

## VERY SHORT TERM TENDER NOTICE

**Selection of Chartered Accountant firm for preparation  
& finalization of Books of Accounts of BRBN for financial  
years 2018-19 & 2019-20**



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## BIHAR RAJYA BEEJ NIGAM LIMITED

(A Govt. of Bihar Undertaking)

An IS/ISO 9001:2015; IS/ISO 14001:2015; IS/ISO 37001:2016 Certified Company  
3<sup>rd</sup> Floor, Krishi Bhawan, Mithapur, Patna-800001 (BIHAR)

Telephone: 0612 -2547066 / website: brbn.bihar.gov.in / e-mail: brbn.bih.mail@gmail.com  
CIN : U01111BR1977SGC 001294

### VERY SHORT TERM TENDER NOTICE

#### Selection of Chartered Accountant firm for preparation & finalization of Books of Accounts of BRBN for the financial years 2018-19 & 2019-20

##### **A. Introduction**

Bihar Rajya Beej Nigam Ltd., (BRBN) Patna invites Expression of Interest (EOI) from Chartered Accountant Firms having its office in Patna for preparation & finalization of Books of Accounts and annual financial statements for the FY 2018-19 & 2019-20

Interested and eligible firms may submit their applications as per format at "Annexure-1" (Format for Application) duly filed and signed along with requisite self- attested documents in a sealed envelope through Speed Post/ Registered Post/Courier/By hand to the office of

Managing Director  
Bihar Rajya Beej Nigam Ltd.,  
3<sup>rd</sup> Floor, Krishi Bhawan,  
Mithapur,  
Patna- 800001 (Bihar).

so as to reach, on or **before 11-09-2023 by 3:00PM**. Financial bid opening date of technically qualified firms will be intimated in due course of time. Any application received after the due date & time, due to any reason whatsoever, shall not be considered. BRBN does not take any responsibility for the loss of application in-transit. Application sent through any other mode shall not be considered.

##### **B. Back ground**

BRBN is the nodal organization of Department of Agriculture, Govt. of Bihar for distribution of subsidized seeds to the farmers of the state. The company is actively involved in distribution of seeds of wheat, paddy, hybrid maize, lentil, gram round the year to the farmers of Bihar under various schemes of the State Government.

The company procures raw seeds from its growers; than process the raw seeds in processing plants and thereafter sale the processed certified seeds to farmers of the state at subsidized price. The subsidy is later on reimbursed by the government. The annual transaction of BRBN is around 250.00 Crores at present and is being carried out at its Head office at Patna and 05 Regional offices located at Kudra, Hazipur, Begusarai, Bhagalpur & Sherghati (Gaya dist)

**C. Validity Period:** Empanelment period of CA firms shall be for two FYs 2023-24 & 2024-25 and may extend as per the discretion of competent authority.

**D. Eligibility of CA firm:**

S.No.	Criteria	List of documents
1.	The firm must be empanelled with CAG and must be a partnership firm.	CAG empanelment letter
2.	The Partnership/LLP should have minimum 10 years (Ten) of experience. The date of constitution of the firm will be considered for calculation of age of the firm as on 01.01.2023	Registration certificate and latest constitution certificate of firm issued by ICAI
3.	The firm should have work experience of dealing with accounts of State Government Corporation/PSU/Government agencies and must have executed at least five (5) assignment of internal audit/preparation & finalization of Books of accounts of PSU/Govt. Agencies during the last five FYs ending on 31.03.2023 (FYs: 2018-19/ 2019-20 / 2020-21/ 2021-22 & 2022-23	Copies of Appointment letter/Work order as evidence of proof
4.	The firm should have an average annual turnover of Rs. 25.00 (Twenty Five) lakhs in last three years i.e. F.Y. 2019-20, 2020-21 & 2021-22	<ul style="list-style-type: none"> <li>• Copies of Audited Annual financial statement to be submitted.</li> <li>• Filed ITR copies for the period also to be submitted.</li> </ul>
5.	The firm should have valid PAN No, filed Income Tax Return and GST Active Registration no.	Copy of PAN; GST registration certificate with latest filed return

**E. Key Responsibilities of CA Firm:**

1. To prepare & finalize Books of accounts and annual financial statement of corporation along with all schedules/ledgers consolidating accounts of Head office (Patna) and 05 Regional offices located at Kudra, Hajipur, Bhagalpur, Begusarai & Sherghati, including following activities for financial years 2018-19 & 2019-20:
  - a) Reconciliation of Bank accounts.



- b) Reconciliation of stock of seeds, packing material and other consumable items
- c) Details of inter unit transfers of seeds.
- d) Details of Head office account in the books of Regional office.
- e) List of sundry debtors and creditors.
- f) Details of outstanding liabilities.
- g) Trial balance of all five Regional offices.

All entries of accounts to be updated in tally and report to be submitted in hard copy & soft copy with tally data.

2. Apart from above you are also required to report that:

- a) Whether Existing internal controls are adequate and effective and ways for strengthening the system?
- b) Ways and means for safeguarding against fraud, misappropriation and other losses.

#### F. Timelines for Deliverables:

The following will be the timelines for delivery of the assignment:

Particulars	Scheduled Timeline
Preparation & finalization of Books of Accounts and annual financial statements for the FY 2018-19 & 2019-20 as per Para E	Within three (3) months from the Date of Work order.

**Note:** Scheduled timeline may be extended maximum up to one month from date of end of 3- months time period based upon requirement of the case, by the competent authority.

#### G. Resource requirements:

The CA firms shall deploy the quality resources preferably qualified member so as to complete the assignment with in the timelines.

#### H. Instructions to Firms

- a) Format of Application as per **Annexure-1** shall be filed in and completed in all respects. Incomplete application will be rejected.
- b) Certificate of undertaking as per **Annexure-2** of this EOI on applicants letter head.
- c) All the documents submitted should be dated and self-attested by a Partner with his/ her name and under the seal of the firm.

#### I. Terms and Conditions: -

- (i) The selected firm shall nominate a Nodal Officer for the said work. Details of the Nodal Officer should be given to BRBN Ltd.
- (ii) In case of any dispute arising during execution of work, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any

dispute remaining unresolved, decision of the Managing Director, BRBN Ltd. will be final and binding on both the parties to the contract.

- (iii) The Managing Director, BRBN Ltd. reserve the right to reject any or all bids without assigning any reason(s), thereof.
- (iv) If any false information/ documents are provided and it comes to the knowledge of BRBN Ltd., the authority reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect.
- (v) BRBN reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reasons.
- (vi) The selected CA Firm (The agency) to whom the work will be allotted based on L-1 quotation after empanelment will have to deposited EMD @ 10% of contract fee which will be release within 15 days of submission of report by the agency.
- (vii) Penalty provision in case of delay in submission of report:

S.No	Period of Delay	Penalty
1.	30 days from the extended period	Security Deposit will be forfeited

**Note:** Management reserves the right to reduce or waive off the penalty, if there is reasonable cause.

If the CA Firm does not submit the report even after the expiry of penalty period the competent authority will cancel his work order and same may be allotted to L-2 with the right to blacklist the defaulting CA Firm.

**J. Payment Terms:**

- a) Payment will be made to firm within one month from the date of submission of book of account.

**b) No Payment of TA & DA:**

No TA & DA will be paid for visit to BRBN HO, Patna and its 05 Regional offices located at Kudra, Hajipur, Bhagalpur, Begusarai & Sherghati.

**K. Mode of Selection: -**

Short listing of the firm will be made on the basis of the following criteria:

S.No.	Particulars	Maximum Marks	Evaluation criteria
1.	Age of the Firm as on 01.01.2023. (Minimum required 10 yrs)	10	Age>10 but <=15 yrs = 5 marks Age >15 yrs = 10 marks
2.	Average turnover of the firm for the F.Y. 2019-20, 2020-21 & 2021-22 (Minimum required 25 lakhs)	30	Turnover >25 but <=30 lakhs =15 Turnover >30 but <=50 lakhs =25 Exceeding 50 Lakhs=30 marks
3.	Work experience and accounts assignments Min. 5 work order for last 05 FYs viz. (FYs: 2018-19/ 2019-20 / 2020-21/ 2021-22 & 2022-23)	30	WO>5 but up to 10 =15 WO> 10 but up to 15 = 25 Exceeding 15 WO = 30 marks
	TOTAL:	70	

**Note:**

**Qualifying Criteria:** Firm getting 56 marks will be selected for Empanelment. This is dynamic and may be modified as per need.

**L. Annexures:****Annexure-1: Format of Application for EOI**

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. CAG Empanelment No and date:
5. Details of Head Office & Branch Office (s):

**Head Office:**

Address	Date of Establishment	Partner In charge	Contact Person & mob. No.	E-mail
		2		



**Branch Office 1 (if any):**

Address	Date of Establishment	Partner In charge	Contact Person & mob. No.	E-mail

(Insert information for additional Branch office(s), if any)

**6. Details of Proprietor/existing CA qualified Partners:**

Sl. No.	Name of the Proprietor /Partner(s)	Membership No.	Location of Office
1.			
2.			
3.			

**7. Details work experience with the corporation. (Relevant Experience) (Enclose self-attested copies of appointment letter).**

Sl. No.	Name of the Company/ Unit	Scope of work
1.		
2.		

**8. Turnover of CA Firm**

Sl. No.	Year	Turnover
1.	FY 2019-20	
2.	FY 2020-21	
3.	FY 2021-22	

(Enclose self-attested copy of Income Tax returns filed for previous three Years (i.e. FY 2019-20, 2020-21, 2021-22), P&L Account and Balance Sheet of the period)

**9. PAN No. of the Firm:****10. GST Registration No. of Firm:**

Date:

Place:

Signature of the Authorized Signatory of  
the Proprietor/ Firm with Seal



**Annexure-2: Undertaking & Compliance Certificate (On Applicant's Letter Head)**

We M/s. \_\_\_\_\_, proprietor/  
partnership/LPP Firm of Chartered Accountant do hereby verify and declare that: -

- a. We have read and understood the terms and conditions of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment & allotment of any would stand cancelled immediately.
- c. Our firm/ partners have not been debarred or black listed by any other government agency or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- d. Our firm should have adequate manpower (i.e. CA Inter/ qualified resource) for the assignment.

Date:

Place:

Signature of the Authorized Signatory  
of the Proprietor/ Firm with Seal



On the Letter Head of the Firm.

**Format of Financial Bid**

Scope of work	Professional rate excluding GST ( in Rs.)	Rs. in Word
As per clause E of EOI		

\* GST will be paid extra as per applicable rate.

