



Bihar School Examination Board
Sinha Library Road, Patna-800017

NIT No. PR/2017

Sealed tenders are invited from reputed and experienced registered Chartered Accountants Firm/ Cost Accountants Firm **for Internal Audit of the Bihar School Examination Board (Secondary & Senior Secondary):-**

Tender Schedule:

Sl.	Particulars	Date and Time
1.	Sale of Tender document	From 18.12.2017 (10:00 AM) to 08.01.2018 (1:00 PM)
2	Cost of Tender document	₹ 500.00 (₹ five hundred) only
3	Earnest Money	₹20,000.00 (₹ twenty thousand) only
4	Pre-Bid Meeting	28.12.2017 at 3:30 PM at BSEB, Sinha Library Road, Patna.
5	Last date and time for submission of Tender Documents and Earnest Money	09.01.2018 at 1:00 PM
6	Date and time for opening of Part-1 i.e. Technical & Commercial Bid and Part-II i.e. Financial Bid.	09.01.2017 at 3:00 PM for Part-I and at 5:00 PM for Part-II.

- Tender documents can be obtained from the office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Tender document of Rs.500/- (Rs. five hundred) only through cash/ Demand Draft of Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also be downloaded from BSEB website (<https://www.biharboard.ac.in>). However, receipt of the cost of Tender document must be submitted with the Tender documents.

Secretary
Bihar School Examination Board

Copy forwarded to the PRO, BSEB for publishing the tender in reputed Newspapers (including English) of Patna.

Secretary
Bihar School Examination Board



Bihar School Examination Board

Sinha Library Road, Patna-800017

NIT No. PR /2017

General Terms & Conditions

1. Sealed tenders are invited from reputed and experienced registered Chartered Accountants Firm/ Cost Accountants Firm for **Internal Audit of the Bihar School Examination Board (Secondary & Senior Secondary):-**

2. **Scope of work**

The Scope of Internal Audit will be as follows:-

- (a) To check entries in the Cash Book and Journal from the Vouchers.
- (b) To check all Payment Vouchers including passed bills with Purchase Order/ Work Order/ Letter of Award/ Agreement and other relevant documents including Budget Provision as well as prevailing norms. Also ascertain that all payment transactions/ adjustment have been entered into Cash Book, Journal, Ledger and Subsidiary Ledger (Advance Register etc).
- (c) To check all Receipt (Registration Fee/ Examination Fee/ Other fees through online or other mode as well as counter collection etc) with the relevant documents as well as Money Receipt.
- (d) To check reconciliation of the Online fee receipt and point out any discrepancy, if arises for rectification.
- (e) To check and ensure that all transactions pertaining to Examination Fund Account i.e. Receipt and Payment including Provisions are duly recorded in the Books of Accounts.
- (f) Checking of Receipt and Payment Vouchers with relevant documents/ norms at different Divisional Offices including Revolving Fund.
- (g) To check and ensure all Statutory Compliances as well as other liabilities viz Earnest Money, Performance Security etc. and preparation of check list of compliances for Bihar School Examination Board.
- (h) To check Fixed Asset Register (including physical verification of the assets and other store materials),
- (i) To check Advance Register, Cheque Issue Register, FDR Register (including physical verification of FDR and checking of interest amount) and all other relevant registers.
- (j) Review of Internal Control System and suggestions for improvement. Further, to aware the Management for improvement of maintenance of accounts and other accounts related works from time to time.
- (k) To check calculation and accounting of interest on Loans & Advances as well as its recovery as per prevailing rules.
- (l) To check Bank Reconciliation Statement (BRS) and ensure reconciliation of unidentified differences appearing in the BRS.
- (m) To check the Financial Statements and ensure compliance of the short comings, if any, and to submit Internal Audit Report along with duly audited Financial Statements latest by 30th June of the following year.
- (n) To check and ensure accounting of all other points relating to receipt, expenditure (payments), provisions etc.
- (o) To report highlight irregularities, if any, and non compliance of Statutory and financial

rules etc.

- (p) To recommend for taking steps for rectifying/ removing of defects/ short comings.
- (q) To submit Audit Report after due checking of all revenue & capital expenditure (payments), receipt and all other above points to the Secretary, BSEB on Monthly and Yearly basis. The Audit Report should be submitted within 15 days of the completion of Month and Year.

3 Eligibility Criteria

Mandatory Qualifying Criteria for Internal Auditor shall be as under:

- (i) Should be Partnership Firm/ Proprietorship Firm.
- (ii) Should have at least 5 years experience in conducting Internal Audit in Private or Public Sector.
- (iii) Should have Minimum Average Annual Turnover of at least ₹ 20.00 lakhs (₹ twenty lakhs) only in any preceding three financial years..
- (iv) Should have at least 10 staff in the Firm.

4 Cost of Tender document

The cost of Tender documents is Rs.500/- (Rs. five hundred) only (Non - refundable). Tender documents can be obtained from the office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Rs.500/- (Rs. five hundred) only through Cash/ Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also be downloaded from BSEB website (<https://www.biharboard.ac.in>). However, receipt of the cost of Tender document must be submitted with the Tender documents.

5 Earnest Money

Bidders shall deposit Earnest Money of ₹ 20,000/- (₹ twenty thousand) only in the form of Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna failing which their bids will not be considered valid. The amount of the Earnest Money deposited by successful Bidders would be adjusted against the Performance Guarantee or refunded within a month from the date of Agreement. The Earnest Money will be refunded to the unsuccessful Bidders within one month after finalization of Tender. The Earnest Money Deposit shall not bear any interest. The Earnest Money Deposit shall be forfeited if the bidders withdraw their offer in due course.

6 Submission of Bid Documents

The Bid submitted by the Bidder shall be in two separate parts: -

Part -I: Technical & Commercial Bid (in the enclosed format)

Part-II: Financial Bid (in the enclosed format).

Bidders should submit all documents/ Papers/ Letters/ Enclosures duly signed by them.

7 Bid Opening

Bihar School Examination Board will open the Bids received in the presence of Bidders or their representatives as per time, date and place specified in the Bidding Schedule. In the event of the specified date for the submission of Bids being declared a holiday for the Board, the Bids will be opened at the appointed time and location on the next working day.

8 Period of validity of bids

The bid shall remain valid for 180 days after the date of opening of bids.

9 Rates

Bidders should offer their rates on Monthly and Annual basis separately for Secondary and Senior Secondary in the enclosed prescribed format for Part-II i.e. Financial Bid in figure and words. The rates should be quoted exclusive of GST.

10 Taxes

TDS, GST as applicable will be deducted as per the prevailing rates announced by the Competent Authority from time to time.

11 Payment

The Successful Bidder will submit their Bills of Internal Audit in duplicate to the Accounts Section, BSEB for payment after submission of Audit Report on Monthly basis. 60% payment will be made on monthly basis to the successful Bidder on submission of bills and Report and the balance amount will be paid after submission of Audit Report along with Audited Financial Statements (Balance Sheet, Examination Fund A/c, Bank Reconciliation Statements and all other Schedules & Statements). No advance payment will be made.

12 Penalty

- (i) If the successful Bidder does not carry out the Internal Audit work as per Scope of Work as mentioned above and the Audit Report not submitted within 15 days, a penalty of 5% per month will be imposed.
- (ii) If the successful Bidder defaults in 3 (three) months during the financial year, additional penalty of 10% will be imposed.

13 Performance Security

Successful Bidders shall furnish Performance Security @ 5 % of the total value as per rate quoted by them in the form of Demand Draft of Nationalized/ Scheduled Banks or in form of Bank Guarantee in favour of Secretary, Bihar School Examination Board payable at Patna within 7 (Seven) days of issue of Letter of Award.

Performance Security shall not bear any interest. Performance Security will be refunded within six months of the completion of Contract.

14 Forfeiture of Performance Security

Performance Security will be forfeited in the following cases:-

- (i) If a successful Bidder has been found incapable of executing the assigned job as per Agreement.
- (ii) If successful Bidder does not accept his quoted rates and refused to execute the job.
- (iii) In case of successful Bidders fails to sign the Agreement.
- (iv) In case of fraudulent and corrupt practices.

15 Evaluation

- (i) Part -I: Technical & Commercial Bid shall be opened first and if the cost of Tender Documents and Earnest Money are not deposited/ submitted or incomplete/ non-qualifying the Technical and Commercial aspect, the remaining Bid Documents will not be opened, and the Bid will be rejected and the Bidder will be responsible for the same.
- (ii) The evaluation of Technical & Commercial Bid will commence after its opening and evaluation will be made on the basis of cost of Bid documents and Earnest Money as well as submission/ information as required in the various clauses and mentioned in Part 1 of

the Bid. On the basis of such evaluation a list of the responsive Bids will be drawn up. The

Financial Bid of only those Bidders, who qualify in the evaluation of the Technical & Commercial Bid will be considered.

- (iii) Bidders or their duly authorized representative(s), whose Technical & Commercial Bids are found responsive may attend the meeting of opening of Financial Bids.
- (iv) At the time of opening of 'Financial Bids', the names of the Bidders, whose Technical & Commercial Bids found responsive, will be announced and the financial bids of only those Bidders will be opened. The responsive Bidders names, the Bid prices and such other details as the Board may consider appropriate will be announced by the Board at the time of opening of Financial Bid.

16 Allotment Criteria

- (i) Before allotment of work order, the Board will evaluate the Bids.
- (ii) The Board may in its discretion redistribute allotment to eligible Bidder/s keeping in view the capacity /prior performance of the Bidder/s, provided the Bidder/s are agreed to match the lowest evaluated substantial responsive Bid.
- (iii) If there are two or more lowest successful Bidders quoting equal rates, then the Board may award the work to any one or more of them, keeping in view the Performance certificate submitted. or/ and as desired in the best interest of Board.
- (iv) In case the lowest bidder (L1) is not able to do the work satisfactory or as the terms and conditions mentioned in the Tender document then next lowest Bidder shall be offered the same work at the rate of L1.

17 Letter of Award

Bihar School Examination Board, Patna (BSEB), shall consider placement of Letter of Award to those bidders whose offers in Technical & Commercial as well as Financial Bid are acceptable/ suitable. Bidders shall give their acceptance along with Performance Security within 7 (Seven) days of issue of Letter of Award.

18 Period of Engagement

The engagement of the successful Bidders will be from the date of issue of Letter of Award and would be valid for a period of 12 months. However, after satisfactory performance the same may be extended for further period on mutual consent.

19 Signing of Contract and depositing of Performance Security

Successful Bidders have to execute an Agreement with the Secretary, Bihar School Examination Board within 7 (Seven) days of issue of Letter of Award after depositing the Performance Security in accordance with the Clause stipulated in Para 13 above.

20 Termination of Contract

- (i) If the successful Bidder fails to execute the job within stipulated time frame or to the entire satisfaction of BSEB.
- (ii) If the successful Bidder fails to perform any other obligation (s) under the Contract.
- (iii) If the successful Bidder defaults to execute the work beyond 3 (three) months during the financial year.
- (iv) If the successful Bidder found in any malpractice, fraud or corrupt practices during the execution of the services.
- (v) In case of failing to meet the target or inefficiency in performing the said work or in case of unsatisfactory performance, Bihar School Examination Board shall have the right to

cancel the contract at any time.

21 Board's right to accept or reject any Bid or all the Bids

The Board reserves the right to accept or reject any Bid and to annul the whole Bidding process and may reject all Bids at any time prior to allotment of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Board's action.

22 Black listing and Conviction from any Court of Law

Bidders should not be blacklisted / debarred by any Board/University/State/Central Government/Undertakings or any Organizations till the time of bid submission (attach self certified letter).

23 Any point not covered under the Terms & Conditions of the Tender

For any point not covered under the provisions of the Tender, Secretary Bihar School Examination Board shall be the final competent authority, whose orders in this regard shall be final and binding upon the Bidders.

24 Jurisdiction

In case of any dispute, Jurisdiction for filing any suit shall be the Court at Patna.

25 Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist.

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Part-I: Technical & Commercial Bid

Sl	Particulars				Enclosure
1	Name of registered Chartered Accountants Firm/ Cost Accountants Firm				
2	Year of Establishment				
3	Address				
6	Phone with STD code				
7	Mobile No.				
8	e-mail Id				
9	PAN No				
10	For NEFT/ RTGS: (i) Name & Style of Bank A/c (ii) Name of Bank (iii) Name of Branch (iv) IFSC Code				
11	Experience (minimum 5 years) in conducting Internal Audit in Private or Public Sector.				
13	Minimum Average Annual Turnover of at least Rs. 20.00 lakhs (Rs. twenty lakhs) per annum during last three Financial Years.	2016-17	2015-16	2014-15	
14	Blacklisted / debarred/ Conviction from any Law of Court.				
15	GST No.				
16	Details of total Partners and Staff along with their qualification and experience.				
17	Any other information				

Certified that all the Terms and Conditions of this Tender are accepted by us.

Dated

Signature of Partner of Firm
with seal

Bihar School Examination Board

NIT No. /2017

Part-II : Financial Bid

Sl.	Particulars	Monthly Rate	Annual Rate
1	For Internal Audit of the Bihar School Examination Board (Secondary)	(i) in figure (ii) in word	(i) in figure (ii) in word
2	For Internal Audit of the Bihar School Examination Board (Senior Secondary)	(i) in figure (ii) in word	(i) in figure (ii) in word
	Amount (₹)		

The above rates are exclusive of GST.

Dated

Signature of Partner of Firm
with seal