Request for Proposal

for

Appointment Of CA Firm For Reconciliation Of Accounts And Preparation Of Scheme Wise Reports Of Fund/Amount Received In Cfms/Bank Account From State And Central Government.

RFP No.: NIT/BSEDC/12-13/2026-27 Date: 12/08/2026

Issued By:

Bihar State Electronics Development Corporation BSEDC Bhawan, Shastri Nagar Patna-23

1. FACT SHEET & KEY DATES

Sl. No.	Component	Details
1	**Name of Assignment**	Appointment Of CA Firm For Reconciliation Of Accounts And Preparation Of Scheme Wise Reports Of Fund/Amount Received In CFMS/Bank Account From State And Central Government.
2	**Period of Assignment**	From inception to Current Financial Year (FY 2026-27)
3	**Completion Period**	90 Days from the date of issuance of Work Order
4	**Mode of Tendering**	Open Tender System (Physical Submission through Sealed Two-Envelope System)
5	**RFP Availability Date**	14 /08 / 2026 (From to 11:00 Hrs)
6	**Last Date for Submission of Queries**	25 /08 / 2026 (Up to 15:00 Hrs)
7	**Pre-Bid Meeting**	25 /08 / 2026 at 15:00 Hrs (Venue: Beltron Bhawan, Patna)
8	**Last Date & Time for Submission of Bids**	07 /09 / 2026 (Up to 15:00 Hrs)
9	**Opening of Technical Bids**	07 /09 / 2026 (at 16:00 Hrs)
10	**Opening of Financial Bids**	Date and time shall be communicated separately to the technically qualified bidders.
11	**Method of Selection**	Least Cost Selection (LCS) Method.
12	**Place of Submission**	Office of Bihar State Electronics Development Corporation Limited (BSEDC), Beltron Bhawan, Shastri Nagar, Patna – 800023
13	**Contact Person**	Shri Kamlesh Kumar, Accounts Officer (AO) No: +9185698 66460 Email: beltronac11@gmail.com

2. BACKGROUND & DISCLAIMER

2.1 About BSEDC (BELTRON)

Bihar State Electronics Development Corporation Limited (BSEDC), popularly known as BELTRON, is a Government of Bihar Undertaking under the administrative control of the Department of Information Technology (DIT), Government of Bihar. BSEDC acts as the nodal agency for implementation of various Information Technology (IT) and e-Governance projects and receives funds from different Government Departments for execution of various schemes and projects.

Initially, funds received from Government Departments were maintained and operated through designated Bank Accounts. Subsequently, from FY 2012-13, the Government introduced the Comprehensive Financial Management System (CFMS), under which funds were credited to the Public Ledger Account (PLA) maintained in CFMS and payments relating to various Government schemes and projects were also processed through the CFMS platform.

Some Government schemes have been closed, and funds relating to such schemes are lying in various Bank Accounts of BSEDC from the pre-CFMS period. The selected firm shall identify such funds from the available manual records, bank statements and other supporting documents, prepare scheme-wise statements, and reconcile the same with the books of accounts.

Over the years, BSEDC has received and utilized funds under numerous Government schemes, resulting in a substantial volume of financial transactions through both CFMS PLA Accounts and Bank Accounts. As the records pertain to multiple financial years, departments, schemes and projects, reconciliation of receipts, expenditure, balances and utilization has become a complex and time-consuming exercise.

Further, funds received under Government schemes are required to be utilize to the respective scheme accounts within the prescribed timelines. Any delay or non-Utilization of such funds, wherever applicable, may result in repatriation of the unutilized balance to the Government Treasury as per the applicable Government provisions.

Considering the large volume of transactions and historical financial records from FY 2012-13 till the current Financial Year, BSEDC intends to engage a professionally qualified Chartered Accountant Firm/LLP for reconciliation of CFMS PLA Accounts, preparation of expenditure details, Fund Utilization Reports (FURs), scheme-wise reconciliation, determination of balances and other related accounting services.

2.2 Disclaimer

This Request for Proposal (RFP) has been issued by Bihar State Electronics Development Corporation Limited (BSEDC) for selection of a suitable Chartered Accountant Firm/LLP to undertake the assignment described in this document.

The information contained in this RFP is intended solely to assist prospective bidders in preparing and submitting their proposals. While reasonable care has been taken in preparing this document, BSEDC does not warrant the completeness or accuracy of the information contained herein.

The selected firm shall carry out the assignment based on the records and documents made available by BSEDC and shall independently verify, reconcile and authenticate the financial information as required under the Scope of Work.

BSEDC reserves the right to accept or reject any or all proposals, modify or withdraw this RFP, or cancel the selection process at any stage without assigning any reason whatsoever. No bidder shall have any claim against BSEDC arising out of such action.

3. SCOPE OF WORK (SOW)

The selected Chartered Accountant Firm/LLP shall undertake the **identification, verification, authentication, reconciliation and compilation** of financial records relating to funds received by Bihar State Electronics Development Corporation Limited (BSEDC) from various **State Government and Central Government Departments** through **Bank Accounts and the Comprehensive Financial Management System (CFMS)/Public Ledger Account (PLA)** under different Government schemes since inception.

The scope of work shall include, but not be limited to, the following:

3.1 Verification and Authentication of Government Funds

The selected firm shall:

- Verify and authenticate the year-wise receipt of funds received from various State Government and Central Government Departments through **CFMS/PLA Accounts** as well as **Bank Accounts**.
- Prepare scheme-wise and year-wise statements of funds received since **FY 2012-13**.
- Verify the authenticity of receipts with reference to sanction orders, CFMS records, treasury records, bank statements and other supporting documents made available by BSEDC.

3.2 Verification and Authentication of Expenditure

The selected firm shall:

- Verify and authenticate the year-wise and scheme-wise expenditure incurred against the funds received.
- Match expenditure with the available accounting records, vouchers, bills, payment records, cash books, ledgers, bank statements and other supporting documents.
- Prepare detailed expenditure statements for each Government Scheme.

3.3 Scheme-wise Financial Reconciliation

The selected firm shall:

- Reconcile financial transactions relating to all Government Schemes handled by BSEDC since inception to current Financial Year**.**
- Determine and authenticate the following for each scheme:
    - Opening Balance & Closing Balance ;
    - Funds Received;
    - Expenditure Incurred;
    - Funds Transferred;
    - Amount Repatriated/Refunded to Government, wherever applicable;

- Prepare detailed scheme-wise reconciliation statements supported by appropriate working papers.

3.4 Verification of Repatriation of Government Funds

The selected firm shall:

- Verify cases where unutilized funds were transferred or repatriated to the Government.
- Authenticate the amount repatriated/refunded, date of transfer and supporting records.
- Report discrepancies, if any, observed during such verification.

3.5 Preparation of Scheme-wise Fund Utilization Reports (FURs)

The selected firm shall prepare **Scheme-wise Fund Utilization Reports (FURs)** for all applicable Government Schemes based on the reconciled financial records. The FURs shall indicate, inter alia:

- Funds Received;
- Expenditure Incurred;
- Unspent/Closing Balance;
- Amount Repatriated/Refunded, wherever applicable; and
- Any other information required by the concerned Government Department.

The FURs shall be prepared in the prescribed format, wherever applicable.

3.6 Preparation and Submission of Reports (Deliverables)

The selected Chartered Accountant Firm/LLP shall prepare and submit the following deliverables based on verification, authentication and reconciliation of Government funds from FY 2012-13 onwards:

1. Year-wise Receipt and Expenditure Statements indicating funds received through CFMS PLA Accounts and Bank Accounts and expenditure incurred there against.
2. Scheme-wise Reconciliation Statements indicating:
    a) Opening Balance;
    b) Funds Received
    c) Expenditure Incurred
    d) Funds Transferred
    e) Amount Repatriated/Refunded to the Government, wherever applicable; and
    f) Closing Balance
3. Statement of Repatriated/Refunded Government Funds, indicating the amount and date of repatriation/refund based on available supporting records.
4. Balance Statements indicating year-wise and scheme-wise opening balance, receipts, expenditure and closing/unspent balance.
5. Final Consolidated Reconciliation Report containing a summary of the reconciliation, unreconciled items, discrepancies/observations, if any, and recommendations.
6. Reconciliation Statements/Certificates duly signed and certified by the authorized Partner of the selected firm.
7. Soft Copies of all reports, statements, certificates and working papers in PDF and editable MS Excel formats.
8. Three (3) Hard Copies of all final reports, statements and certificates, duly signed, sealed and certified by the authorized Partner of the selected firm.

3.7 Assistance during Verification and Audit

The selected firm shall provide necessary clarification, supporting records and professional assistance to BSEDC before any Government Department, Finance Department, Accountant General (AG), Statutory Auditor, Internal Auditor, Comptroller & Auditor General of India (C&AG), or any other competent authority in respect of the work carried out under this assignment.

3.8 Completion of Assignment

The selected firm shall complete the entire assignment within **90 (Ninety) days** from the date of issuance of the Work Order and submit all reports, reconciliation statements, certificates and other deliverables to BSEDC.

4. MINIMUM ELIGIBILITY CRITERIA (PRE-QUALIFICATION)

Bidders must satisfy all the following eligibility criteria to qualify for the Technical Evaluation.

Sl. No.	Component	Eligibility Criteria
1	**Firm Constitution**	The bidder must be a Proprietorship/Partnership Firm/LLP of Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) and in continuous practice for at least ten (10) years as on 01.04.2026. (Firm's Registration Certificate shall be enclosed with the Technical Bid as documentary evidence.)
2	**Key Human Resources**	The firm shall have a minimum of ten (10) full-time personnel, including Partners and employees, out of which at least two (2) shall be Associate Chartered Accountants (ACA) and/or Fellow Chartered Accountants (FCA). (A list of all full-time Partners and employees, clearly indicating their designation and professional qualification (ACA/FCA), shall be enclosed with the Technical Bid.)
3	**Local Presence**	The firm must have its fully functional Office in Patna, Bihar. (proof is to be attached)
4	**Financial Capacity**	The firm shall have an average annual professional turnover of not less than ₹25.00 Lakhs during the last three financial years (FY 2022-23, FY 2023-24 & FY 2024-25). (copies of profit & loss account & balance sheet & auditor certificates to be enclosed)
5	**Relevant Experience**	The firm must have successfully completed at least 3 similar assignments relating to financial reconciliation, accounting, fund utilization, statutory audit, internal audit, or audit/reconciliation of

		Government Departments, PSUs, Autonomous Bodies or Government-funded projects during the last 5 years. (Copies of work order, assignment etc.)
6	**Regulatory Compliance**	The firm shall possess a valid PAN, GST Registration, Shop & Establishment Registration Certificate, and all other statutory registrations, as applicable. (Copies of the PAN Card, GST Registration Certificate, Shop & Establishment Registration Certificate, and other applicable statutory registration certificates shall be enclosed with the Technical Bid). *(Copies of the PAN Card, GST Registration Certificate both are mandatory)*
7	**Clean Track Record**	The firm or any of its partners should not have been blacklisted, debarred or declared ineligible by any Central Government, State Government, PSU, Autonomous Body, Statutory Authority or ICAI as on the date of submission of the bid during last 5 financial years. (copy of underwriting is to be submitted)

5. EVALUATION & CONTRACT TERMS

The selection of the Chartered Accountant Firm/LLP shall be carried out through a **Two-Envelope System** comprising Technical Bid and Financial Bid.

5.1 Technical Evaluation

1. The Technical Bids shall be opened first and evaluated to determine whether the bidders satisfy the eligibility criteria and have submitted all the required documents as prescribed in this RFP.
2. Only those bidders who qualify the Technical Evaluation shall be considered for opening of the Financial Bid.
3. BSEDC reserves the right to seek clarifications or additional documents, if considered necessary, during the technical evaluation process.

5.2 Financial Evaluation

1. The Financial Bids of only the technically qualified bidders shall be opened on the date and time communicated separately by BSEDC.
2. The bidder quoting the **Lowest Financial Quote (L1)** shall be considered for award of the assignment, subject to fulfilment of all terms and conditions of this RFP.

5.3 Award of Work

- The successful bidder shall be issued a **Letter of Award (LoA)/Work Order** by BSEDC. The selected firm shall commence the assignment as per the terms and conditions specified in the Work Order

- BSEDC reserves the right to engage/deploy more than one Chartered Accountant Firm/LLP for carrying out the assignment, either in whole or in part, based on priority, urgency, workload, or administrative requirements. The allocation of work among such firms shall be at the sole discretion of BSEDC, and no claim or objection in this regard shall be entertained.

6. PAYMENT TERMS

1. 90% of the Contract Value shall be released upon successful completion of the assignment and submission of all deliverables to the satisfaction of BSEDC. The balance 10% shall be released within one (1) month after acceptance of the final deliverables, subject to satisfactory verification of the work.
2. The selected firm shall submit its Tax Invoice/Bill along with the final reports and supporting documents.
3. Payment shall be processed by BSEDC after due verification and certification by the competent authority, subject to applicable statutory deductions.
4. No advance payment shall be made by BSEDC.

7. ASSISTANCE BY BSEDC

1. BSEDC shall nominate a Nodal Officer for coordination with the selected Chartered Accountant Firm.
2. BSEDC shall provide all available records, documents and information required for carrying out the assignment.
3. The selected firm shall coordinate with the concerned officials/sections of BSEDC for collection and verification of records.

8. CONFIDENTIALITY

1. The selected Chartered Accountant Firm shall maintain strict confidentiality of all records, documents, financial information and data obtained during the course of the assignment.
2. The selected firm shall not disclose any information relating to BSEDC to any third party without prior written approval of BSEDC, except where required under applicable law.
3. The selected firm shall execute a **Non-Disclosure Agreement (NDA)** with BSEDC before commencement of the assignment.

9. GENERAL TERMS & CONDITIONS

1. BSEDC reserves the right to accept or reject any or all proposals, or to cancel, modify or withdraw this RFP at any stage prior to award of work without assigning any reason.
2. The selected firm shall not assign or subcontract the work, wholly or partly, without prior written approval of BSEDC.
3. All reports, records, working papers and documents prepared under this assignment shall remain the exclusive property of BSEDC.
4. Any dispute arising out of this RFP or the contract shall, in the first instance, be resolved amicably through mutual discussions. In the event of failure, the dispute shall be referred to arbitration in accordance with the provisions of the **Arbitration and Conciliation Act, 1996 (as amended from time to time)**. The venue of arbitration shall be **Patna, Bihar**.
5. The courts at **Patna, Bihar** shall have exclusive jurisdiction over all matters arising out of this RFP.

10. PROPOSAL SUBMISSION

11.1 Two-Envelope System

The bidders shall submit their proposals in a sealed cover under a **Two-Envelope System**, comprising:

Envelope-I: Technical Bid

The Technical Bid shall contain, but not be limited to, the following:

- ICAI Registration Certificate.
- Constitution Certificate of the Firm.
- Turnover Certificate / Audited Financial Statements for the last 3 FYs..
- PAN & GST Registration.
- Declaration regarding non-blacklisting.
- Branch Office Proof (Patna Office).
- Details of Employee & Partners (FCA/ACA).
- Work Orders / Completion Certificates of similar assignments
- Any other document required under this RFP.

Envelope-II: Financial Bid

The Financial Bid shall contain only the Financial Proposal in the prescribed format, (ANNEXTURE-II). Financial Bids containing conditions or incomplete information shall be liable for rejection.

11. Annexures Required

Sl. No.	Audit Assignment Line Item	Annual Financial Fee (INR)
Annexure-I	Technical Bid Submission Form with Checklist of Documents	Covering letter for the technical bid with List of all documents enclosed with the bid
Annexure-II	Financial Bid Submission Form	Price quotation.(enclosed)
Annexure-III	Firm Profile	General details of the CA Firm/LLP.
Annexure-IV	Details of Partners & Key Professionals	Number of Partners, FCA/ACA, experience, etc.
Annexure-V	Details of Similar Assignments	Government/PSU reconciliation, audit, FUR or accounting assignments completed.
Annexure-VI	Average Annual Turnover Certificate	Turnover for FY 2022-23, 2023-24 & 2024-25.
Annexure-VII	Declaration regarding Non-Blacklisting	Self-declaration that the firm has not been blacklisted.
Annexure-VIII	Details of PAN, GSTN ,office Address & all other documents.	List of all documents enclosed with the bid.
Annexure-IX	Undertaking & Declaration	Acceptance of all RFP terms and correctness of information.

12. FINANCIAL BID FORMAT (Annexure-II)

Sl. No.	Audit Assignment Line Item	Consolidated Financial Fee (INR)
1	Consolidated Professional Fee (Lump Sum) for the entire assignment as per the Scope of Work, inclusive of all taxes, duties, levies, travel, boarding, lodging, manpower, stationery, printing, transportation, and all other incidental expenses.	
	Total Professional Fee (Inclusive all direct indirect cost)	

Note: Applicable Goods and Services Tax (GST) will be added extra at prevailing statutory rates. Out-of-pocket operational costs must be integrated inside the base quote.