



BIHAR EDUCATION PROJECT COUNCIL

Shiksha Bhawan, Campus of Rastrabhasha Parishad,
Saidpur, Rajendra Nagar, Patna-800004

Ph.: 0612 2667163/68, Fax: 0612 2667190 Website : www.bepcssa.in

Request for Proposal from Chartered Accountant firms for Appointment of Statutory Auditors for Financial Year 2017-18

1. Bihar Education Project Council, Patna, the State Implementing Agency of SARVA SHIKSHA ABHIYAN - RTE invites request for proposal, in two bid formats (Technical and Financial) for appointment of Statutory Auditor(s) from the reputed Chartered Accountant firms having head office in Bihar (Head Quarter) for the Financial year 2017-18 for Audit of its Accounts of state/districts .
2. Interested CA Firms may obtain NIT & RFP Documents from the office of Chief Accounts Officer, Bihar Education Project Council, Shiksha Bhawan, Campus of Rashtra Bhasha Parishad, Saidpur, Patna 800 004 free of cost on any working day from 10:30 AM to 5:30 PM. Alternatively, the NIT & RFP Documents can be downloaded from our website www.bepcssa.in
3. The RFP, duly completed with firm profile must reach latest by **3:00 PM on 25.01.2018** at office of the BEPC. The bidders, in their own interest, are advised to deliver the bids personally to the BEPC. Alternatively, they may send the same through registered post. BEPC will not be responsible for any delay, wrong delivery or non delivery of the bids due to any reason. Separate envelope should be used for financial bid for each Zone and technical bid and the same should be marked on the face of the envelope.
4. The Technical Bid shall be opened at **4:00 P.M. on 25.01.2018** in the office of State Project Director, BEPC, Shiksha Bhawan, Campus of Rashtra Bhasha Parishad, Saidpur, Patna – 800 004, in presence of the authorized representatives of the firm who may wish to be present.
5. Financial Bids of only technically qualified firms will be opened.
6. For further details about the Tender, please refer at our website www.bepcssa.in
7. Pre Bid meeting will be held at **3.00 P.M. on 17.01.2018** at BEPC H.O., Patna.
(BEPC management can cancel this Tender at any point of time by whatsoever reasons it deemed fit.)



शिक्षा का अधिकार



सर्व शिक्षा अभियान
सब पढ़ें सब बढ़ें

(Sanjay Singh, IAS)
State Project Director

BIHAR EDUCATION PROJECT COUNCIL

Rastra Bhasha Parisar, Shiksha Bhawan, Saidpur Patna- 800 004

Selection of Chartered Accountants' Firms for conducting

Statutory Audit of B.E.P.C. Accounts

1. The last date for receipt of Request for Proposal in the specified format is 25.01.2018 up to 3.00 PM. Incomplete format/format received after the prescribed last date will not be entertained.

2. **REQUEST FOR PROPOSAL**

Request for proposal is hereby invited from the firms of Chartered Accountants in the prescribed format for short listing such firms for conducting statutory audit of the accounts of Sarva Shiksha Abhiyan and other Programmes being implemented in the State of Bihar.

3. **PERIOD OF AUDIT**

The purpose of this assignment is the conduct of statutory audit of accounts of the State and the District Units of B.E.P.C. for the financial year 2017-18.

4. **UNITS CLUSTERED INTO ZONES**

4.1 The State and District Level Offices of B.E.P.C. have been clustered into the following 2 Zones consisting of the SLO/DLOs indicated thereagainst:

Zone I : State Project Office (Patna), Arwal, Aurangabad, Bhojpur, Buxer, Gaya, Jamui, Jehanabad, Kaimur, Lakhisarai, Nalanda, Nawada, Patna (Rural & Urban), Rohtas and Sheikhpura.

Zone II: Araria, Banka, Begusarai, Bhagalpur, Katihar, Khagaria, Kishanganj, Madhepura, Munger, Purnia, Saharsa, Supaul, Darbhanga, East Champaran, Gopalganj, Madhubani, Muzaffarpur, Sitamarhi, Sheohar, Samastipur, Saran, Siwan, Vaishali and West Champaran.

4.2 An eligible firm may apply for 1 or more of the above 2 Zones. However, after completing the evaluation process contracts will be awarded to 2 firms i.e. one firm only for each zone.

5. **SUBMISSION OF PROPOSAL**

5.1 The proposal shall be submitted in a two-bid format, - (i) Technical Proposal and (ii) Financial Proposal. The said proposals shall be submitted in the prescribed formats appearing at Annexure A and Annexure B respectively. If any firm is submitting proposal for more than one Zone then they will submit only one Technical Proposal and separate Financial Proposal for each Zone.

5.2 Please note that auditors will issue a separate audit report for each district/ unit allotted to them. In addition to this auditor appointed for Zone-I consisting of State Level Office (SLO) shall be considered as lead auditor and shall be responsible for consolidation of the Financial Statements and issue consolidated audit reports and all required certificates for the state.

5.3 The Technical and Financial Proposals must be submitted in two separate sealed envelopes with **Technical Proposal** and **Financial Proposal** marked in bold letters respectively so as to leave no scope for confusion. The first envelope for Technical Proposal should not contain any information relating to cost or remuneration.

5.4 The two envelopes must be placed inside one large sealed envelope with the following marking in bold letters:

**"REQUEST FOR PROPOSAL FOR CONDUCTING
STATUTORY AUDIT OF B.E.P.C. FOR 2017-18"**

5.5 The complete Proposal must reach on the following address positively by 3.00 P.m. on 25.01.2018.

**The State Project Director
Sarva Shiksha Abhiyan
Bihar Education Project Council
Shiksha Bhawan, Campus of Rashtrabhasha Parishad
Saidpur, Rajendra Nagar, Patna 800094.**

6. BASIC CRITERIA FOR THE STATUTORY AUDITOR FOR PARTICIPATING IN PROPOSAL PROCESS

- a. The firm must have empanelled with PSU's major audit as per C&AG.
- b. The firm must have empanelled with C. & A.G. & RBI for 2015-16/2016-17 eligible for doing major PSU's audit as per C&AG.
- c. The firm shall be in existence for at least 10 years practicing chartered accountant, register with ICAI.
- d. The firm shall be Partnership firms with one full time FCA. The partnership concern shall be in continuous practice for the period of minimum 10 years. Joint Venture & A.O.P. (Association of Persons) firms are not allowed. The term full time partner / CA employee does not include those persons [Partner / sole] who are:-
 - (i) Partners in other firms
 - (ii) Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949.
 - (iii) Partners who have earned more professional income from other sources than their income from the firm.
- e. The firm should have annual minimum turnover* of Rs. 35.00 lakhs each year in preceding 3 years i.e. 2014-15, 2015-16 and 2016-17.
- f. The firm must have experience of working in all at least 2 Govt./PSU assignment for Statutory Audit in preceding 3 years i.e. 2014-15, 2015-16 and 2016-17.
- g. The firm must have service tax/goods and service tax registration.
- h. The firm must have filed income tax Returns for preceding 3 years for the F.Y. i.e. 2014-15, 2015-16 and 2016-17.
- i. The firm must have audit team, of minimum 06 (Articles /audit clerk) who have qualified the Intermediate/ PE II/PCC/ IPCC Examination of the ICAI.
- j. It is necessary to have at least minimum 4 full time chartered accounts Partners/Employees as on date of advertisement in the firm.
- k. The head office of the firm must be in the State of Bihar and it must have at least a Branch office in Patna.
- l. The firm should have PAN.
- m. The C.A. Firm who has conducted the Statutory Audit of Bihar Education Project Council. Patna continues for three year, will not be entitle for Statutory Audit in F.Y. 2017-18.
- n. The C.A. Firm who has conducted the Concurrent Audit of Bihar Education Project Council, Patna for the year 2017-18, will not be entitle for Statutory Audit in the F.Y. 2017-18.

All the documentary proof of above must be submitted in Technical Cover-Folder.

- * (i) Turnover shall mean Gross Professional Earnings as per the Profit & Loss Account of the year.

- (ii) When the firm will not submit the P&L A/C for the F.Y. 2014-15, 2015-16 and 2016-17, then average amount will be calculated for determining the average annual turnover of Rs. 35 lacs. Suppose the firm Submit 2 years P&L A/C and its turnover come to 105 lacs then for marking criteria it will be in the slab of 35 lacs & up to 70 lacs.(i.e. 105/3)

7. **PROPOSAL SUBMISSION FORMAT**

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Proposal with deviation from this format shall be rejected. This Proposal should be submitted in English language only.

A) TECHNICAL PROPOSAL

The bidder shall submit the Technical Proposal. Technical Proposal should contain following documents.

Sr. No.	Documents to be submitted	Documentary Proof Required.
01.	Full-Time Partners /Sole Proprietor of the firm as on 01-12-2017 or latest.	Copy of constitution certificate of the firm.
02.	Part Time Partners if any, as on 01-12-2017 or latest.	Copy of constitution certificate of the firm.
03.	Full Time Chartered Accountant Employees as on 01.12.2017 or latest	Copy of constitution certificate of the firm.
04.	Articles/Audit Clerks presently working in the firm.	Member Card of Partner in Enrolled in Article Ship.
05.	Engagement in any Statutory Audit / Concurrent audit or any other services of any Govt. Companies / Corporations etc.	Copies of work order
06.	Eligibility of Major PSUs Audit as per C & AG	Proof to be attached
07.	Particulars of Branches	Copy of constitution certificate of the firm
08.	Details regarding experience of working in the Govt./PSU of Statutory Audit.	Copies of work order
09.	A copy of constitution certificates of firm issued by the ICAI containing inter-alia. a. Date of formation of the firms with a full time FCA. b. Details of partners / Sole Proprietor / CA Employees as on 1st December, 2017, date of joining the firm, date of becoming FCA, and their other interest, if any.	Copy of constitution certificate of the firm
10.	A copy of the latest partnership deed in the case of partnership firms.	Latest Partnership Deed
11.	Copy of PAN Card	Copy of PAN Card
12.	A copy of the acknowledgement of the IT return of the firm for the F.Y 2014-15, 2015-16 and 2016-17.	A copy of the IT return along with copy of computation of income of the firm
13.	A Copy of financial statement of the firm along with schedules for the F.Y. 2014-15, 2015-16 and 2016-17	Copies of financial statement of the firm along with schedules for the F.Y.2014-15, 2015-16 and 2016-17.
14.	Service Tax/Goods and Service Tax Registration	Copy of Service Tax/Goods and Service Tax Registration.
15.	Copies of Services Tax paid for the firm along with schedules for the F.Y. 2014-15, 2015-16 and 2016-17 Service Tax Registration.	Copies of Statement showing service Tax Paid and Service Tax return alongwith challan.
16.	Details of court cases / arbitration cases / or any other case pending against the firm	Affidavit by the Notary Public regarding the Court Case etc should be attached.

B) FINANCIAL PROPOSAL

- Financial proposal submitted by the firm should be valid for 3 months from the date of submission of the proposal by the firm.
- All blank space in the financial proposal must be filled in in completely where indicated, either typed or written in ink.
- Separate envelope should be used for financial bid for each Zone i.e Zone I and Zone II.
- Rate should be quoted in Lump-Sum amount for all schemes excluding as per Goods and Service Tax rules.
- TA & DA shall be paid as per BEPC norms.

8. EVALUATION PROCESS

The Technical Proposal received must be strictly in the format prescribed in Annexure A and will first be checked against the eligibility criteria listed in para '6' above. In case the format of the Proposal differs materially from the format prescribed in Annexure A or the firm fails to meet any one or more of listed in para '6' above the proposal shall be declared as "Non-responsive"

- 8.1 Such Proposals that are submitted in the prescribed format and fulfil all the 6 eligibility criteria will be evaluated further and points will be awarded to the firm as per the following norms:

Sl. No.	Criteria	Basis of Evaluation	Points	Maximum Points
i.	Empanelment with C&AG, RBI and PSU major Audit	Empanelled with C&AG	1.5	6
		Empanelled with RBI	1.5	
		Empanelled with PSU's major audit as per C&AG.	3	
ii.	Age of Firm	More than 10 years up to 15 years	3	9
		More than 15 years up to 20 years	6	
		More than 20 years	9	
iii.	Full-time Partners'/CA Employees' Association with the Firm	In case of an FCA associated with the Firm for:		12
		• more than 1 year but up to 5 years	1.5*4	
		• more than 5 years but up to 10 years	2*4	
		• more than 10 years	3*4	
		In case of an ACA associated with the Firm for:		
		• more than 1 year but up to 5 years	1*4	
iv.	Number of Semi-qualified Staff	Articled/Audit Clerks presently working in the firm		9
		• more than 5 but up to 8	3	
		• More than 8 but up to 11	6	
		• more than 11	9	
v.	Average Annual Turnover	• From 35 Lac and up to 55 Lac	6	12
		• More than Rs. 55 Lac and up to 70 Lac	9	
		• More than 70 Lac	12	
vi.	Head Office & Branch Office	Firm has Head Office in any other city of Bihar	3	6
		Firm has Branch Office in Patna	3	
		Firm has Head Office in Patna	6	
vii.	Past Experience in similar assignment i.e Statutory Audit	Completed at least 2 but less than 4 statutory audit assignments of Central/State Govt. Organisations in the past	3	6
		Completed 4 or more statutory audit assignments of Central/State Govt. Organisations in the past	6	
Maximum Total Points				60

1. In case of merger, the partners of the merging firms will be assigned points after one year from the date of merger.
 2. If the PCA is more than one year but association with a firm is more periods then their points will be considered in the PCA category adding the period of association as ACA also.
 3. Technical proposals scoring not less than 36 of the points will be considered for financial valuation.
- 8.3 State Project Director, Bihar Education Project Council, Patna shall evaluate Financial Proposals of eligible bidders. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation / summation error etc. the proposal may be rejected. The financial selection of the successful bidders from the technically qualified bidders will be done by considering both the price quoted and the technical capability using the following criteria.

Sr. No.	Criteria	Method of allocating point for combined score
1.	Points for financial bid	The following formula will be applied for allocating points on financial bid :- $\frac{\text{Lowest Bid} \times 40}{\text{Bid being considered}}$

All marks will be given rounded up to two decimal points. The bidder getting the Maximum combined score out of 100 above a specified cut-off score will be short listed for further consideration.

9. Successful Auditor has to deposit security @ 5 % of the total amount of the contract within 7 days before execute agreement. The Security Deposit shall be a demand draft of any Nationalized Bank/Scheduled Bank in favour of BEPC-SSA-General Head payable at Patna. No Bank Guarantee will be accepted.
10. All full time partners / sole proprietor should invariably sign the undertaking appended as similarly, all the full time Chartered Accountant employees of the firm should sign in the column provided at Annex A-3 to the format.
11. **EARNEST MONEY DEPOSIT (EMD)**

Bidders shall submit, their EMD of Rs 5,000/- (Rs. Five Thousand Only) for each zone in the form of a Demand Draft in favour of "BEPC-SSA-General Head" payable at Patna. The draft should be drawn from the Nationalized / Scheduled Bank and payable at Patna only and submit before due date of Bid Opening (Technical).

- a. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the Bidder on the amount of the EMD.
- b. The bidder shall submit the Demand Draft from the bidders own banks account and the EMD shall be non-transferable.
- c. No Bank Guarantee will be accepted in lieu of the Earnest Money Deposit.
- d. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract with successful Chartered Accountant firm.
- e. The EMD may be forfeited :

- Submitted Bid shall not be withdrawn by any bidder / C.A. firms during the period of Proposal validity or its extended period, if any; or
- In case of a successful bidder, fails to sign the Contract or to furnish Security Deposit within specified time in accordance with the format given in the RFP.
- During the proposal process, if any information is found false/ fraudulent / malafide, then State Project Director, Bihar Education Project Council, Patna shall reject the Proposal and if necessary initiate action.

12. PENALTY

In case the work is not completed by the specified date or any extension thereof, Penalty 0.5%(zero point five percent) of the order value or part thereof of the incomplete portion of the assignment of delay shall be recovered from the bills. However, the total penalty shall not exceed 10% (ten percent) of the total value of the Work. In case the delay exceeds one month, the Order/contract will be liable to be cancelled along with forfeiture of Security Deposit and recovery of liquidated damages.

13. TERMINATION/CANCELLATION/AMENDMENT OF CONTRACT

- 13.1 If any of the information/documents furnished by the firm is found to be incorrect or fraudulent, the contract shall be treated as terminated forthwith and B.E.P.C. shall notify the firm of such termination along with reasons for such termination.
- 13.2 B.E.P.C. may decide to terminate the contract at any time during its pendency for any valid and cogent reason(s). In such a case, B.E.P.C. shall forthwith intimate the appointed firm of such termination and the reasons for such termination. After the termination the B.E.P.C. may appoint another C.A. firm having next highest point for the quoted rate or rate quoted by terminating firm whichever is lower.
- 13.3 After termination of the contract either during its pendency or on its expiry, the appointed firm shall return and not retain any materials/documents that are the property of B.E.P.C. save and accept copies of such materials/documents that validly form the audit working papers or audit documentation as per the relevant Standards on Auditing issued by the ICAI.
- 13.4 After termination of the contract either during its pendency or on its expiry, the appointed firm shall not make any representation before the public at large or to any specific person(s) that may directly or indirectly imply the continuation of the contract beyond its actual date of termination.
- 13.5 B.E.P.C. retains the right to make need-based amendment to any and all terms of the contract after giving due notice to the appointed firm and with its consent.
- 13.6 The courts of Patna shall have the jurisdiction for settling disputes, if any, arising in respect to the contract.
- 13.7 The contract for carrying out audit of the respective Zone of B.E.P.C. covers the reporting period from April 1, 2017 to March 31, 2018 only. B.E.P.C. at its discretion and subject to the consent of the appointed firm may extend the contract to cover one more reporting period from April 1, 2018 to March 31, 2019. However, B.E.P.C. reserves the right not to extend the contract without assigning any reasons for the same.

14. Terms of Payment

- 14.1 Invoices raised at the contracted value for each deliverable must accompany the deliverable.
- 14.2 Any Doods and Service and/or other taxes as applicable shall be paid extra.
- 14.3 B.E.P.C. shall release payments against the invoices within a period of 15 days from receipt of the invoice, subject to approval of the underlying deliverable by the B.E.P.C. Management.
- 14.4 All invoices shall be subject to deduction of Income Tax at source and other deductions, if any (to be duly communicated to the appointed firm by B.E.P.C. at the time of payment)

15. Pre-bid Meeting

Clarifications for any queries arising from the above may be sought at the pre-bid meeting scheduled for 3.00 p.m. on 17.01.2018 at the HO of B.E.P.C., Shiksha Bhawan, Patna.

16. CONFIDENTIALITY:

The Bidder (s) and their personnel shall not, either during the term or after expiry of this contract, disclose any proprietary or confidential information relating to the services, contract or the State Project Director, Bihar Education Project Council, Patna operations without the prior written consent of the Society.

Rama

(Raman Kumar)

Chief Accounts Officer (I/c)

Bihar Education Project Council (BEPC)

Shiksha Bhawan, Bihar Rashtra Bhasha

Parishad Campus, Saidpur,

Patna-800004

Annexure - A

Status of Firm

Partnership

Sole Proprietorship

1. (a) Name of the firm (in Capital letters)

(b) Address of the Head office

(Please also give telephone no. and

e.mail address)

(c) PAN No. of the firm

2. ICAI Registration No. _____ Region Name _____ Region Code No. _____

3. Date of constitution of the firm:

4. Full-Time Partners of the firm as on 01-12-2017 or latest (Please fill up Annex A-1)

5. Number of Part Time Partners if any, as on 01-12-2017 or latest (Please fill up Annex A-2)

6. Number of Full Time Chartered Accountant Employees as on 01-12-2017 or latest (Please fill up Annex A-3)

7. Number of audit staff employed full-time with the firm (Please fill up Annex A-4)

(a) Articles / Audit Clerks

(b) Other Audit Staff (with knowledge of book keeping and accountancy)

(c) Other Professional Staff (Please specify)

8. Number of Branches (Please fill up Annex-5)

9. Whether the firm is engaged in any Statutory audit or any other

services of any Govt. Companies / Corporations etc. (Please fill up Annex - 6)

Yes/No

10. Whether there are any court / arbitration/ any other legal case against

the firm (if yes, give a brief note of the case indicating its present status)

Yes/Not

Place:

Date:

Signature

Full name and address

(Seal of the Firm)

SECTION-B**Undertaking**

I/We the partner(s) of M/s _____, Chartered Accountant do hereby jointly and severally verify and declare-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- (ii) That the firm, or partners has not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);
- (iii) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- (iv) That the constitution of the firm as on 1st December 2017 shown in the Request for Proposal is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the partners	Membership No.	Date of Birth	PAN No.	Signature of the partners

Place:

Date:

Enclosures: _____ pages

(Seal of the Firm)

1. Firm's name _____

Details of Full Time Partners of the firm. (As on 01-12-2017)

Sl. No.	Name of the Partners	Member-Ship No.	Whether FCA / ACA	Date of joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present

1. Firm's name _____

Details of Part-Time Partners of the firm. (As on 01-12-2017)

Name of Partners	Member-Ship No.	Whether FCA / ACA	Date of becoming FCA	Date of joining the Firm.	Name of other firm in which he is partner/ Employee	Whether practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)

(Annex A-4)

Details of Article / Audit clerk (Who have qualified the Intermediate/PE-II/ PCC/IPCC Examination)
employed full time with the firm (As on 01.12.2017):-

Sl. No.	Name of Article/Audit Clerk	CRO/ERO/NRO No.	Article / Audit clerk (Name of Partner Enrolled)

Particulars of Branches (Including foreign branches, if any)

Sl.No.	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner incharge of the branch	Date of opening of the branch	Region

Details of audit experience of the firm for the last 3 years in the following proforma. (Only assignments which carry a fee of Rs. 50,000/- and above should be mentioned).

Name of the area / sector	Name of the company /Firm/ body etc.audited	Year of audit e.g.			Nature of audit assignment viz. Statutory audit / Branch audit /Internal Audit Etc.	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm
		(a) 2014-15	(b) 2015-16	(c) 2016-17		

Signature of the Auditors/ Partner

Name and Designation of the Auditors/ Partner

Date

Signature of the Firm
Name of the Firm

Format for Financial Proposal – Zone I

Sl. No.	Particulars	Unit	Total Amount (in Rs.)
01.	Audit Fee	1 State Level Office & 14 Districts Level Office (Name of districts ref. to 4.1 of RFP)	
word			Total amount in

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes.

Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

Format for Financial Proposal – Zone II

Sl. No.	Particulars	Unit	Total Amount (in Rs.)
01.	Audit Fee	24 Districts Level Office (Name of districts ref. to 4.1 of RFP)	
			Total amount in word.....

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes.

Name of the Firm

Signature of the Authorized Person

Name and Designation of the Authorized Person

Place:

Date:



Seal of the firm

Sarva Shiksha Abhiyan

Bihar Education Project Council, Patna

(SSA-BEPC)

TERMS OF REFERENCE (TOR)

Appointment of Statutory Auditor for the Audit of Accounts of Sarva Shiksha Abhiyan (SSA), Kasturba Gandhi Balika Vidyalaya (KGBV) Programme and other fund of Govt. of Bihar on at the offices of districts level office and state level office for the year 2017-18.

1. BACKGROUND

Bihar Education Project Council, Patna is a registered Society which implementing the centrally sponsored "Sarva Shiksha Abhiyan (SSA)" Project in all Districts of State. The main objective of this scheme is to attain the goal of universalization of Elementary Education and as per this Programme; it is proposed to enroll all children in age group of 6-14 years in Primary Schools in the State. Grant is received from State Government, Central Government and others towards various primary educational programmes and the same is applied to the eligible activities implemented through DPO / BRCs / URCs / CRCs / SMCs and KGBV's under this programme. The Funds are shared between the Government of India and State Government in the ratio of 60:40.

2. OBJECTIVES

The Expenditure are incurred against various activities approved in the Annual Work Plan & Budget from funds released by the Government of India and the State Government covering the programme cost. A statement of expenditure based on actual amount spent under various 10 interventions is sent to Government of India.

The Programme Accounts (books of accounts) provide the basis for preparation of the PFS and are established to reflect the financial transaction in respect of the project as maintained by the project implementing agency Bihar Education Project Council, Patna.

The objective of the audit of the Programme Accounts (Programme Financial Statement (PFS)) is, on the basis of exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits of the Institute of Chartered Accountant of India, to enable the auditor to express a professional opinion as to whether:

a) The Programme Financial Statement give a true and fair view of the financial position of SSA, KGBV programme and other fund of Govt. of Bihar at the end of each financial year and of the funds received and expenditure incurred for the accounting period ended 31st March, 2018 as reported by the Programme Financial Statement the funds were utilized for the purposes for which they were provided.

3. SCOPE OF WORK

In conducting the Audit, attention should be given to the following:

- All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- Generally accepted accounting principles are followed by all entities who are authorized to incur expenditure under SSA, KGBV, other fund of Govt. of Bihar.
- Goods, works and services financed have been procured in accordance with relevant provisions of the Procurement Procedure prescribed for the purpose. Proper documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions and retained till the end of the Programme.

- d. All necessary supporting documents, records and accounts have been kept in respect of all programme expenditure including expenditure covered by Statement of Expenditure. Clear linkages should exist between the books of accounts and reports presented to the Government of India and the State Government.
- e. Expenditure incurred under SSA, KGBV is strictly in accordance with the financial norms prescribed in the SSA framework or any other clarifications issued from time to time. The expenditure statements / financial statements included in the statement of expenditure of the relevant period represent a true and fair view of implementation and operations of the programme at the end of the financial year and of resources and expenditure for the year ended on that date.
- f. Expenditure is incurred with reference to the budget allocation approved by the PAB. In case the budget allocation is exceeded proper re-appropriation duly approved by the competent authority has been obtained. The CA should point out expenditures activity-wise that exceeded the budget allocation.
- g. SSA, KGBV funds are used efficiently and economically to the purpose for which they are intended.
- h. Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis.
- i. The C.A. firm appointed for the audit should also look into the position of audit compliance of previous audit objections / observations raised in the previous audit report, if any. The audit report should include a separate Paragraph on compliance of previous years' audit objections/observations.
- j. The C.A. firm appointed for the audit should be required to give Audit Certificate, utilization certificate and any other certificate required from time to time.
- k. The audit should cover the accounts of State Implementing Society, all district project offices and state level office.
- l. The C.A. firm appointed for the audit should be required to give adequate coverage of procurement process and reflection of same in the audit report.
- m. The C.A. firm appointed for the audit should be required to certify of only those expenditures, which are supported by expenditure statements/ Utilization Certificates/ Vouchers etc. as per the provision of Para 74.1 of the Manual on Financial Management and Procurement, and budget allocations for the same exists in the approved AWP&B for the year 2017-18. The expenditure certified by the audit should be as per the activity heads under which allocations has been approved by Project Approval Board.
- n. The audit report should include the details of unadjusted outstanding advance year wise. These should not be certified as expenditure but shown as advances only.
- o. The documents/information required to be sent with the Audit Report are as under:-
 - a. Utilization Certificate (Annexure- XIX of the Manual on Financial Management and Procurement), Separately for Capital Head and General Head Expenditure.
 - b. Consolidated Annual Financial Statement (Annexure- XX of the Manual on Financial Management and Procurement).
 - c. Consolidated Balance Sheet (Annexure- XXI of the Manual on Financial Management and Procurement), along with schedule forming part of the Balance Sheet.

- d. Consolidated Income & Expenditure Account (Annexure- XXII of the Manual on Financial Management and Procurement), along with scheduled forming part of the Income & Expenditure Account.
- e. Consolidated Receipt & Payment Account (Annexure- XXIII of the Manual on Financial Management and Procurement), along with scheduled forming part of the Receipt & Payment Account.
- f. Management Letter.
- g. Procurement Audit Certificate.
- h. The revised Unaudited Interim Financial Reports (IUFs) I, II & III duly filled in.
- i. Para on settlement of outstanding/previous years Audit Objections.

3. REPORTING AND TIMING

The financial statement, including the audit report should be received by the State Implementing Society not later than (three to six) months after the end of the accounting period to which the audit refers. The auditor should submit the report to SPD of the Society well in advance who will take further action to have two copies of the audited.

4. DISCLOSURE OF MINIMUM FEES IN THE RFP DOCUMENT:

The audit fees paid during the last year is Rs. 1,63,875.00 (Rupees One Lakh Sixty Three Thousand Eight Hundred Seventy Five Only) per zone excluding Goods and Service Tax and TA/DA. This is indicative only for minimum fees.

5. MANAGEMENT LETTER

In addition to the audit reports, the auditor will prepare a "management letter", in which the auditor will:

- a. Give comments and observations on the accounting records, systems, and internal controls that were examined during the course of the audit;
- b. Identify specific deficiencies and areas of weakness in systems and internal controls and make recommendations for their improvement;
- c. Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal and external matters affecting such compliance;
- d. Communicate matters that have come to the attention during the audit which might have a significant impact on the implementation of the programme; and
- e. Bring to the Implementing Agencies' attention any other matters that the auditor considers pertinent.

6. Transfer of RFP

The RFP Document is not transferable to any other bidder. The bidder who purchases the document and submit shall be the same.

7. Consortium and joint ventures

Consortium, Joint venture, AOP (Association of Persons), subletting, Sub-contracting and Outsourcing will not be allowed.

8. Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal and forfeiture of the Proposal EMD.

9. **Proposal Preparation Costs.**

The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

10. **Bidder Inquiries.**

Bidder shall send their queries as prescribed in on following email ID (bsppac@gmail.com).

The response to the queries will be published on <https://www.bepcssa.in> RFP for Proposal process.

12. **Supplemental Information to the RFP**

If State Project Director, Bihar Education Project Council, Patna, deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference in to this RFP.

13. **State Project Director, Bihar Education Project Council, Patna, Patna's right to terminate the process**

State Project Director, Bihar Education Project Council, Patna, may terminate the RFP process at any time and without assigning any reason. State Project Director, Bihar Education Project Council, Patna reserves the right to amend / edit / add /delete any clause of this Proposal Document. However this will be informed to all and will become part of Proposal / RFP.



(Raman Kumar)

Chief Accounts Officer (I/c)

Bihar Education Project council (BEPC)

Shiksha Bhawan, Bihar Rashtra Bhasha

Parishad Campus, Saidpur,

Patna-800004