the existing transactions in the market yards, some of the accounts will be assigned responsibility of providing services at two or three market yards by allocating time in a proportional manner.
- 10.2 The accountants provided by the accountancy firm must be graduate in commerce from any of the recognized universities in India and have a minimum of three (3) years of accounting experience after completion of graduation. The experience will only be considered if the accountant has previously worked with CA/CS/CMA Agencies, Government departments /corporations/ central/state PSUs / Societies / SPVs promoted by departments/ Public Limited Companies, etc. Further, the candidates must be proficient in Tally ERP 9 accounting software.
- 10.3 For the selection of candidates, he/she must be of minimum 21 years of age and a maximum of 58 years of age as on 31/3/2022.
- 10.4 The selected accountancy firm shall provide a list of eligible candidates after the

initial screening of accountants from their side. Department will quality review/screen/interview the list of accountants provided by the accountancy firm, as needed.

- 10.5 The accountancy firm shall make available attested copies of the educational qualifications and experience which must be verified with the original thereof. In case of any falsify, the accountancy firm will be solely responsible for all the reasons and the candidate will be terminated immediately and necessary legal action may be taken against the firm. The payment done against the candidate terminated may be recovered by the department.
- 10.6 The selected accountancy firm may have to provide additional manpower if required by BSAMB (D) to the maximum extent of 50% of the original requirement within a reasonable time but not exceeding one month if required on the written requisition of the department at the same rates and terms and conditions.
- 10.7 The department reserves the right to accept or reject any tender/bid without assigning any reason whatsoever and the decision of the department in awarding the work shall be final. Applicant/bidder/tenderer shall bear all costs associated with the preparation and submission of its proposal/bid, and the department shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- 10.8 The department is not bound to accept any proposal and reserves the right to annul the selection process at any time before award of contract, without thereby incurring any liability to the bidder/applicant.

11. Task Description for firm/accountant

- 11.1 The accountancy firm shall provide accountancy services at the head office of the Bihar State Agriculture Marketing Board (D) and at the 54 Agricultural Produce Marketing Committee (D)/market yards. The services need to be provided on a full-time basis and on all days excluding the Sundays, National Holidays and the Gazetted holidays as declared by the Government of Bihar. However, in the interest of work they may be asked to report for work even on Sundays or Gazetted holidays. To ensure delivery of the services the accountancy firm needs to provide a team of 33 accountants.
- 11.2 In case of resignation/removal of any of the accountants, the accountancy firm must provide a suitable replacement in a maximum of 15 days. The qualification of the replacement provided must be similar or more than the qualification mentioned in the tender document.
- 11.3 The accountants deployed at the head office will work as per the

guidance/supervisor of the controller of Bihar State Agricultural Marketing Board (D) while those placed at the market yard shall work as per the guidance/supervision of the Sub-Divisional officer/special officers.

- 11.4 All accountants provided by the accountancy firm must carry a proper photo identity card every time.
- 11.5 The accountants provided by the accountancy firms will provide accounting services which must include regular maintenance of cash book, stock register, chequebook, preparation of vouchers and its entries in corresponding books, preparation of income and expenditure statements reconciliation cash book & bank statements, and any other related services.
- 11.6 The accountants provided by the accountancy firms will maintain an updated list of all market assets within the premises of marketing yards and will update the department in case of any encroachment of land or assets.
- 11.7 Accountants will also be responsible for maintaining records related to the rent received and receivables records (Ledger) on monthly basis and appraise the S.D.O and other designated officials at regular intervals. Accountants also need to interact with allottees for cheque/Demand Draft collection (if, any) from Agricultural Produce Marketing Committee (D)/market yards as per the direction of the Sub Divisional Officer (SDO). Accountants also need to appraise the designated SDO's on regular basis about the cheque collection.
- 11.8 If there is any requirement, accountants may also need to make visits to designated bank branches to facilitate banking transactions related to Agricultural Produce Marketing Committee (D)/market yards and regular updating of passbooks.
- 11.9 If there is any requirement then accountants may also be required to prepare cheques/payment advice as per the advice of the Sub-Divisional Officer or/and any designated official by Sub-Divisional Officer for the respective Agriculture Produce Marketing Committee (D)/market yard.

12. Terms and conditions applicable for successful bidder

- 12.1 For all intents and purposes, the accountancy firm shall be the 'employer within the meaning of different legislation/statutory requirements in respect of accountants so employed and deployed at the head office and in all the Agricultural Produce Marketing Committee (D)/market yard.
- 12.2 The accountants deployed by the accountancy firm/s shall be the employees of the firm and shall neither claim nor shall be entitled to any pay, perks, and other facilities admissible to casual, ad-hoc, regular/confirmed employees of the department during the contract or after the expiry of the contract.

- 12.3 The accountancy firm shall be solely responsible to comply with all rules and Regulations/Enactments made by the State Govt./Central Govt. from time to time pertaining to the contract including all Labour Laws.
- 12.4 The accountancy firm/firms shall be solely responsible for the redressal of grievances/resolution of disputes relating to the accountants deployed by them. The department shall, in no way, be responsible for the settlement of such issues whatsoever.
- 12.5 In case of negligence, dereliction of duty, disorderly behaviour, other misconduct by accountants provided by the accountancy firm/firms suitable action may be taken against the accountancy firm. In case of repeated behaviour, it may also lead to show cause notice, and based upon the reply the contract may also be terminated.
- 12.6 The tenderer/bidder/agency also needs to ensure that it will take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it. The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the department connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract. In case of any deviation/breach of the aforesaid provisions by the tenderer/bidder/applicant or any one employed by it or acting on its behalf (whether with or without the knowledge of the bidder/tenderer/applicant) shall entitle the department to take all/some or any one of the following actions, wherever required:
- i. To immediately call off the pre-contract activity without assigning any reason or giving any compensation to the bidder/tenderer/applicant. The Earnest Money Deposit (in pre-contract stage) and / or Performance Security Deposit (after the contract is assigned) may get forfeited either fully or partially, as decided by the department and immediately cancellation of the contract if already signed.
 - ii. The department may also recover sums already paid to the agency.
 - iii. To cancel all or any other ongoing contracts with the department. The department may also claim compensation for any loss or damage to such cancellation/rescission.

- iv. To debar from participating in future bidding processes of the department/Government of Bihar for a minimum period of five years.

12.7 The department shall also have the right to terminate the contract in case of any deficiency in the services provided by the firm is observed. Before terminating the contract, a show-cause notice will be provided to the accountancy firm which needs to be returned within 15 days. During the notice period, the accountancy firm can remove the deficiencies and reply accordingly. In case of an unsatisfactory reply and continuation of the observed deficiency, the contract will be terminated by providing a further notice of 7 days. If such deficiencies are observed to be repeated more than three times during any time period in the contract or more than three show-cause notices are issued then the contract will be terminated with immediate effect and the firm will be blacklisted or debarred to participate in any bid of the department for next 3 years.

12.8 In case of financial misconduct or financial fraud conducted by the accountants provided by the accountancy firm, the department will have the right to recover the amount from the accountancy firm. An FIR will also be lodged both against the personnel involved as well as the associated firm. The performance security will only be returned after the settlement of the final amount.

13. Procedure for payment

13.1 An Attendance Register will be maintained under custody of SDO office. The accountant will mark his/her attendance on the day she/he is present in the market yard. SDO will share the attendance sheet directly to BSAMB (D) by the 7th of next month. On the basis of this, the accountancy firm/firms will raise monthly bills at the beginning of each month.

13.2 The agency will send the bill/invoice to the BSAMB(D)'s Head Office latest by the 15th of next month for the duties performed during the month immediately preceding and these bills will be paid within the stipulated time which will be finalized during the signing of the contract. A monthly report specifying the progress on deliverables must be submitted by the agency to the Administrator, Bihar State Agriculture Marketing Board (D) along with the bill/invoice for payments.

13.3 For the purpose of deduction of payments, the number of days in a month will be treated as of 30 days.

13.4 The department will deduct the T.D.S as per the prevailing income tax rules while making payments to the agency.

14. Period of contract

The period of the contract will be for two(02) year from the date of commencement of the actual services provided by the accountancy firm. At the end of first year, rate will be increased by 5%.

The contract may further be extended up to two (02) more years in parts subject to satisfactory performance and mutual consent with the same terms and conditions. In case of extension, the rates will be enhanced by 5% for each of the year extended. In case of any deficiency in the services provided by the accountancy firm, the contract may also be terminated.

15. Committee for screening/quality review of accountants provided by the firm

The selected accountancy firm shall provide a list of eligible candidates and after an initial screening of accountants from their side. A committee formed by the department will quality review/screen/interview the list of accountants provided by the accountancy firm to whom work-order has been issued, as needed. The screening committee will forward the list for approval to the Administrator, Bihar State Agriculture Marketing Board (D). The decision of the Administrator will be final and binding.

16. Settlement of Disputes

- 16.1 Any difference or dispute or grievance out of or in connection with this quotation or acceptance thereof, on the contract entered or consequence thereof, shall appeal to the Administrator of Bihar State Agriculture Marketing Board (D) or his nominees. The nominees may be an officer of the Bihar State Agriculture Marketing Board (D). The tenderers will have no objection to such appointment of anybody, on the ground whatsoever, including that such nominees in his official capacity deal with the matter at any stage.
- 16.2 The Administrator may if s/he is convinced and deems it fit, may summarily dispose of the appeal by passing a reasoned order after giving an opportunity of being heard to the appellant.
- 16.3 Any person aggrieved by an order issued by the Administrator can appeal to the Principal Secretary/Secretary, Department of Agriculture, within 30 days from the date of the aggrieved order. The order issued by Principal Secretary/Secretary, Department of Agriculture, or any official on his behalf, shall be final and binding.
- 16.4 The parties agree that in the event of any disputes, neither will approach any

court of law unless they have resorted to and exhausted the remedy as envisaged above.

16.5 The parties do hereby also agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into at Patna and the civil courts at Patna only will have the jurisdiction to try legal proceedings which may arise out of this contract. Neither party shall file any proceeding in any other courts.

Note: If required, the Corrigendum/Correction slip may be issued by BSAMB up to 6 days before opening of Tender and same will be, uploaded on websites only as mentioned in the tender document.

For the tenderer's use

I have read and understood the foregoing Terms & Conditions and I agree to abide by them.

Date

(Seal)

Signature of the tenderer

Name.....

Full Address.....

.....

Annexure-II
Pro forma for Technical Bid

Advt. no.:

Last Date of Deposit of Tender:

Name & Address of the bidder:

M/S.....

.....

.....

To,

Administrator

Bihar State Agriculture Marketing Board (D)

Pant Bhawan, Bailey Road, Patna

Email: Email: bsambpatna@gmail.com

Table 1: Bid Details

Description of Information	Details
Tender No & Date	BSAMB (D) 02/2022
Name of Division	Bihar State Agriculture Marketing Board
Period of Bid Validity	120 days
Earnest Money in Lakh	Rs. 2 Lakh only.
Performance Security	5% of the contract value
Period of contract	2 years
Last date and time of uploading of bid	18.10.2022 up to 4:00 PM

Table 2: Basic Information about the Firm

Description of Information	Details
Name of the firm	
Complete Address of Regd./Head Office	
i) Postal Address	
ii) Telephone/Fax	
iii) E-mail	

Table 3: Check List of documents/instruments required to meet eligibility criteria for consideration of financial offer

Sr. No	Eligibility Criteria	Yes/No	Documentary Proof Attached (Yes/No)
1.	Agency/firm registration proof as a Trust/Company/partnership/Proprietor firm in India (Firm registration letter/firm database online from		

	ICAI website/issued by ICAI, the Institute of Chartered Accountants of India or similar institutes etc. should be attached)		
2.	EMD of rupees 2,00,000.00 (Two Lakhs Only)		
3.	Income Tax PAN Number		
4.	GST/Trade License as applicable		
5.	Minimum average turnover of Rs.50 Lakhs per annum in last 3 years 2020-21 2019-20 2018-19		
6.	Self-declaration certificate on the letterhead of the firms regarding satisfactory performance and having not been blacklisted from any State/Central government organization		
7.	Affidavit regarding genuineness of documents that all the documents and information submitted by the tenderer are true to be submitted on pro forma [Annexure- II(A)]		
8.	Audited Balance sheet and Profit and Loss statement of last three years 2020-21 2019-20 2018-19		

Note: The tenderer must sign all the pages of the tender document.

- I/We confirm that I/We have gone through the eligibility conditions/criteria as mentioned in the tender document and I/We meet all the eligibility criteria as mentioned in the tender document. I understand that in case of not meeting one or more of the eligibility criteria as mentioned in the above table my proposal shall not be considered for financial evaluation.

Tenderer's or Authorized Representative's Signature

Place:

Signature

Date:

Name.....

Designation

Complete address.....

Phone No.....

Fax No.....

Email.....

Annexure- II (A)

FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY TENDERER ALONGWITH THE TENDER DOCUMENTS

[To be executed in presence of Public Notary on non-judicial stamp paper of the value of Rs. 100/- . The stamp paper has to be in the name of the tenderer]**

I [Name and designation]** appointed as the attorney/authorized signatory of the tenderer [including its constituents], M/s. _____ [hereinafter called the tenderer] for the purpose of the Tender documents for the work of 'To provide accountancy services at the Head Office of the "Bihar State Agriculture Marketing Board (BSAMB) (D)" and in the 54 Agriculture Produce Marketing Committee (D)/Market Yards in the state of Bihar' as per the Tender Notice No. BSAMB (D) 02/2022 Advertisement No.....of Bihar State Agriculture Marketing Board, do hereby solemnly affirm and state on behalf of the tenderer including its constituents as under:

1. I/We declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
2. I/We also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.
3. I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by me/us.
4. I/We understand that if the certificates regarding eligibility criteria submitted by me/us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the tender EMD besides suspending of business for one year and legal action against me. Further, I/we [insert name of the tenderer]**_____ and all my/our constituents understand that my/our offer shall be summarily rejected.
5. I/We also understand that if the certificates submitted by me/us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, forfeiture of EMD and Performance Security, suspending of business for one year as well as legal action against me.

DEPONENT

SEAL AND SIGNATURE OF THE TENDERER

VERIFICATION

I/We above named tenderer do hereby solemnly affirm and verify that the contents of my/our above affidavit are true and correct. Nothing has been concealed and no part of it is false.

DEPONENT

SEAL AND SIGNATURE OF THE TENDERER

Place:

Dated:

** The contents in italics are only for guidance purpose. Details as appropriate, are to be filled in suitably by tenderer. Attestation before Magistrate/ Notary Public.

Invitation to Limited Tender

Tender No:BSAMB (D) 02/2022

Limited Tender for selection of CA/CS/CMAfirms (Accountancy firms) to provide accountancy services at the Head Office of the “Bihar State Agriculture Marketing Board (BSAMB) (D)” and in the 54 Agriculture Produce Marketing Committee (D)/Market Yards in the state of Bihar.

PART - II

(FINANCIAL BID)

(It consist of page 26 to 28 including cover page no. 26)

Issued by

Administrator

Bihar State Agriculture Marketing Board (D)

Pant Bhawan, Bailey Road, Patna-800013

Email: bsambpatna@gmail.com

Annexure-III

Performa for Financial Bid

Name & Address of the bidder:

M/S.....

.....

.....

To,

Administrator

Bihar State Agriculture Marketing Board (D)

Pant Bhawan, Bailey Road, Patna

Email: Email: bsambpatna@gmail.com

Subject: Financial offer for selection of CA/CS/CMA firms (Accountancy firms) to provide accountancy services at the Head Office of the "Bihar State Agriculture Marketing Board (BSAMB) (D)" and in the 54 Agriculture Produce Marketing Committee (D)/Market Yards in the state of Bihar.

Dear Sir/Madam,

Table 1: Financial Rates for the Bid

Tender Number: BSAMB (D) 02/2022			
Name and Address of the Bidder			
Item Description	Quantity (Unit- in numbers)	Rate in Rupees per Accountant/ per month (in figure)	Rate in Rupees per Accountant/ per month (in words)
Providing accountants for accountancy services to BSAMB(D)	33		

Note/Instruction for the bidder
In case of any discrepancy in the amount quoted in figures and the amount quoted in words the amount quoted in words shall be considered as the correct one.
The rate quoted per accountant must be higher than the minimum wages as prescribed by law.

Note: The rate offered by me is inclusive of all taxes/GST as per the extant provision.

Tenderer's or Authorized Representative's Signature

Place:

Signature

Date:

Name.....

Designation

Complete address.....

.....

Phone No.....

Fax No.....

Email.....