



REQUEST FOR PROPOSAL
(RFP)

**SELECTION OF CHARTERED ACCOUNTANT FIRM
FOR INTERNAL AUDIT OF FINANCIAL YEAR 2016-17**

Annexure -A

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Disclaimer

This Request for Proposal (RFP) is issued by Government of Bihar (GoB) through its BIHAR MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (BMSICL). The intent of this Request for Proposal (RFP) is to solicit proposals from parties (Bidders) who are interested in appointment as Internal Auditor to BMSICL for the financial year 2016-17, in line with the terms and conditions described in this RFP.

This RFP is not an agreement and is neither an offer nor invitation by BMSICL to the prospective Bidders or any other person. The issue of this RFP does not imply that the BMSICL is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project. The BMSICL reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. The information contained in this RFP is selective and BMSICL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

Neither BMSICL nor any of its officers or employees, nor any of their advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed proposal, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisors and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed. Neither BMSICL nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BMSICL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The 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 BMSICL or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and BMSICL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the bidding process.

1. INTRODUCTION

1.1. Background

- 1.1.1. BMSICL was incorporated on 26th July 2010 in accordance with provisions of Companies Act,1956 and main objective of BMSICL are as follows:
- (a) Procurement and distribution of quality Drugs in right quantities in a timely manner in the state of Bihar.
 - (b) Procurement and distribution of Medical Equipments in a timely manner in the state of Bihar.
 - (c) Development of infrastructure in Medical Health Services in the state of Bihar.
- 1.1.2. BMSICL seeks to invite Proposal from Chartered Accountants firms meeting the minimum eligibility criteria for providing their services for the Internal Audit for the financial year 2016-17.
- 1.1.3. The role and the scope of services to be provided by the CA firm have been defined in Terms of Reference.

1.2. Objective and contents of this RFP

- 1.2.1. This RFP issued by BMSICL seeks to invite Proposals from interested Bidders for selection of Chartered Accountant firms for providing Internal Audit for the financial year 2016-17.
- 1.2.2. The objective of the audit is to ascertain that:-
- a) To ensure that the Financial and operating information is accurate and reliable.
 - b) To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of the books.
 - c) To verify that the system of internal check and control is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations, misapplications and loss of assets of the company.
 - d) To identify areas of significant inefficiencies in existing systems and to suggest necessary remedial measures.
 - e) To verify that the policies, procedures, plan, laws and regulations which is applicable on the company are complied with.
 - f) To ensure that the assets are safeguarded against loss and theft.
 - g) To ensure that the resources are used economically and efficiently and
 - h) To confirm that the established program/operating goals and objectives will be met.

1.2.3. Standards

- a. The audit will be carried out in accordance with the Standards of Internal Audit (Internal Auditing Standards Board) issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly plan and perform the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit.
- b. In conducting the audit special attention should be paid to the following:
 - i. An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls, level of compliance with established policies, plans and procedures, reliability of accounting systems, data and financial reports, methods of remedying weak controls, verification of assets and liabilities, a specific report on these aspects would be provided by the auditor as part of the management letter.

- ii. Funds have been spent in accordance with the conditions laid down by BMSICL from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- iii. All necessary supporting documents, records and accounts have been kept in respect of all financial and non-financial transactions.

1.2.4 Instructions to Bidders of the RFP (this document) is the first part of this RFP, and specifies procedures to be followed by Bidders in preparation and submission of their Proposals and provides information on submission, opening, evaluation of Proposals.

1.2.5 Terms of Reference contain the scope of work, payment terms and deliverables.

1.2.6 Bidders are advised to read and review the information contained in the RFP and adhere to terms and conditions prescribed while submitting their Proposals. In the event of any discrepancy or conflicts between the documents regarding the terms and obligations, the terms mentioned in TOR shall prevail.

1.2.7 Bidders may note that BMSICL will not entertain any deviations to the conditions specified in the RFP at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP with all its contents including the Terms of Reference. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection at the sole discretion of BMSICL.

1.3. Overview of the Bidding Process

1.3.1 Bidders are called upon to submit their Proposals in respect of the Project, in accordance with the formats, terms and conditions of the RFP.

1.3.2 The selection of the Preferred Bidder for this project is envisaged through a single-stage process involving evaluation of **two-part Proposals** received from Bidders covering:

- a. Part I – Technical Offer
- b. Part II – Financial Offer

1.3.3. The Proposals would be evaluated in two steps in line with the Evaluation process

- a. The **first step** involves opening and evaluation of **Part I - Technical Offers** of the Proposals of Bidders. Financial Offers of Bidders who do not qualify at this step will be returned unopened at the end of the Bid process.
- b. The **second step** involves opening and evaluation of **Part II - Financial Offers** of the Proposals of those Bidders whose Technical Offers have been qualified and who have submitted the Financial Offer in accordance with criteria laid down in this RFP document.

1.4. Indicative schedule of bidding process

1.4.1. While BMSICL reserves the right to change / modify the steps and the timelines of the bidding schedule as necessary, it shall endeavour to adhere to the bidding schedule provided below:

INDICATIVE BIDDING SCHEDULE

S.No.	Event Description	Tentative Timeline
1.	Issuance and uploading of Request for proposal (RFP) document	10/03/2017
2.	Last date for receiving of queries on e-mail ID	16/03/2017
3.	Clarification on queries by BMSICL	20/03/2017
4.	Acceptance of Techno-Financial Bid	27/03/2017 till 12.00pm
5.	Opening of part -I (Technical offer)	27/03/2017 at 2.00pm
6.	Opening of Financial offers	28/03/2017 at 3.00pm
7.	Issue of letter of award to successful bidder	10/04/2017
8.	Signing of Management Agreement	To be communicated shortly after fulfilment of all conditions

1.5. Clarifications on RFP

- 1.5.1. Bidders may submit a list of queries, if any, to the RFP. Any queries or request for additional information concerning this RFP shall be submitted in writing by e-mail to contact2bmsicl@gmail.com, addressing the Managing Director, Bihar Medical Services And Infrastructure Development Corporation Ltd, #5th Floor, Biscomaun Bhawan, Gandhi Maidan, patna-800001
- 1.5.2. The communications shall clearly bear the following identification/ title: "**Request for Clarification – RFP for Selection of Chartered Accountant Firm for providing Internal Audit for the financial year 2016-17**".
- 1.5.3. BMSICL reserves the right not to respond to any question or provide any clarification, in its sole discretion.

Nothing in this clause shall be taken or read as compelling or requiring BMSICL to respond to any question or to provide any clarification. BMSICL will not respond to the question raised by Bidder if it is going to affect the outcome of the bidding process as well as affect the different qualification criteria in this bidding document. BMSICL will upload all the queries and its responses on www.bmsicl.in.

- 1.5.4. BMSICL shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Proposal.

1.6. Amendment of RFP

- 1.6.1. At any time prior to the deadline for submission of Proposal, BMSICL may, for any reason, whether at its own initiative or in response to queries requested by a Bidder, modify the RFP by the issuance of Addendum to the RFP. BMSICL may also on its own initiative, issue interpretations and clarifications to all Bidders.
- 1.6.2. Any Addendum thus issued will be uploaded on www.bmsicl.in. All clarifications and interpretations issued by BMSICL thus shall be deemed to be part of the RFP.
- 1.6.3. Verbal clarifications and information given by BMSICL or its employees or representatives shall not in any way or manner be binding on BMSICL.
- 1.6.4. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the BMSICL may, at its own discretion, extend the Proposal Due Date.

2. GENERAL CONDITIONS

2.1. General responsibilities of Bidders

- 2.1.1. As far as possible, the Bidder shall consider information provided in the RFP for preparing the Technical and Financial Offers. However it is strongly recommended that the Bidders carry out their own due diligence and make their own assumptions for preparation and submission of their respective Proposals.
- 2.1.2. Prior to submitting the Proposal, the Bidder may seek any relevant information/data from BMSICL. BMSICL will provide such information/data in its total discretion to all the bidders.
- 2.1.3. The Proposals would be evaluated based on the details and data furnished in the Proposal. Mere submission of information does not entitle the Bidder to meet an eligibility criteria. BMSICL or any of its consultants/advisors reserves the right to verify any or all information submitted by the Bidder. BMSICL decision regarding any Bidder's eligibility or otherwise shall be final and binding and BMSICL or any of its consultants/ advisors would be under no obligation to inform any Bidder of the grounds of such decision.
- 2.1.4. Bidders shall provide evidence of their continued eligibility; in accordance with the "Prequalification requirements" which is satisfactory to BMSICL. BMSICL may request additional information from the Bidder till signing of the Management Agreement. A Bidder may be disqualified if it is determined by BMSICL at any stage of the bidding process that the Bidder will be unable to fulfil the requirements and objectives of the Audit or fails to continue to satisfy the Prequalification requirement. Supplementary information or documentation regarding qualifications may be sought from the Bidders at any time and must be provided within time frame period stipulated in such requests. If the Bidder is unable to provide the information within the stipulated timeframe then the Bidder may be disqualified.

- 2.1.5. Information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the "Successful Bidder" has been announced. Any effort by a Bidder to influence BMSICL or any of its consultants/advisors processing of Proposals or award decisions may result in the rejection of its Proposal.
- 2.1.6. BMSICL or any of its consultants/advisors will check Bids determined to be substantially responsive in terms of any arithmetic errors. Wherever there is discrepancy between the amounts in figures and in words, the amount in words will govern. In case of difference between original and copies, the information/data/Proposal provided in the original would be considered correct and binding. Any such corrections made by BMSICL shall be considered as binding upon the Bidder and will be duly notified to the Bidder in writing. If the Bidder does not accept the corrections in Proposal, BMSICL may reject the Proposal.
- 2.1.7. It would be deemed that prior to the submission of the Proposal, the Bidder has:
- made a complete and careful examination of requirements and other information set forth in this RFP;
 - made a complete and careful examination of the various aspects of the company including but not limited to all the succeeding points
 - all other matters that might affect the Bidder's performance under the terms of this RFP and
 - Acquainting itself with local and central laws and rules and regulations thereto as well as other applicable rules and regulations relevant to the company.
- 2.2 **Conflict of Interest:** Neither the Bidder nor any of its officer/ employees should have any association with BMSICL or its officials or consultants in any way.

2.3 **C.A. Firm must have a Branch at Patna.**

3. CONTENTS AND SUBMISSION OF PROPOSAL

3.1. Cost of Proposal

- 3.1.1. The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including data collection, analysis, design, etc. Neither BMSICL nor any of its consultants/advisors will be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.
- 3.3.1. A Bidder shall submit only one Proposal as part of this bidding process (either individually or as part of Consortium of entities). Any entity that submits or participates in more than one Proposal will cause all the Proposals in which the entity has participated to be disqualified.

3.7. Submission of Proposals – Instructions

- 3.7.1. The Bidder should submit the Proposal in accordance with the guidelines prescribed in this RFP and ensure that the Proposal is complete in all aspects. BMSICL reserves the right to reject Proposals that do not conform to the guidelines prescribed.
- 3.7.2. The Proposal shall be submitted in two parts, viz., **a) Part I - Technical Offer and b) Part II – Financial Offer** as described below. The Financial Offer should be contained in Part II only. **Inclusion of any**

Financial Offer in other parts would lead to disqualification of the Proposal.

- 3.7.3. All envelopes, both outer and inner, should be addressed to: Managing Director, BIHAR MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT Corporation Ltd, #5th Floor, Biscomaun Bhawan, Gandhi Maidan, patna-80000
- 3.7.4. All envelopes must also be super scribed with the following information:
- a. Name and Address of Bidder
 - b. Authorized Contact person and Designation,
 - c. Phone number, Fax number and Email id.
- 3.7.5. **Proposal must be in Hard Copies.** Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

3.8. Submission of Proposals – Content and Formats

A. Part I – Technical Offer

3.8.1. **Part I – Technical Offer**“ should be submitted in line with the formats prescribed

B. Part II – Financial Offer

3.8.2. **Part II – Financial Offer**“ should be submitted in line with the formats prescribed

3.9. Proposal Due Date

- 3.9.1. Proposals should be submitted through registered post / speed post on or before **27.03.2017 (12.00 p.m.) IST** at the following address:

Managing Director, Bihar Medical Services And Infrastructure Development Corporation Ltd, #5th Floor, Biscomaun Bhawan, Gandhi Maidan, patna-80000, adhering to the terms and conditions outlined in this RFP.

- 3.9.2. BMSICL may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum to this RFP to all Bidders.
- 3.9.3. BMSICL will not accept any Proposal received by it after the Proposal Due Date for any reason whatsoever.
- 3.9.4. Bidders should obtain a signature of the designated authority (ies) on a copy of **Form 1A – Covering letter** as a mark of acknowledgment of receipt of submitted Proposal by BMSICL.

3.10. Validity Period

- 3.10.1. Proposal shall remain valid for a period **not less than 180 days from the Proposal Due Date.** BMSICL reserves the right to reject any Proposal, which does not meet the requirement.

3.11. Withdrawal of Proposals

- 3.11.1. The Bidder may withdraw its Proposal after submission, provided that written notice of withdrawal is received by BMSICL within the Proposal Due Date. The withdrawal notice shall be prepared, sealed,

marked, and delivered with the envelopes being additionally marked "WITHDRAWAL".

3.11.2. Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to forfeiture of the Bid Security.

4. ELIGIBILITY

4.1. Eligibility & Qualification Requirements

A. Technical qualifications

4.1.1. The technical qualifications are as under:

- a. The firm is registered with Controller and Auditor General of India. **(Proof must be attached with technical bid)** and having Branch at Patna.
- b. The CA firm should have experience of conducting Internal Audit/Statutory Audit of similar type of Government / Semi Government organisation. **(Proof must be attached with technical bid)**.
- c. Engagement Manager should have experience of handling Internal Audit of Government companies. **(Proof must be attached with technical bid)**.
- d. Engagement team should have a mix of at least 2 CAs and 2 Semi qualified CAs who has previous internal audit experience.
- e. The Team Leader should not change in one financial year.
- f. The engagement team should have knowledge of -infrastructure business, Government laws and procedures.
- g. Employees referred in above should be full time employees of the CA firm, registered with ICAI through which the RFP is being responded [For this purpose, only full time regular employees shall be considered].

B. Financial qualifications

4.1.2. The Average Annual turnover of the Audit Firm shall be at least Rs.50 lacs based on the turnover of last three years ending on FY 2015-16. For this audited financial statements of last three years ending on FY 2015-16 will be required to be submitted.

5. TERMS OF REFERENCE

5.1 Scope of Services

5.1.1 The broad scope of work is to manage operations as given below, however, not limited to the following:

- a. Review and analyze existing accounting systems in BMSICL;
- b. Examine the relevant Accounting Standards and accounting practices being adopted in similar organizations wherein double entry accrual accounting has been implemented;
- c. Review the Accounting Policies and Accounting procedures for BMSICL;
- d. Review and analyze internal audit reports and C&AG audit reports and incorporate recommendations provided in these reports to update financial statements and rules and chart of accounts etc.;
- e. Assist in strengthening the accounting system and assist in preparation of Financial Statements for Financial Years under scope;
- f. Design the formats for different accounting requirements;
- g. To ensure that objectives as mentioned under clause 1.2.2 of this RFP has been met.
- h. A Quarterly report on the system and status of Bank Guarantees after Physical Verification of the same.

5.2 Deliverables

5.1.2 The deliverables shall include the following:

- a. Internal audit reports
- b. Action Taken Report on the previous year's audit observations.

The audit reports should include the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- 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 area of weakness in the system and internal controls and make recommendations for their improvement;
- c. Report on the level of compliance with the financial internal control and procedures;
- d. Report on the scope of services as mentioned under clause 5.1.1.
- e. Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the projects and on the Company; and
- f. Bring to BMSICL's attention any other matter that the auditor considers pertinent.

5.3 Reporting and Timing

5.3.1 The audit shall be conducted on a Quarterly basis and final Audit Report for each quarter shall be submitted.

The draft internal audit report for first quarter of FY 2016-17 should be submitted to BMSICL within 30 days of issue of Letter of Intent / Award of Contract.

5.4 Payments

The payment terms shall be as under:

- 20% payment on receipt of 1st quarter report
- 20% payment on receipt of 2nd quarter report
- 20% payment on receipt of 3rd quarter report
- 40% payment on finalization of Statutory Audit

5.6 General

The auditor would be given access to any information relevant for the purpose of conducting the audit. This will normally include (other than all financial and procurement records) the contracts and agreements signed, instructions issued by BMSICL regarding scheme guidelines, administrative orders and respective state department.

5.7 Dispute Resolution

In Case of any dispute arising out of this RFP/Contract between the parties, the same shall be decided by Managing Director, BMSICL and his decision in this respect shall be final and binding upon both the parties.

5.8 Jurisdiction.

The Courts of Patna shall have exclusive jurisdiction with respect to this RFP/ Contract Agreement.

6. EVALUATION OF BIDS

6.1. Confidentiality

- 6.1.1. BMSICL shall ensure that the rules for the bidding proceedings are applied in a non-discriminatory, transparent and objective manner. BMSICL shall not provide any information with regard to the bidding proceedings to any Bidder, which may have the effect of restricting competition in any manner.
- 6.1.2. Information relating to the examination, clarification, evaluation, and recommendation for the short-listed responsive Bidders shall not be disclosed to any person or entity that is not officially involved with the process or is not a retained professional advisor advising BMSICL in relation to or matters arising out of, or concerning the Bidding Process. BMSICL will treat all information, submitted as part of Proposal, in confidence and will require all those who have access to such material to treat the same.
- 6.1.3. BMSICL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or BMSICL.

6.3. Evaluation -

- 6.3.1. Prior to evaluation of Part-I, BMSICL shall determine whether the Proposal is responsive to the

requirements of the RFP. Part I of a Proposal received shall be considered responsive if it meets the stipulated conditions including the following:

- b. it is received as per marking and sealing instructions specified
- c. it is received by the Proposal Due Date including any extension thereof pursuant to Section 3.8.
- d. it is signed, sealed, hard bound and marked as stipulated in the RFP
- e. it contains all the information (complete in all respects) as requested in this RFP
- f. it contains information in formats same as those specified in this RFP

Evaluation Criteria

S.No.	Criteria	Max marks	Evaluation Criteria
1.	Experience : Internal Audit/Statutory Audit of similar type of Government / Semi Government organisation	15	5 Marks per year per Statutory/Internal Audit
2.	Turnover: Average Annual turnover of the firm must be equal to or more than ₹ 50lakh.	20	10 marks for Annual turnover equal to or more than 50 lakh per year
3.	No. of Chartered Accountant : The number of CA in firm must be equal to or more than 2(Two)	20	1 marks for each ACA 2 marks for each FCA
4..	Year of establishment	10	1 marks per year
5.	No. of Semi-Qualified Staff /article	15	1.5 per semi qualified/article
6.	Professional Fee	20	Lowest bidder

6.4 Evaluation - Part II - Financial Offer

- a. The shortlisted Bidders at the end of the evaluation of Part I – Technical Offer shall be notified and informed of the date and time of opening of Part II - Financial Offers
- b. Bid/financial offer shall be submitted for the consolidated professional (audit) fee to be charged by the firm inclusive of service tax.

6.5 Issue of Letter of Award

- 6.5.1. The BMSICL shall issue a Letter of Award to the firm upon compliance of the above Conditions Precedent by the Preferred Bidder.

7. FORMATS FOR PROPOSAL

Form 1A - Covering Letter for Proposal

[On Letterhead of the Bidder]

Date / Location

To

Managing Director

Bihar Medical Services and Infrastructure Development Corporation
Government of Bihar

Sub: RFP Reference No. _____ dated _____ for Selection of Chartered Accountant Firm for Internal Audit of BMSICL for the Financial Year 2016-17.

Dear Sir,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal for the same.

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

Our Proposal is binding upon us and subject to the modifications resulting from project specific contract and contract negotiations.

We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal you receive nor to select the firm, without incurring any liability to the Applicants. We acknowledge the right of BMSICL to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We shall make available to BMSICL any additional information it may find necessary or require to supplement or authenticate the Proposal.

We certify that in the last three years, we/ any of the members have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

We declare that:

- a. We have examined and have no reservations to the RFP Documents issued by BMSICL;

- b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with any public sector enterprise or any government, Central or State; and
- c. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. We declare that We/any member of the firm, are/is not a Member of a/any other firm applying for Selection.
- e. We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the services for the assignment or which relates to a grave offence that outrages the moral sense of the community.
- f. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our member.
- g. We further certify that no investigation by a regulatory authority is pending against us or against any of our Partners/ employees.
- h. We hereby irrevocably waives any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by BMSICL in connection with the Selection of Firm or in connection with the Selection Process itself in respect of the above mentioned Project.
- i. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, I/We shall have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened.
- j. We agree to keep this offer valid for 180 days from the Proposal Due Date specified in RFP.

In the event of my/our Firm being selected, I/We agree to enter into an Agreement for the assignment awarded to us by the BMSICL.

We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours sincerely,

Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Firm:
Address:

Form 1 b - Details and Proof of Technical Capacity*

- ☑ All Experience quoted to demonstrate Technical Capacity should be backed by relevant testimonials / proof such as award letters, completion letters etc.
- ☑ All Experience quoted to demonstrate Technical Capacity should mention references of Client contacts

FORM TECH I

- a. [Provide here a brief description of the background of your firm for this Assignment/job. The brief description should include both functional and sectoral experiences of the applicants. **It should not exceed more than 6 pages.**]

Technical Bid

<u>S.No.</u>	Particulars	Supporting Document to be submitted along with this form
1	Name of the Firm	
2	Addresses of the Firm:	
3	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
4	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of Head Office In-charge:
5	Firm Income Tax PAN No.	Attach copy of PAN card
6	Firm service Tax Registration No.	Attach copy of Registration
7	Empanelment with C&AG	Attach copy of empanelment certificate
8	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of registration certificate
9	Turnover of the Firm in three years	FY 2013-14 FY 2014-15 FY 2015-16 Attach Audited Financial Statements of the last three years or a C.A. Certificate with copies of Profit & Loss Account.
10	Audit Experience of the Firm: No. of audit assignments of Internal /Statutory Audit of Corporate/PSUs Entities except Bank Branch Audit for the years for which the audit has been done in the last 3 years.	A list of audit assignments of last three years must be submitted (except bank Audit) along with Copies of the Offer Letters.
11	Details of Partners : Provide following details:	

RFP for selection of CA firm for Internal Audit for FY 2016-17

	<ul style="list-style-type: none">• Number of full time fellow partners associated with the firm• Name of each partner,• Date of becoming ACA and FCA• Date of joining the firm• Membership number• Qualification• Experience• Whether the partners are engaged full time or part time with the firm.• Their contact no., email ID and full address	
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Form 1 C - Details of Full Time Partners / Semi-qualified Staffs of the firm**(A) Details of qualified Staff (Chartered Accountants)**

S.No.	Name of Staff	Length of Association with the firm (in years)	Educational qualification	Area of key expertise	Membership No.	Relevant Experience with proof

[Documentary proof, as previously indicated, to be submitted]

(B) Details of Semi-qualified Staff (including Article, Clerks etc.)

S.No.	Name of Staff	Length of Association with the firm (in years)	Educational qualification	Area of key expertise	Relevant Experience	Remarks

[Documentary proof, as previously indicated, to be submitted]

Experience of audit in PSUs

Sl. No	Name of the Auditee organisation	Turnover of the Auditee organisation	Type/Nature of Assignment	Scope & coverage of the Assignment	Duration of completion of Assignment	Proof of the letter of work or assignment awarded by the Auditee organisation

[Documentary proof, as previously indicated, to be submitted]

Fin 1 - Financial Proposal Covering Letter

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

[Location, Date]

To,

Managing Director

Bihar Medical Services and Infrastructure Development Corporation Limited
5th Floor, Biscomaun Bhawan,
Gandhi Maidan,
Patna-800001

Dear Sir,

We, the undersigned, offer to conduct “**Internal Audit of Bihar Medical Services and Infrastructure Corporation Limited for Financial Year 2016-17**” in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures!*] is fee for the services to be provided. This amount is inclusive of Service Tax.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

Thanking you,

Sincerely,

Authorised Signature [In full]:

Name and Title of Signatory:

Name of Applicant:

Fin 2- Summary of Costs

Sr. No.	Description of Services	Fees	
		Rs. (in figures)	Rs.(in words)
A.	Fees for Conducting Internal Audit		
B.	Add Service Tax as per prevailing rates		
C.	Total Fees including Service Tax		