

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-07-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-07-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Bihar
विभाग का नाम/Department Name	Agriculture Department Bihar
संगठन का नाम/Organisation Name	State Horticulture Mission Patna
कार्यालय का नाम/Office Name	2nd Floor Krishi Bhawan Mithapur Patna
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :dir-bhds-bih@nic.in Buyer Email id: deonarayanmahto24@gmail.com
वस्तु श्रेणी /Item Category	Facility Management Services - LumpSum Based - District Horticulture Offices and HeadQuarter; Accounting Work; Consumables to be provided by buyer
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	200 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	17220000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	200000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Mission Director, State Horticulture Mission, Bihar, Patna
2ND FLOOR KRISHI BHAWAN MITHAPUR PATNA, Agriculture Department Bihar, State Horticulture Mission Patna,
(Abhishek Kumar)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
5. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
- i. If number of technically qualified bidders are only 2 or 3.
 - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Proposal - [1783064622.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Geographic Presence in states:As per ATC

Total experience in providing facility management services to government departments, public sector companies, and government autonomous organizations::As per ATC

Details of the premise:[1783064795.pdf](#)

Scope of work:[1783064899.pdf](#)

Facility Management Services - LumpSum Based - District Horticulture Offices And HeadQuarter; Accounting Work; Consumables To Be Provided By Buyer (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Premises	District Horticulture Offices and HeadQuarter
Type of services required	Accounting Work
Cost for Consumables/ Materials	Consumables to be provided by buyer
Service component	Accounting Work
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Deo Narayan Mahto	800001,2ND FLOOR KRISHI BHAWAN, MITHAPUR, PATNA 800001	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

All terms and Conditions as per ATC

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3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.

6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition

specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



Govt. of Bihar
Department of Agriculture
Bihar Horticulture Development Society, Patna.
(State Horticulture Mission)
2nd Floor, Krishi Bhawan, Mithapur, Patna-800001,
Phone Fax: 0612-2547772, e-mail: dir-bhds-bih@nic.in,
Website : horticulture.bihar.gov.in

NOTICE – INVITING e-TENDER.

Through e-procurement mode only over (GeM)

Empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices.

Bihar Horticulture Development Society, Patna requires one accountant each at its 38 district offices, one accountant for CoE's and 2 accountants at Head Office, Patna. A total of 41 accountants is to be obtained on contract basis through chartered accountant firms on contract basis under temporary arrangement. For the above work, proposals are invited in the prescribed form from such qualified firms for the selection of competent and qualified service providers (chartered accountant firms) located in the state of Bihar.

Mission Director, Bihar Horticulture Development Society, Patna reserves the right to revise/change/ cancel the proposal without assigning any reasons thereof.

Mission Director
State Horticulture Mission, Bihar, Patna

1. Technical Qualification for Agency: -

Sr No	Particulars		Details	Required Documents
i.	Agency	:-	The Chartered Accountant firm should be registered under ICAI (Institute of Chartered Accountants India)	Certificate of Incorporation/Registration certificate to be attached with the technical tender.
ii.	Agency's Office	:-	The Chartered Accountant Firm must have a registered office/Branch office in the state of Bihar. Mention full address, concerned person's name, mobile number, email, etc. of the firm's registered office located in the state of Bihar.	Rent Agreement of Registered Office if office is on Rent and Ownership Documents if office is owned by Bidder.
iii.	Agency's Annual Turn Over	:-	Average annual turnover should not be less than Rs. 200.00 lakh during the last 3 Financial Year 2022-23, 2023-24 and 2024-25. For the annual turnover proof, firm must provide copy of the Income tax Return of the above 3 years (With computation) along with self-attested copies of Profit and Loss Account and Balance Sheet -with UDIN Number (Attach Firms PAN card also).	1. CA Certified Audit Report/ Audited Balance Sheet and Profit and Loss Statement (With UDIN) of the agency should be submitted as supporting documents. 2. IT Return of Last three years (FY 2022-23, 2023-24 and 2024-25) must be submitted along with Income tax acknowledgement has to be submitted along with computation. (Annexure -II)
iv.	Experience	:-	Should have at least 3 years of experience in the field of Concurrent/ Internal Audit. Also have 3-year accounting experience.	Firm should attach Bills raised for each of the 3 years and its corresponding payment proof highlighted in the bank statement. Note: The above documents should be in Linear Order and payment proof must be highlighted and should match with Invoice Bill/Voucher. If the Payment proof is not matching with bill voucher, then kindly submit the Reconciliation Statement of the difference. (Annexure- II)
v	Earnest Money Deposit	:-	The firm needs to attach an EMD (Bid Security) in the form of demand draft of Rs. 2,00,000/- (Rupees Two Lakh only) through NEFT/RTGS/other electronic	BHDS shall not be liable to pay any Interest on the EMD so made and the same shall be interest free. Bids not

			mode A/C Name: Bihar Horticulture Development Generated Income Bank Name: Union Bank A/cNo-453202050000067 IFSC: UBIN0545325 Branch: Raja Bazar, Patna	accompanied by EMD shall be rejected by the BHDS as non-responsive. EMD exemption is not allowed Annexure-(IIIa)
Vi	Performance Security	:-	The selected Chartered Accountant firms must provide performance security of 5 % of contract value (incl. GST) as Performance security money in the form of Bank Draft/Bank Guarantee (Issued by nationalized bank only) in favor of the Mission Director, Bihar Horticulture Development Society payable at Patna, Bihar..	
vii.	Tenure	:-	The tenure of the Chartered Accountant firm will be for 3 years. However, in case of regular recruitment / appointment by government/ decision by Mission Director, BHDS, Patna the tender will end whichever is earlier.	
viii.	Affidavit	:-	Affidavit from the notary on non-judicial stamp of Rs 100 (Rupees One Hundred Only) that the firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.	Annexure-(IV)
ix.	BHDS rights	:-	BHDS reserves the right: 1. To increase or decrease the number of manpower 2. To shift any accountant from district to district or district to HQ or HQ to district without assigning any reason and without any security of tenure at any office. Evaluation will be done according to the terms and conditions cited in proposal documents under BFR, 2005.	
x.	E.P.F/ ESI	:-	It is mandatory for the CA Firm to be registered under ESI and EPF.	Certificate of Registration under EPF and ESI and last 12 Months EPF and ESI Returns
xii.	GST	:-	Chartered Accountants firms must be registered under GST.	Copy of GST Registration Certificate.

			Copy of GST Return (GSTR 3B) of Last 2 years and it should match with Audited Balance Sheet and Profit and Loss Statement of respective years. For Firm working with more than 10 offices with each office having its GST registration, compilation of the GSTR 3 B of all the offices in single page with sign and stamp is must so that it matches with audited Balance Sheet and Profit and Loss Statement. Along with that submission of GSTR 9 and 9C (if applicable) is required
xiii.			

xiv.

Successful bidder firms who passes technical tender submits an affidavit and agreeing to work on L1 will be empaneled with Bihar Horticulture Development Society, Patna. One successful bidder may be allotted more than one region out of total of 7 regions:-

Region	Districts/ offices covered	No. of accountants
1	Patna Head Office, CoE.	3 accountants
2	Patna, Bhojpur, Saran, Vaishali, Nalanda	5 accountants
3	Kaimur, Rohtas, Buxar, Aurangabad, Arwal, Gaya, Jehanabad	7 accountants
4	Nawada, Jamui, Lakhisarai, Banka, Begusarai, Munger, Sheikhpura	7 accountants
5	West Champaran, East Champaran, Gopalganj, Siwan, Sitamarhi, Muzaffarpur, Sheohar	7 accountants
6	Madhubani, Darbhanga, Samastipur, Saharsa, Supaul, Khagaria	6 accountants
7	Araria, Katihar, Kishanganj, Purnea, Madhepura, Bhagalpur	6 accountants

Based on the number of empaneled Chartered Accountants Firms the source firms may be allotted more than one regions.

2. General terms & conditions for empanelment in BHDS :-

1. Chartered Accountant Firms should have at least 3 years of experience in the field of Concurrent/ Internal Audit.
2. Proposal should be submitted through GeM Portal.
3. Proposal submitted without relevant papers/documents will be rejected.
4. Telephone No./Mobile No./Email and Full Address of the applicant must be mentioned in proposal documents.
5. The selected agencies shall have to submit an undertaking on non judicial stamp paper of Rs. 1,00/ (Rupees One Hundred Only) to BHDS prior to the issue of work order covering the following points:
 - i. Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.
6. EMD will be the part of Technical Proposal only.
7. **The Technical Proposals will be opened first** and will be evaluated by the evaluation committee constituted at the society. Only such proposal will be opened and evaluated, for which required Earnest Money and Proposal demand draft will be submitted by proposer in original to BHDS office on or before the opening date of technical bid. Evaluation of the Technical Proposal shall be carried out by a committee constituted by the Society, which shall look into compliance of specifications and other Terms & conditions for empanelment. At the second stage, **Financial Proposal of only technically acceptable agencies will be opened**, for further evaluation.
8. Mission Director, BHDS, Patna reserves the right to reject/cancel the empanelment of agency at any time if he/she is satisfied that it is desirable to do so in Society's interest. The decision of Mission director, BHDS, Patna shall be final and binding.
9. Proposers or their duly authorized representative's may should remain present at the time of opening the financial Proposal. Time and Place for opening of Financial Proposal shall be announced after technical evaluation and shall be communicated through a notice at the office of Mission Director.
10. Participation for the empanelment process will automatically imply the acceptance, on part of the participating agency of all the terms and conditions of this notice for empanelment.
11. Chartered Accountant firms will have to provide list of suitable candidates to Bihar Horticulture Development Society within one week from the issuance of allotment letter.
12. An MOU will be signed between the selected Chartered Accountant firms and Bihar Horticulture Development Society for the terms and conditions of the invitation proposal.
13. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws and minimum wages Act, 1948.
14. The bidders should submit their financial bid keeping in mind circular regarding service charge for outsourced manpower which has been issued by Finance Department, GOB vide Memo No 2988 dated 23.03.2023 under para 4(i) of the circular, where service charge rates for outsourced manpower has been fixed at minimum 3.85% and maximum 7% (including transaction charges).

Note: Service charge for manpower will be on total amount quoted by the Bidder.

3. Financial Proposal by Chartered Accountant Firm: -

The agreement will be signed by Bihar Horticulture Development Society, Patna subject to the condition of deduction of GST TDS and Income Tax TDS, if applicable.

Bihar Horticulture Development Society needs experienced accountants for MIDH, PDMC and other schemes funded by State and Central Government. The accountants must have a valid M.Com degree (**Practical Knowledge of Tally is must**). Chartered Accountant Firms must provide break up of Basic Pay and other allowances that will be paid to accountants, Service charges, break up of taxes etc.

Accountant's proposed honorarium			EPF/EPS (Employer) @12% on Rs 15000(PF Ceiling) Rs.	ELDI (0.5% on PF and EPF Admin (0.5% of PF) Rs.	Medical Insurance (Group) Rs.	Service Charge (Max @3.85% on (3+4+5+6)) Rs.	Total Amount (3+4+5+6+7)	GST (18% of Total Amount)	Grand Total Amount (8+9)
Basic Remuneration (Rs.)	Other Allowance (Rs.)	Total amount Rs. (1+2)							
1	2	3	4	5	6	7	8	9	10

- Financial Proposal should not be part of Technical Bid Submission.

4. General Conditions of Tender: -

- In Tender, the financial proposal will be submitted by the Chartered Accountant firm according to 'Annexure V', in which the firm will mention the amount to be given to the accountant after deducting statutory liabilities, etc. The firm that will pay the maximum amount to the accountant and costs minimum to the BHDS, Patna will qualify as **L1**. Other qualified bidders will be given an opportunity to work at the L1 price, if they agree for.
- Financial proposals will be opened only of such firms, which are found technically suitable.
- Other conditions, if any, may be declared at the time of opening of tender.
- Demand Draft of EMD amount and must be attached in the technical proposal.
- Conditional proposals will be rejected.
- Proposals submitted without required documents will be rejected.
- Any dispute will be settled only in consultation with Mission Director, BHDS, Patna.
- Firms must provide details of EPF, ESI and other taxes deposited along with proof to the Bihar Horticulture Development Society on quarterly basis. In the event of non-compliance of this condition by the firm, the bills submitted by the Firm will be withheld from the next month and penalty from performance security may be deducted for which the firm will be fully responsible.

5. Eligibility of Accountant: -

- The accountants must have valid M.Com degree and at least experience of 3 years in Government Sector/ PSU and Government related entities.
- At least three years' work experience in Accounting will be mandatory.
- Curriculum Vitae of all the accountant is mandatory (attested by CA) of Chartered Accountants Firm.

- III. Age Limit: A. Maximum age limit as on 01.03.2026 would be 55 years.
B. Minimum age Limit should be 21 years
C. 10 years of relaxation in age will be admissible to person with Benchmark Disability.

Note: Successful candidates shall serve as Accountant cum IT assistant at BHDS for a maximum period of 36 (thirty-six) months on the outsourced basis from the date of appointment. Renewal of contract would be based on performance evaluation.

The successful candidates can be posted anywhere in Bihar based on vacancy and requirement at the post. The candidates cannot claim for posting at a particular district in this regard.

The number of vacancies mentioned is tentative may change by 20% (increase or decrease) as per requirement.

- IV. The contract period will be for 3 years. The contract can be extended for a maximum of 2 years, one year at a time, if the work is satisfactory. Based on the performance, the BHDS reserves the right to increase the contract value up to 10% on initial contract value and decision of the BHDS in this regard shall be final and binding.
- VI. The accountants will work at district and Head Office as per the requirement of Bihar Horticulture Development Society. The accountant may be asked to shift to some other location within Bihar, in case it is required.
- VII. If the work of accountant(s) is/ are found unsatisfactory, the services of Chartered Accountant firm will be withdrawn without any notice. In case of any loss that might be caused to the BHDS due to lapse on the part of personnel deployed by CA Firm discharging their responsibilities, such loss shall be compensated by the contracting agency and in this connection, the BHDS shall have the right to deduct appropriate amount from the bill and performance security.
- VIII. In the event of person deputed by CA Firm being on leave/absent the CA Firm, shall ensure suitable alternative arrangement to make up for such absence.
- IX. The person deployed by CA Firm shall have required qualifications. In case of non-compliance/ non-performance of the service accordance to the terms of the contract, the BHDS shall be at liberty to make suitable deductions of (ranging from 2% to 10%) from the bill without prejudice to its right under any other provisions of the contract. Penalty up to 5% may also be imposed, if there are frequent changes of employees deployed at this office.
- X. CA Firms cannot replace the manpower without approval of Mission Director and should submit reason for change in manpower in writing. The full particulars of the personnel (Curriculum Vitae) to be deployed by the CA Firm shall be furnished to the BHDS, seven days in advance before they are proposed to be deployed in the BHDS.
- XI. Any increase in statutory taxes during the contract period will be borne by the BHDS.

Mission Director
State Horticulture Mission, Bihar, Patna

SCOPE OF WORK

The Accounting Services in general will include: Performing the routine accounting work, Directorate of Horticulture, Dept. Of Agriculture, Government of Bihar, and district offices in Software/Manual as per the general principal of accounting and the guidelines/instructions of Headquarters and taking time bound appropriate actions as per the Statutory requirements from time to time. The accounting Services also ensure that:

1. All transactions are kept in Software/ Manually and reports shall be generated on periodical intervals, month wise, year wise etc. and proper back up of records must be maintained.
2. Ledger Books of accounts shall be maintained and updated as per requirements.
3. Preparation of Bank Reconciliation Statement and to ensure that Bank Reconciliation Statement should not contain any long pending outstanding debit/credit entries.
4. Maintenance of Asset Register in prescribed formats. All additions of asset should be properly recorded and entries for dispose off condemned assets should be recorded in asset register.
5. Preparation of Cash and Bank Book based on Bank Statements, CFMS 2.0, SNA Sparsh and other financial instruments. Cash and Bank Book should be maintained on day-to-day basis. Cash and Bank Book should be balanced at the end of every month.
6. Maintaining Reconciliation of Funds provided by State and Central Government. Preparation of Scheme wise and Component wise Ledger w.r.t Fund Received, Expenditure incurred and Closing Balance.
7. Preparation of Statement of Expenditure and Utilization Certificate to be provided to State Government and Central Government.
8. Preparation of Receipt and Payment Account every quarter and for the year ended 31st March in the required format.
9. Assist in furnishing the documents required for Internal Audit, AG Audit and reply to all queries of Internal Audit, AG Audit, GST, Professional tax and Income Tax.
10. Regular follow up with districts with respect to Expenditure incurred by them against Grant released and preparation of Statement of Expenditure based on their records.
11. Compilation, filing of TDS return and technical resolution of all TDS matters, if any, including TDS related assessment both in case of receivable and payable, if any
12. Filing of GST returns and compilation of all the GST related matters with GST Authority.
13. Ensuring maintenance of proper accounting practices as per regulation of applicable policies and Standards in India.
14. Any other work assigned by higher authority relating to accounts/statutory requirements etc.

(Letter head of the proposer)

Name of Firm:

Address:

Phone No. /Mobile No.:

To,

The Mission Director,
State Horticulture Mission, Bihar
2nd floor, Krishi Bhawan,
Mithapur, Patna-800001

Sir,

Subject: **TECHNICAL PROPOSAL**

In accordance with the terms & conditions of the notice for Empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Dept. Of Horticulture, Bihar Horticulture Development Society and affiliated offices.

I /We submit the **technical proposal** containing the following documents mentioned in checklist. (Please enclosed below documents Serially in proposal to be submitted)

Check List

Sl. No.	Activity	Remarks (Yes/No)
1.	Authority Letter (Annexure I)	
2	Information Sheet (Details of firm) (Annexure II)	
3	Details of Earnest Money along with Bank Draft (Annexure IIIA)	
4	Submission of Affidavit (Annexure IV)	
5	Financial Proposal – (Annexure V)	
6	Photocopy of ESI and EPF Certificate	
7	GST Registration Certificate (optional)	
8	Photocopy of Income tax return for FY 2022-23, 2023-24 and 2024-25 along with computation and PAN Card and self-attested	

	copies of Profit and Loss Account and Balance Sheet	
9	Firm Constitution Certificate	

Further, it is certified that the information furnished in this proposal documents is true and correct to the best of my/our knowledge & belief. I/we fully understand terms and conditions mentioned and undertake to abide by the terms & conditions and rules & regulations mentioned in the proposal document.

It is also certified that the proposer has never been blacklisted/debarred by Union or any State Government department or institute in any matter and the owners or partners/ directors have never been legally prosecuted & in any legal dispute with Union or any State Government department.

Signature of Authorized Signatory
Name
Designation

Seal of the firm

Dated.....

(Letter head of the bidder)
AUTHORITY LETTER

Mr./Ms./ M/s.

..... (Name & address with
mobile no. of Chartered Accountant) is working with/on behalf of our firm as our
Chartered Accountant for the State of Bihar.

He is authorized to submit, collect & correct all EOI/quotation/project
documents on behalf of the firm.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

Annexure – II**INFORMATION SHEET**

(General Information to be supplied along with the Proposal)

S.No	Particulars	Particulars
1	Name of CA Firm	:
2	Firm Registration Number & date of registration	:
3	PAN Number of Firm	:
4	Address of Head Office of Firm	:
5	Address of CA Firm in the state of Bihar	:
6	Type of Firm (Proprietor/ Partner)	:
7	Name of Proprietor/ Main Partner(s)	:
8	Mobile Number	:
9	Email Id	:

10. Experience of Concurrent/ Internal Audit in Government Organization and accounting experience in Government Sector. Firm should attach Bills raised for each of the 3 years and its corresponding payment proof highlighted in the bank statement-

S.No.	Year	Name of Govt/ Non Govt Organization	Invoice Amount	Date of Invoice	Date of Receipt
1	FY 2022-23				
2	FY 2023-24				
3	FY 2024-25				

11. Turnover of last 3 years (Attach copy of Income Tax return along with computation and self-attested copies of Profit and Loss Account and Balance Sheet: -

- (i) FY 2022-23-
- (ii) FY -2023-24
- (iii) FY -2024-25

12. Details of Proprietor/ Partners

S.No.	Name of Partner/ Proprietor	Membership Number	Address	Mobile Number and Email Id
1				
2				
3				

Signature of Authorized Signatory
Name

Designation

Dated.....

Seal of the firm

DETAILS OF EARNEST MONEY

Earnest money as per details below is enclosed for the purpose for Empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices.

Bank Draft No.....
Name of the bank.....
Branch.....
Dated.....
Amount (In figures & words).....
.....

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

Annexure – IV

Submission of Affidavit (For Technical proposal)

(Through Notary Public on Non-Judicial stamp paper)

- Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

FINANCIAL PROPOSAL

Name of Firm:

Address:

Phone No. /Mobile No.:

To,

The Mission Director,
State Horticulture Mission, Bihar
2nd Floor, Krishi Bhawan, Mithapur, Patna-800001

Sir,

I / we do hereby propose following price:

Accountant's proposed honorarium			EPF/EPS (Employer) @12% on Rs 15000(PF Ceiling) Rs.	ELDI (0.5% on PF and EPF Admin (0.5% of PF) Rs.	Medical Insurance (Group) Rs.	Service Charge (Max @3.85% on (3+4+5+6)) Rs.	Total Amount (3+4+5+6+7)	GST (18% of Total Amount)	Grand Total Amount (8+9)
Basic Remuneration (Rs.)	Other Allowance (Rs.)	Total amount Rs. (1+2)							
1	2	3	4	5	6	7	8	9	10

I/ we do understand that I will have to provide details of EPF, ESI and GST paid on quarterly basis along copies of return. In case any information is found wrong, action can be taken against me/ us.

Financial Proposal should not be part of Technical Bid Submission.

Financial Quote should strictly be filled in the BoQ (excel sheet format) of the Gem. Any scanned upload of financial format will cause rejection of financial format. Evaluation will be done on the basis of Excel Sheet uploaded in BOQ Section.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

Schedule - 1

General instructions related to the procedure to be followed for selection and submission of tender by the service provider organization / chartered accountant firm for providing manpower in Bihar Horticulture Development Society.

Bihar Horticulture Development Society, Patna, under Directorate of Horticulture, Department of Agriculture, which operates various schemes of horticulture development is a registered society under the Societies Registration Act, 1880. Its headquarter is located in Patna and District Horticulture Development Committee has been constituted in all 38 districts of the state.

Services of qualified accountants will be obtained on contract through chartered accountant firm for the completion of accounting works in Bihar Horticulture Development Society.

Service Conditions for Accountant:

1. The person employed through the service provider Chartered Accountant Firm can be relieved in the event of any misconduct/ dereliction of duty/ incompetence / negligence / unsatisfactory work.
2. Accountant is required in the offices of Bihar Horticulture Development Society based on L1. The claim of any kind of government or permanent employment by the persons employed on the post of accountants through the service provider Chartered Accountant Firm will be invalid.

From the date of termination of services of the Chartered Accountant firm, the services of the accountants provided by them will also automatically be terminated from that date.

3. The contract will be of one year. If required by the society, the service of the organization doing satisfactory work can be renewed up to a maximum of 3 Years.
4. The persons to be employed will not have any right of Bihar Horticulture Development Society as any office or office bearer. Chartered Accountant Firm will enter into contract with Accountants and Chartered Accountant Firm will enter into agreement with Bihar Horticulture Development Society, Patna.
6. Under no circumstances the contractual service of the accountant shall be the basis for permanent employment in the society.
7. The Chartered Accountant Firm will be liable to take care of all statutory compliances like ESI, EPF and others as mandated by the Labor Resources Department and other central or state government departments. Bihar Horticulture Development Society is not responsible for such compliances.
8. The Chartered Accountant firm will be paid a fixed based on L1 per month per accountant (excluding GST). Apart from this, no other type of amount will be paid. The honorarium will be calculated on the basis of working days/absence report of the concerned accountant.

9. Conduct Certificate: -

It will be mandatory to obtain a Conduct Certificate from the local police station where he has resided for more than one year along with the police station of his ancestral residential address. A person named in a criminal case/ charge-sheeted person will not be eligible for this employment.

10. Selection Process: -

- 10.1 The verification of educational qualification will be done by the concerned institutions (institutions from which they have been qualified). Legal action will be taken if the certificate is found to be fake.

10.2 Age Limit: - The age of the candidate for employment will be as follows –

A	Maximum age limit as on 01.03.2026 would be 55 years.
B	Minimum age Limit should be 21 years
C	10 years of relaxation in age will be admissible to person with Benchmark Disability.

1. Age will be calculated as the cutoff date of 01.03.2026.

2. The basis of verification of age will be the certificate of matriculation.

Note: Successful candidates shall serve as Accountant cum IT assistant at BHDS for a maximum period of 36 (thirty-six) months on the outsourced basis from the date of appointment. Renewal of contract would be based on performance evaluation.

The successful candidates can be posted anywhere in Bihar based on vacancy and requirement at the post. The candidates cannot claim for posting at a particular district in this regard.

The number of vacancies mentioned is tentative may change by 20% (increase or decrease) as per requirement.

11. The Chartered accountant firm will provide the list of candidates to the society to work on contract on an average 2-3 times of each post to be employed. The interview will be conducted by the evaluation committee constituted under the chairmanship of the Mission Director, Bihar State Horticulture Mission or under the chairmanship of any officer authorized by him and the name will be recommended. The service of this recommended candidate will be provided by the Chartered Accountant firm to the society to work on contract.

12. The ideal roster of total 41 accountants would be as follows: -

Class	Inferential	Working	Empty
Scheduled Caste	$41 \times 16\% = 6.56$	0	7
Scheduled Tribe	$41 \times 01\% = 0.41$	0	0
Extremely Backward Class	$41 \times 18\% = 7.38$	0	8
Backward Class	$41 \times 12\% = 4.92$	0	5
Women from Backward Classes	$41 \times 03\% = 1.23$	0	1
Economically Weaker Section	$41 \times 10\% = 4.1$	0	4
Non Reserved Category	$41 - (21 + 4) = 16$	0	16

Grand Total	0	41
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In the light of the above the roster points (1-41) are as follows:-

Schedule Caste (7)	4,10,16,19,24,28,34 2 Post will be reserved for women under 35% horizontal women reservations.
Schedule Tribe (0)	
Extremely Backward Class (8)	2,8,14,20,26,32,36,41 3 Post will be reserved for women under 35% horizontal women reservations.
Backward Class(5)	6,12,22,30,38 2 Post will be reserved for women under 35% horizontal women reservations.
Women from Backward Classes (1)	18
Economically Weaker Section (4)	7,17,27,37 1 post will be reserved for women under 35% horizontal women reservations
Non Reserved Category (17)	1,3,5,9,11,13,15,21,23,25,29,31,33,35,39,40 An additional 40 points reserved for scheduled castes have been made available for general category. 6 posts are reserved for women under 35% horizontal women reservations

In the light of the Rights of persons with Disability Act 2016, by the resolution no 962 dated 22.01.2021 of the General Administrative Department, Bihar the following horizontal reservation will be payable to the candidates suffering from disabilities.

Roster Points	To Visual Disability	For Deaf and Dumb disability	To Mobile disability	Mental Disability	Total	Comment
1-41	1	0	0	0	1	Adjustment of the selected disabled candidates will be made against the last roster points used in respect of him/her in that transactions.

In the light of departmental circular number – 2526 dated 18.02.2016, 2 percent posts have been reserved for grandson/granddaughter of the freedom fighters of the state under horizontal reservation in the total number of posts will be 1 (One). (This will be applicable against the category to which the candidate belongs).

Only the native residents of the state will be eligible for reservation benefits.

Candidates of reserved category selected on the basis of merit will be counted in the non-reserved category.