



**JEEVIKA**

Rural Development Department, Government of Bihar

**Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission, Bihar**



3<sup>rd</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax: +91-612-250 4960, Website:www.brllps.in

## **Request For Proposal**

**Hiring of Chartered Accountant Firm for Internal Audit for Didi Ki  
Rasoi (DKR)**

**Two Envelope Bidding system (Offline mode)**

**Ref. No. BRLPS/Proj-NF/2499/25**

**Issued RFP on 13/02/2026**

**BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY (BRLPS)**

**3rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road ,**

**Patna – 800021**



## NOTICE INVITING TENDERS

1. BRLPS is an independent and autonomous institution registered under the Society Registration Act 1860. BRLPS has been set up by the Government of Bihar as part of its strategy to address rural poverty through enhancing the livelihoods of the poor. Bihar Rural Livelihoods Promotion Society (BRLPS) is implementing multiple projects funded by the Government of Bihar, Govt. of India through Community Based Organizations (CBOs) and nurturing institution of the poor by supporting formation, strengthening and empowering self- managed community organizations and adopting demand responsive and participatory processes. BRLPS will also facilitate participation of poor through forming producer groups and companies for key commodities – farm, off farm and non-farm products and services
2. The objectives of Society inter alia include:
  - To contribute to the lives of rural poor across the state of Bihar through empowering and fostering strong self - managed grassroots institutions and support investments by groups of poor.
  - To promote microfinance institutions in order to deal with development of rural poor by way of providing financial assistance and obtaining commercial funding or by way of refinancing under the guidance of state level society with overall objective of developing microfinance sector in Bihar.
  - To support village governance in becoming more responsive and effective in delivery of services and assisting rural poor especially the women.
3. BRLPS invites proposals (the "Proposals") for Hiring of Chartered Accountant Firm for Internal Audit of the Didi Ki Rasoi in accordance with the procedure set out herein.
4. **The agreement will be signed by the BRLPS for a period of ONE YEAR which may be extended for further two (02) years on mutual consent of the parties. BRLPS invites proposal from interested CA firms.** Enquiries and clarifications (if any), shall be addressed to: Procurement Specialist, Patna-800021 Email id: [proc.sp@brlps.in](mailto:proc.sp@brlps.in)

### 1. Schedule of Events:

Sn.	Schedule	Important dates
1	RFP Publishing date	13/02/2026
2	Pre bid meeting date	23/02/2026 at 11.00 AM (Offline) at BRLPS Office, Vidyut Bhawan, Income Tax Golamber, Patna  Interested CA firm can submit their query through email by 22/02/2026 at <a href="mailto:proc.sp@brlps.in">proc.sp@brlps.in</a>
3	Last Date of submission of RFP	09/03/2026 up to 04.00 PM
4	a. RFP opening date & Time (Technical)  b. RFP opening date & Time (Financial)	Technical proposal : 09/03/2026 at 04:30 PM.  Financial Proposal : To be notified later.
5	Bid validity period	180 Days (One hundred and eighty days)
6	Contact Person	Dr Santosh- Procurement Specialist Mobile No - 9771478314



7	Website for downloading the RFP.	www.brlps.in/Procurement/Consultancy.
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**NB: BRLPS reserves all the right to revise/change/cancel the Tender at any stage without assigning any reasons thereof.**

2. The proposal shall be accompanied by **Bid cost of Rs 5,000/- (Rs. Five thousand rupees only)** in the form of Demand draft payable in favor of Bihar Rural Livelihoods Promotion Society payable at Patna.
3. The tender shall be accompanied by Earnest Money Deposit (EMD) / Bid Security of **Rs. 11,500/- (Rs. Eleven thousand five hundreds rupees only)** in the form of Demand draft payable in favor of Bihar Rural Livelihoods Promotion Society payable at Patna.
4. **CA Firm should keep technical proposal in one sealed envelope and financial proposal in second sealed envelope. Both the technical and financial envelopes should then be kept in other big envelope duly sealed, otherwise RFP will be considered as Non Responsive. All the envelopes should be Superscribed having Technical Proposal and Financial Proposal with proposal for Internal Audit for Didi Ki Rasoi (DKR).**
5. BRLPS does not take any responsibility for the delay / Non- Submission of Tender caused due to any reason.
6. The CA firms shall submit their eligibility and qualification details, certificates as mentioned in the tender document in the format annexed in the Tender.
7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for BRLPS, Patna the tenders opened on the next working day at the scheduled time.
8. The CA firms shall submit their eligibility and qualification details, Certificates as mentioned in the tender document
9. All prospective CA firms may **attend the Pre-Bid meeting**. The venue, date and time are indicated in Schedule of Events as in above.
10. All further Notifications/Corrigendum/Addendum would be notified to the CA firms through BRLPS website at [www.brlps.in/procurement](http://www.brlps.in/procurement).

**Chief Executive Officer cum Mission Director  
Bihar Rural Livelihoods Promotion Society.**



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#### Disclaimer

- The information contained in this Request for Proposal document (RFP) or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of their employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- This RFP is not an agreement and is neither an offer nor invitation by the Bihar Rural Livelihoods Promotion Society (BRLPS) to the prospective CA firm or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Programme. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- The Client also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFP. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- The issue of this RFP does not imply that the Client is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



## Abbreviations & Definitions

S. No.	Terms	Definition
1.	Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/Client having the Power of Attorney (PoA) mentioning the "name of the Authorized Signatory" of the respective Bidding firm.
2.	Bid Document/ RFP	Documents issued by the procuring entity, including any amendments there to, that set out the terms and conditions of the given procurement and includes the invitation to bid.
3.	Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
4.	Bidder / CA firm	Firm participating in the procurement/ bidding process with the procurement entity.
5.	Evaluation Committee	Committee constituted by Bihar Rural Livelihoods Promotion Society.
6.	Competent Client	An Officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
7.	Agreement Price	Price payable to the firm/company by the Bihar Rural Livelihoods Promotion Society (BRLPS) under the Agreement for the complete and proper performance of its obligations under the agreement.
8.	Agreement/ Procurement Agreement	An agreement entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.
9.	Day	A calendar day as per GoB
10.	Effective date of Agreement	The date on which the agreement comes into force and effect.
11.	EMD	Earnest Money Deposit
12.	GCC	General Conditions of Agreement
13.	GoB	Government of Bihar
15.	GST	Goods & Service Tax
16.	INR	Indian National Rupee
17.	LoI	Letter of Intent
18.	BRLPS	Bihar Rural Livelihoods Promotion Society.
19.	PAN	Permanent Account Number



S. No.	Terms	Definition
20.	PBG	Performance Bank Guarantee
21.	Personnel/ Resources	Professional and Support staff provided by the firm/ company and assigned to perform service to execute an assignment and any part thereof.
22.	CA Firm	Chartered Accountant Firm
23.	Proposal	Proposals submitted by bidders in response to the RFP issued/uploaded by the BRLPS for selection of firm/company.
24.	Client	Bihar Rural Livelihoods Promotion Society (BRLPS)
25.	LCS	Least Cost System
26.	RFP	Request for Proposal
27.	Services	Work to be performed by the firm/ company pursuant to the selection by BRLPS and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by Bihar Rural Livelihoods Promotion Society.
28.	TIN	Tax Identification Number
29.	Working Days	Working days is defined as working days of BRLPS.



**Important Dates & Information**

Department Name	Bihar Rural Livelihoods Promotion Society (BRLPS)
Address & Phone Number	Annexe-II, 3 <sup>rd</sup> Floor, Vidyut Bhawan, Bailey Road, Patna, Phone – 91-612-2504980
Name of Work	Hiring of Chartered Accountant Firm for Internal Audit for Didi Ki Rasoi (DKR)
Project Duration	12 Months
<b>Method of Selection</b>	<b>Least Cost System (LCS)</b>
Tender Currency	INR
Joint Venture/Consortium	No consortium / JVs / Associations shall be allowed to bid for this tender.
Bid Document Fee (Non-refundable)	INR 5000/- (INR Five thousand only) to be submitted in the form of Demand Draft , in the favor of Bihar Rural Livelihoods Promotion Society, payable at Patna.
Bid Security/EMD	INR 11,500/- (Rs. Eleven thousand five hundreds rupees only)) in the form of Demand Draft , in the favor of Bihar Rural Livelihoods Promotion Society payable at Patna.
<b>Performance Bank Guarantee (PBG)</b>	<b>5 % of the total agreement value within 10 working days from date of issuance of Letter of Intent (LOI)</b>
Website for downloading tender documents	The tender is available and downloadable on BRLPS website <b><a href="http://www.brlps.in/Procurement">www.brlps.in/Procurement</a></b> All subsequent amendments/corrigendum to the bid document shall be uploaded on the BRLPS website.
Date & place of Pre bid meeting and proposal submission	<b>23/02/2026 at 11:00 A.M.</b> Bihar Rural Livelihoods Promotion Society 3 <sup>rd</sup> Floor, Vidyut Bhawan, Annexe – II, Nehru Patna, Patna, 800021 Contact: 91-612-2504980
Last Date & Time for Receipt of Bids at BRLPS office, Vidyut Bhawan, Bailey Road, Patna	<b>09/03/2026 (Till 04:00 P.M.)</b>
Date and Time of Opening Technical Bid	<b>09/03/2026 (At 04:30 P.M.)</b>
Date and Time of Opening Financial Bid	<b>To be informed later</b>
Bid Validity Period	180 days
Officer Inviting Bids	<b>CEO cum Mission Director</b>



## 1. Introduction

BRLPS is an independent and autonomous institution registered under the Society Registration Act 1860. BRLPS has been set up by the Government of Bihar as part of its strategy to address rural poverty through enhancing the livelihoods of the poor. Bihar Rural Livelihoods Promotion Society (BRLPS) is implementing multiple projects funded by the Government of Bihar, Govt. of India through Community Based Organizations (CBOs) and nurturing institution of the poor by supporting formation, strengthening and empowering self- managed community organizations and adopting demand responsive and participatory processes. BRLPS will also facilitate participation of poor through forming producer groups and companies for key commodities – farm, off farm and non-farm products and services.

### 1.1. Request For Proposal

- 1.1.1. Invitation for Selection of CA Firm for Internal Audit for Didi Ki Rasoi (DKR). BRLPS invites responses ("Tenders") to this Request for Proposal ("RFP") from reputed CA firms ("Bidders") for the provision of Services as described under, "Terms of Reference" of this RFP.
- 1.1.2. Any agreement that may result from this procurement competition will be issued for internal audit of DKR.
- 1.1.3. **The Client reserves the right to (may), with concurrence of the selected firm , extend the Term for a period or periods of up to 2 (two) years on yearly basis on the same terms and conditions.**
- 1.1.4. The bidder shall not be permitted to subcontract any of the services under this RFP.
- 1.1.5. The date for the commencement of services is within 05 calendar days of agreement signing. In case of delay a penalty of 0.07 % per day of agreement value will be levied and realized from the invoice/s.
- 1.1.6. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet.



## 1.2. Project Description

- BRLPS is an independent and autonomous institution registered under the Society Registration Act 1860. BRLPS has been set up by the Government of Bihar as part of its strategy to address rural poverty through enhancing the livelihoods of the poor. Bihar Rural Livelihoods Promotion Society (BRLPS) is implementing multiple projects funded by the Government of Bihar, Govt. of India through Community Based Organizations (CBOs) and nurturing institution of the poor by supporting formation, strengthening and empowering self-managed community organizations and adopting demand responsive and participatory processes. BRLPS will also facilitate participation of poor through forming producer groups and companies for key commodities – farm, off farm and non-farm products and services.

## 2.1. General Instructions

- 2.1.1. The Client named in the "Data Sheet" shall select CA firms from amongst the bidders who have submitted a complete Technical Proposal and Financial Proposal in accordance with the method of selection indicated in the Data Sheet.
- 2.1.2. The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the Proposal) for consulting services required for the Assignment named in the Data Sheet. The Proposal will be the basis for technical negotiations (if required) and ultimately for a signed agreement with the selected Consultant.
- 2.1.3. The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet.
- 2.1.4. The CA Firms must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment, consultants are encouraged to pay a visit to the Client as specified in the Data Sheet before submitting a Proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The Consultant's representative should contact the officials named in the Data Sheet to obtain additional information on the pre-proposal conference.
- 2.1.5. The Client will provide the inputs specified in the Data Sheet and all available relevant project data and reports.
- 2.1.6. Please note that (i) the costs of preparing the proposal and of negotiating the agreement, including a visit to the Client, are not be paid/reimbursed in any case; and (ii) the Client is not bound to accept any of the Proposals submitted.
- 2.1.7. All information supplied by Bidders may be treated as binding on the Bidders, on successful award of the assignment by the Client based on this RFP.
- 2.1.8. No commitment of any kind, award or otherwise shall exist unless and until a formal written agreement has been executed by or on behalf of the Client. Any notification of preferred Bidder status by the Client shall not give rise to any enforceable rights by the Bidder. The Client may cancel this public procurement at any time prior to a formal written agreement being executed by or on behalf of the Client.

## 2.2. Conflict of Interest

- i. Client requires that Consultants provide professional, objective, and impartial advice and always hold the Client's interests paramount, strictly avoid conflicts with other



Assignment/jobs or their own corporate interests and act without any consideration for future work.

- ii. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Client comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Agreement during execution of assignment.
- iii. No autonomous agency under the control of the Government of Bihar or current employees of the Client shall work as consultants.

### 2.3. Corrupt and Fraudulent Practices

- 2.3.1. The Client will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for this assignment in question;

- 2.3.2. For the purposes of this provision, the terms are set forth as follows:

- "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- "Collusive Practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- "Coercive Practice" is impairing or harming, or threaten to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- "Obstructive Practices" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to The Client in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threaten, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

### 2.4. General Considerations

- 2.4.1. Consultants are advised to study all instructions, forms, requirements, appendices, and other information in the RFP document carefully. Submission of the Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 2.4.2. Failure to comply with the requirements of this RFP may render the Proposal non-compliant and the Proposal may be rejected, therefore, Consultants must:
  - i. comply with all requirements as set out within this RFP;
  - ii. submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP;



- iii. include all supporting documentations specified in this RFP; and
- iv. each Consultant / CA firm shall submit only one (1) proposal.

## **2.5. Completeness of Response/ Compliant Proposals**

- 2.5.1. Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of the proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 2.5.2. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
  - Include all documentation specified in this RFP;
  - Follow the format of this RFP and respond to each element in the order as set out in this RFP
  - Comply with all requirements as set out within this RFP.

## **2.6. Proposal Validity**

- 2.6.1. The Bidder's Proposal must remain valid for at least 180 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by the Client as non-responsive bid.
- 2.6.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Client may request bidders to extend the period of validity of their Bids. The EMD shall also be extended for a corresponding period. A bidder granting the request shall not be required or permitted to modify its bid. The request and the responses shall be made in writing.
- 2.6.3. If it is established that any Expert nominated in the Bidder's Proposal was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.

## **2.7. Extension of Validity Period**

- 2.7.1. The Client will make its best effort to complete the process within the proposal's validity period. However, should the need arise, The Client may request, in writing, all Bidders who submitted Proposals prior to the submission deadline to extend the Proposal's validity.
- 2.7.2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Experts.

## **2.8. Confidentiality**

- 2.8.1. From the time the Proposals are opened to the time the Agreement is made, the Bidder should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Bidders who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Agreement award information.
- 2.8.2. Any attempt by shortlisted Bidders or anyone on behalf of the Bidder to influence improperly the Client in the evaluation of the Proposals or award decisions may result in the rejection of its Proposal.
- 2.8.3. Notwithstanding the above provisions, from the time of the Proposals, opening to the



time of Award publication, if a Bidder wishes to contact The Client on any matter related to the selection process, it should do so only in writing.

**2.9. Amendment to "RFP"**

- 2.9.1. At any time prior to the deadline for submission of Proposal, after the Pre-bid meeting, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the "RFP" document by the issuance of Addendum/ Amendment and posting it on the BRLPS website. To afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the Client may, in its sole discretion, extend the Proposal Due Date.

**2.10. Governing Law**

- 2.10.1. The Agreement shall be governed by and interpreted in accordance with the laws of the Bihar State/ India and under the jurisdiction of Courts in Patna, Bihar.

**2.11. Force Majeure**

**2.11.1. Definition of Force Majeure**

"Force Majeure" shall mean any event beyond the reasonable control of the Client or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.

**2.11.2. Force Majeure events**

A Force Majeure shall include, without limitation, the following:

war, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war; strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague; earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;

- If either party is prevented, hindered, or delayed from or in performing any of its obligations under the agreement by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.

2.11.2.1. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the agreement for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered, or delayed. The time for achieving Final Acceptance shall be extended.

2.11.2.2. The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the agreement and to fulfil its or their obligations under the agreement, but without prejudice to either party's right to terminate the



Agreement under this Clause.

- 2.11.2.3. No delay or non-performance by either party to this Agreement caused by the occurrence of any event of Force Majeure shall:
- constitute a default or breach of the Agreement;
  - give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance,
- if, and to the extent that, such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- 2.11.2.4. If the performance of the Agreement is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days on account of one or more events of Force Majeure during the time period covered by the Agreement, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Agreement by giving a notice to the other.
- 2.11.2.5. In the event of termination pursuant to Clause 2.13, the cessation of rights and obligations of the Client and the Consultant shall be as specified in the clause titled Termination.
- 2.11.2.6. Notwithstanding Clause 2.10.2.4., Force Majeure shall not apply to any obligation of the Client to make payments to the Consultant under this Agreement.

## **2.12. Termination Clause**

### **2.12.1. Termination for Default**

- 2.12.1.1. The Client may, without prejudice to any other remedy for breach of agreement, by a written notice of default of at least 30 days sent to the selected bidder, terminate the agreement in whole or in part provided a cure period of not less than 30 days is given to the selected bidder to rectify the breach.
- 2.12.1.2. If the selected bidder fails to deliver any or all quantities of the service within the time period specified in the agreement, or any extension thereof granted by The Client; or;
- 2.12.1.3. If the selected bidder fails to perform any other obligation under the agreement within the specified period of delivery of service or any extension granted thereof; or;
- 2.12.1.4. If the selected bidder, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the agreement, or;
- 2.12.1.5. If the selected bidder commits breach of any condition of the agreement; or;
- 2.12.1.6. If The Client terminates the agreement in whole or in part, amount of PBG may be forfeited. The decision of the Client will be final and conclusive in this regard.

### **2.12.2. Termination for Insolvency**

- 2.12.2.1. The Client may at any time terminate the Agreement by giving a written notice of at least 30 days to the selected bidder if the selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue



thereafter to The Client.

### **2.12.3. Termination for Convenience**

2.12.3.1. The Client, by a written notice of at least 60 days sent to the selected bidder, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for The Client's convenience, the extent to which performance of the selected bidder under the Agreement is terminated, and the date upon which such termination becomes effective.

2.12.3.2. In such case, The Client will pay for all the pending invoices.

2.12.3.3. Limitation of Liability- In no event shall either party be liable for consequential, incidental, in direct, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in agreement, tort, strict liability or otherwise) for more than the value of the amount to be paid (including any amounts invoiced but not yet paid) under this Agreement.

### **2.12.4. Termination by The Client**

2.12.4.1. The Client may at any time terminate the Agreement by giving a prior written notice of at least thirty (30) days of termination to the Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- The Selected services provider fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently granted in writing.
- The Selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- The Selected Bidder submits to the Client a statement which has a material effect on the rights, obligations, or interests of the Client and which the Selected Bidder knows to be false.
- Any document, information, data, or statement submitted by the Selected Bidder in its Proposals, based on which the Selected Bidder was considered eligible or successful, is found to be false, incorrect, or misleading; or
- As the result of Force Majeure, the Selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- If the BRLPS would like to terminate the agreement for reasons not attributable to the Selected Bidder's performance, they will need to clear all invoices for the Selected Bidder services up to the date of their notice.
- If the BRLPS would like to terminate the agreement for reasons attributable related to the Selected Bidder, the BRLPS will give a rectification notice for 1 month to the Selected Bidder in writing with specific observations and instructions.



#### 2.12.5. Termination by Selected Bidder

2.12.5.1. The Selected Bidder may, by not less than three (03) months prior written notice to the Client, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- The Client is in material breach of its obligations pursuant to this Agreement and has not remedied the same within thirty (30) days (or such longer period as the Selected Bidder may have subsequently agreed in writing) following the receipt by the Client of the Selected Bidder's notice specifying such breach.
- As the result of Force Majeure, the Selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days;

#### 2.13. Suspension

2.13.1. The Client may, by written notice of suspension to the Selected Bidder, without any obligation (financial or otherwise) suspend all the payments to the Selected Bidder here under if the Selected Bidder shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension

- Shall specify the nature of the breach or failure, and
- Shall provide an opportunity to the Selected Bidder to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the Selected Bidder of such notice of suspension.

#### 2.14. Cessation of rights and obligations

2.14.1. Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except

- Such rights and obligations as may have accrued on the date of termination or expiration,
- The obligation of confidentiality set forth in RFP.

#### 2.15. Cessation of Services

2.15.1. Upon termination of this Agreement by notice of either Party to the other, the Selected Bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

#### 2.16. Disputes Resolution

2.16.1. Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the resultant Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of the resultant agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation.



2.16.2. If any of the disputes arising out of the resultant agreement signed is not settled amicably, the courts in Patna, Bihar shall have the sole jurisdiction to settle the disputes.

**2.17. Liquidated Damages**

The penalty shall be levied for delay from the timelines conveyed to Auditors in the agreement, which shall be 5% of fee every week or a part thereof subject to a maximum of 10% of fee. Delays exceeding two weeks will result in non-acceptance of the report, forfeiture of the fee, and the reassignment of the audit to a third party.



### 3. Terms of Reference

#### For appointment of Chartered Accountant Firm for Internal Audit of the Didi Ki Rasoi

##### 1. Background

Didi Ki Rasoi (DKR) is a community-managed food service initiative functioning under the guidance and support of BRLPS (Bihar Rural Livelihoods Promotion Society), established to provide high quality, nutritious and hygienic meals to officers, staff, patients and visitors at reasonable price. These Rasoi also creates employment opportunities and income generation for women's collectives. DKR operates across multiple locations with varied scales of service. These women-led BRLPS Didi ki Rasoi are usually located in Government Hospitals, Medical Colleges, and SC/ST residential schools. **Total of 295 DKR units are presently working throughout the landscape of Bihar.**

To ensure transparency, accountability, and operational effectiveness, BRLPS mandates a detailed internal audit covering financial, operational, administrative, and compliance-related aspects of all DKR units.

##### 2. Objectives and Scope

Annapoorna BRLPS Food Products Producer Company Limited was established to professionalize and scale the "Didi Ki Rasoi" (DKR) initiative by providing a unified corporate structure. Currently, several DKR units operate disparately under Association of Person (AOPs) or Cluster Level Federations (CLFs), however, to achieve operational uniformity, improve statutory compliance, and leverage economies of scale, these units are being merged into Annapoorna PC. This takeover necessitates a comprehensive internal audit to conduct a formal valuation of assets, inventories, and liabilities, ensuring that the Producer Company adopts a clean and verified financial position during the transition.

The primary objective of this audit is to facilitate the seamless integration of DKR units into Annapoorna PC by conducting a comprehensive valuation and financial verification. The audit will ensure that Annapoorna PC takeover only verified, accurately valued assets and transparent liabilities.

##### Scope

The internal auditor shall examine the following areas in detail:

- i. **Asset & Inventory Valuation:** Conduct physical verification and valuation of all kitchen equipment, furniture, and stock (raw materials/consumables) to ensure transfer at fair book value and identify any obsolete items.
- ii. **Liability Assessment:** Validate all outstanding statutory dues (GST, TDS, Income Tax) and vendor payments to prevent the transfer of unrecorded or contingent liabilities to Annapoorna PC.
- iii. **Payroll & HR Reconciliation:** Audit employee records and pending salary compliance and smooth transition of all employees working on monthly payroll, to the new organizational structure.
- iv. **Preparation & Verification of Financial Statements:**
  - Preparation/verification of income & expenditure statements, balance sheets, and stock statements for each DKR unit.
  - Certification of financial statements for the audit period.

##### 3. Role & responsibilities

BRLPS shall:

- **Appointing Authority:** Mandates the internal audit to ensure transparency and accountability.
- **System Improvement:** Use the audit results for strengthening systems, capacity building, and planning further interventions.
- **Dispute Authority:** The decision of the CEO of BRLPS is final and binding in case of unresolved disputes.
- **Enforcement:** May terminate the firm's appointment or debar them if performance is unsatisfactory or terms are violated.



BRLPS through respective district Non-Farm Manager and Didi Ki Rasoi shall:

- **Facilitate Access:** Provide access to records, stakeholders, and facilitate coordination with community institutions (AOP/CLF/PC).
- **Review and Approve:** Review draft findings, provide necessary clarifications, and approve the final audit deliverables.
- **Cooperation:** Ensure staff and bookkeepers cooperate with the Internal Auditor.
- **Records Custody:** Hold and provide access to all books, registers, vouchers, ledgers, and operational documentation.
- **Subject of Examination:** DKR's financials, operations, HR, procurement, and compliance are the areas under detailed examination.
- **Facilitation:** Provide the auditor with access to records and required documentation.
- **Adherence:** Must demonstrate compliance with BRLPS guidelines, labor norms, and statutory obligations.

**Internal Auditor Shall:**

- **Financial Certification:** Examine all books, vouchers, and bank reconciliations to verify and certify the Balance Sheets and Income & Expenditure statements for each unit.
- **Statutory Compliance:** Ensure all GST, TDS, and Income Tax liabilities are recognised.
- **Asset & Stock Valuation:** Conduct physical verification of inventory and fixed assets, assessing their current value and quality to ensure an accurate transfer.
- **Operational & Governance Review:** Audit procurement practices, hygiene standards, and internal controls to identify risks and process inefficiencies.
- **Confidentiality & Professionalism:** Execute the audit with strict secrecy and integrity, ensuring no part of the work is sub-contracted and all sensitive data is protected.

**4. Audit Period**

The internal audit shall cover the period: **From inception of the Didi Ki Rasoi (DKR) initiative to 15<sup>th</sup> February, 2026.**

**5. Timeline and Reporting schedule**

Activity	Timeline
Signing of Contract & Commencement	Within 7 days of award
Submission of Audit Plan	Before 2 days of commencement
Field audit & verification	10-15 days
Submission of Final Audit Report	Within 10 days after field audit

Note: **Total Maximum duration- Not more than 30 days for all allotted DKRs.**

**6. Deliverables**

The auditor must submit:

- Audit Plan
- Final internal audit report (unit-wise and consolidated).
- Provide **certified financial statements** for each DKR unit, presented separately for every Financial Year, including the current period up to **February 15, 2026.**
- Compliance checklist and risk assessment report.

**7. Maximum Audit Fee**

The maximum Audit Fee is Rs. 2000/- per DKR per Financial Year plus applicable GST.



Age wise Categorization of Didi Ki Rasoi are as follows:

Age Category Details in Financial Year wise	No. of Units (DKR)
2025-26	72
2024-25	24
2023-24	108
2022-23	25
2021-22	57
2020-21	05
2019-20	01
2018-19	03
<b>Total</b>	<b>295</b>

### 8. Disqualifications

The audit firm/any of its partners/proprietor should not face any of the following disqualifications –

- The proprietor or any partner or firm is cautioned, or any action is taken against the proprietor or any partner or firm by ICAI.
- There is any court/arbitration/disciplinary case pending against the firm or its partners or proprietor or taken against the firm or its partners or proprietor; or
- Any action/disqualification by Government Co. /Govt. Body/Govt. Authority relating to financial transactions only.
- The firm and its Partners should not have been currently debarred by BRLPS or debarred by any other Government Department or ICAI due to poor performance/breach of agreement/misconduct during last 3 years. **(Self-Declaration is required).**

### 9. Staff Qualification & Strength

The staff strength for Audit should be comprising of following:

Particulars	Minimum Count
CA (including Partner/Proprietor)	1
Paid Assistants having passed CA Intermediate.	2
Other Post Graduate Audit Staff (having at least 3 years of experience in Audit)	2
<b>Total</b>	<b>5</b>

### 10. Payment

- Audit Fee will be released upon submission of the Final Audit Report for the DKR under audit.
- The quoted audit fee is inclusive of all costs, including Travel Allowance (TA) and Daily Allowance (DA).
- Applicable Goods and Services Tax (GST) will be paid separately.



- iv. Fee shall be released within 30 days of the acceptance and satisfactory submission of the Final Audit Report for the DKR under audit and receipt of a valid Tax Invoice/Bill.
- v. All payments made to the Audit Firm shall be subject to the deduction of **Tax Deducted at Source (TDS)** and any other applicable statutory levies or taxes as per the provisions of the Income Tax Act, 1961, and other prevailing laws.

#### 11. Terms & Conditions

1. The proposal should be submitted strictly as per the terms & conditions laid down in the application format.
2. The proposal shall be published in BRLPS Portal at [www.brpls.in/procurement](http://www.brpls.in/procurement).
3. Any sealed proposals received by the BRLPS after the scheduled closing date and time will not be accepted.
4. Only one Proposal will be accepted from single party/Agency/Firm.
5. **Each audit firm is limited to a maximum allocation of 100 units per financial year to maintain high standards of quality and oversight.**
6. The audit firm should furnish the name and qualification of the persons, who shall be conducting audit to DKR before commencing audit assignment and such person/partner, will have to continue for the entire period.
7. BRLPS may issue clarifications/ amendments in the form of addendum / corrigendum during the bidding period. CA Firms shall take such addendum and corrigendum into consideration while submitting their proposal. CA Firms are requested to visit BRLPS website time to time for any corrigendum/ addendum.
8. The proposal must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
9. Documentary evidence(s) stated in proposal format, in respect of all the information by the CA firm firms must be furnished along with the proposal.
10. All the pages of the proposal document and documents submitted along - with the proposal shall also be authenticated by the authorized signatory of the applicant firms with the firms seal.
11. Overwriting/correction/erase and/or use of white ink should be avoided in the proposal. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with signature & seal of authorized person from the Firm.
12. Following Compliance / Declarations /Undertakings/ Certificates are required to be furnished by the Firm while applying for empanelment as Internal Auditors as under:
  - i. The CA Firm shall not sub-contract the Internal Audit work.
  - ii. The Internal Audit team will work in strict confidence and will ensure that all the data and any other information in respect of the operation of the location/ work centre /Company is dealt within strict confidence and secrecy.
  - iii. Neither the Audit firm nor its partner(s) or associates should have any interest in the business of the DKR.
12. BRLPS will examine the proposal/applications to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and



13. whether the TOR are generally in order.
14. Evaluation that whether CA firm possesses qualification criteria would be done based on the information/ data /documentary evidence provided by the CA Firms.
15. Proposals without the required documentary evidence(s) shall not be considered for evaluation.
16. BRLPS may at its discretion, seek from any or all CA Firm clarification(s) on application submitted including technical information, document and materials for empanelment.
17. BRLPS reserves the right to accept or reject any application in part or full at any stage or may cancel the process entirely at its sole discretion without assigning any reason whatsoever.
18. BRLPS reserves its right to accept or reject any applications without assigning any reason thereof. The decision of BRLPS for appointment of Firms shall be final and binding upon the firms participating in the process of appointment.
19. The audit firm will undertake that they will not subcontract the audit assignment. If found so, the firm will be blacklisted for all the BRLPS assignments for next 3 Years.
20. In case of any dispute on any issue arising before commencement of or during execution of the contract, an amicable solution may be arrived at with discussion. However, in case of any dispute remaining unresolved, the decision of the Chief Executive Officer (CEO) of BRLPS, Rural Development Department, Government of Bihar will be final and binding on both the parties.
21. If the audit is not up to the satisfaction of BRLPS. either the firm will be asked to re-audit or the assignment will be re-allotted to another firm from the panel. Similarly, action will be taken, in case the assignment is cancelled by BRLPS due to non-observance of Terms and Conditions by the firm or in case firms withdraw itself suo-motuo from the allotted assignment. Further, BRLPS may also decide to debar the firm for next 3 years.
22. Penalty Provision: The penalty shall be levied for delay from the timelines conveyed to Auditors in the appointment order, which shall be 5% of fee every week or a part thereof subject to a maximum of 10% of fee. Delays exceeding two weeks will result in non-acceptance of the report, forfeiture of the fee, and the reassignment of the audit to a third party.
23. Selected firms will be intimated about the decision on selection.
24. If progress/performance of the audit team is not found satisfactory, BRLPS's management reserves the right to terminate the appointment of the Firm at any point of time.
25. The Audit Firm will be debarred from getting, in future, Audit (Internal/Statutory/any other) assignments in BRLPS in the following cases:
  - i. If the firm obtains the appointment based on misrepresentation of information /misstatement of facts at the time of submission of application /documents along with TOR.
  - ii. The Audit Firm is found to have sub-contracted the work.
  - iii. If the Firm does not take up audit in terms of the appointment letter.
  - iv. If the Firm does not submit the Audit Report, complete in all respects as per terms of the appointment.
  - v. If the Firm refuses to take up the assignment after submitting of acceptance.
  - vi. If the Firm fails to maintain/honour confidentiality and secrecy of the DKR's information.
  - vii. If due change in Composition of Audit Firms, due to any reason such as Retirement of Partner/ Reconstitution of Firm etc. the new Firms does not fit in the Empanelment Criteria.



26. The payment will be released as per satisfactory performance of the work. Bill/Tax invoice is to be submitted by the party. Payment will be made to the Agencies'/Firm's Bank Account for which duly filled RTGS form/Bank details duly certified by the banker must be submitted along with the bill.

**Annexure: I**

**Internal Audit Reporting Format**

**A. Unit Information & Executive Summary**

Name of the DKR	
Location	
Governing Body	
Audit Period	
Executive Summary	

**B. Audit Observation**

Sl.No.	Particulars	Observation
1.	Physical Verification of Assets	
1.1	Items	
1.2	Verification Status	
1.3	Comparison of Physical Assets with Assets Register	
1.4	Assets Condition	
1.5	Quantification of Discrepancy (if any)	
1.6	Any Other	
2.	Inventory & Stock Assessment	
2.1	Items	
2.2	Verification Status	
2.3	Valuation Status	
2.4	Theft/Loss (if any)	
2.5	Any Other	
3.	Debtors (Receivables) Verification	
3.1	Quantification of Debtors (Receivables)	
3.2	Confirmation	
3.3	Bad Debts (if any)	
3.4	Any Other	



4.	<b>Creditors (Payables) Verification</b>	
4.1	Verification	
4.2	Any Other	
5	<b>BRLPS Grant &amp; Member Contribution</b>	
5.1	Grant Utilization	
5.2	Member Contribution	
5.3	Loan Compliances (if any)	
5.4	Any Other	
6	Statutory Compliances	
7	Books of Accounts	
8	Internal Contribution	
<b>Auditor's Certification</b>   Signature of Auditor:  Name: Firm Name: Firm number: Membership Number: Date:		

**C. Format for Receipt & Payment**

**Receipt and Payment Account**

For \_\_\_\_\_

Period \_\_\_\_\_

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
Opening Balance (Cash & Bank)		Capital Expenditure (Assets)	
BRLPS Grant Received		Repayment of Loan (Principal) (if any)	



Members Contributions		Interest on Loan (if any)	
Bank Loans/ Borrowings		Revenue Expenditure (Operative /Admin.)	
Revenue from Operations		Statutory Dues Paid (GST/ TDS/Income Tax)	
Other Income (Interest, etc)		Closing Balance (Cash/Balance)	
<b>Total</b>		<b>Total</b>	

#### D. Format for Income and Expenditure Statement

##### Income & Expenditure Statement

For \_\_\_\_\_

Period \_\_\_\_\_

Expenditure	Amount (Rs.)	Income	Amount (Rs.)
To, Operating Expenditure		By, Revenue from Operation	
To, Salary & Admin Costs		By, Members Subscription Fee	
To, Interest on Loans (if any)		By, Misc. Income (Interest, etc)	
To, Depreciation			
To, any other Expenditure (Please specify)			
To Excess of Income over Expenditure			
<b>Total</b>		<b>Total</b>	

#### E. Format for Balance Sheet

Balance Sheet For \_\_\_\_\_ As on \_\_\_\_\_

Liabilities	Amount (Rs.)	Assets	Amount (Rs.)
<b>Capital Funds</b>		<b>Fixed Assets</b>	
Members Contribution		Kitchen & Electronic Equipment	
BRLPS Grant Fund		IT System & Furniture	

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Accumulated Surplus (Reserves)		Any Other (Specify)	
<b>Loans &amp; Borrowing</b>		<b>Current Assets</b>	
Bank Loan/ Term Loans (if any)		Inventory (Raw Materials)	
Loans from BRLPS /CLF/ VO		Consumables & Stocks	
<b>Current Liabilities</b>		Cash & Bank Balances	
Sundry Creditors		Prepaid Expenses/ Deposits	
Statutory Dues			
<b>Total</b>		<b>Total</b>	

**Auditor's Key Points for BRLPS Compliance:**

- Grant Utilization: The Auditor must verify if the BRLPS grant was used for the specific purpose (CapEx vs OpEx) as per the Sanction Letter.
- Member Contribution: Ensure a Member Register is maintained to support the "Member Contribution" figure in the Balance Sheet.
- Loan Interest: Check if interest on loans (from banks or BRLPS federations) is calculated correctly and accounted for on an accrual basis until Feb 15, 2026.
- Schedules: All relevant account heads should be supported by detailed schedules, which must be attached as annexures to the financial statements.

**4. KEY PERSONNEL**

The list of key personnel and whose CVs and experience would be evaluated is as follows:

S. No	Key Professionals	No. of person
1	CA (including Partner / Proprietor)	1
2	Paid Assistant having passed CA intermediate	2
3	Other post graduate audit staff (having at least 03 years of experience of audit)	2
Total:-		05

The audit firm should provide CVs of key personnel who are expected to be engaged in audit work for evaluation purpose by BRLPS. Total maximum duration- not more than 30 days.

**GENERAL**

The auditor should be given access to any information relevant for the purposes of conducting the audit. This would normally include all legal documents, correspondence, and any other information associated with the project and deemed necessary by the auditor. The information made available to the auditor should include, but not be limited to, copies of the Bank's Project Appraisal Document, the relevant Legal Agreements and copy of Guidelines, a copy of the project financial manual and devolution of power. Project will provide relevant documents, if any, required by the auditor



- a. Client shall hold a pre-bid meeting with the prospective Bidders as per information given in the Fact Sheet above.
- b. The Bidders will have to ensure that their queries for pre-bid meeting should reach the point of contact (Nodal Officer) through email only at [proc.sp@brlps.in](mailto:proc.sp@brlps.in) as mentioned in the fact sheet above.
- c. The e-mail should necessarily have subject as per the following nomenclature:  
"Pre-bid Query – RFP for Hiring of Chartered Accountant Firm for Internal Audit for Didi Ki Rasoi (DKR) \*\*{Company's Name}"
- d. The queries should necessarily be submitted in the following format in both PDF and Editable MS-Word/ Excel File Format:

S. No.	RFP document reference(s) (Section & page number)	Content of RFP requiring clarification(s)	Points of clarification
1.			
2.			
3.			

- e. Client shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Client.
- 3.1.1. Pre-bid Queries and Corrigendum
    - a. The BRLPS will endeavor to provide timely response to all queries. However, Client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Client undertake to answer all the queries that have been posed by the Bidders.
    - b. At any time prior to the last date for receipt of bids, Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum to be published on BRLPS website
    - c. The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the BRLPS website .
    - d. Any such corrigendum and Pre bid query clarification shall be deemed to be incorporated into this RFP.
    - e. To provide prospective Bidders reasonable time for taking the corrigendum into account, the Client may, at its discretion, extend the last date for the receipt of Proposals.

### 3.2. Right to Terminate the Process

- 3.2.1. Client may terminate the RFP process at any time and without assigning any reason. Client makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 3.2.2. This RFP does not constitute an offer by the Client. The Bidder's participation in this process may result Client selecting the Bidder to engage towards execution of the



subsequent agreement.

### 3.3. RFP document fees

- 3.3.1. The Bidder will download the RFP document(s) and price format from the BRLPS website mentioned above. The bid fee of INR 5000/- (INR Five thousand only) should be submitted in the form of Demand Draft in favor of Bihar Rural Livelihoods Promotion Society payable at Patna.

### 3.4. Earnest Money Deposit (EMD)

- 3.4.1. Bidders shall submit an EMD of Rs. 11,500/- (Rs. Eleven thousand five hundreds rupees only) only in the form of Demand Draft in favor of Bihar Rural Livelihoods Promotion Society payable at Patna.
- 3.4.2. Bidders seeking exemption from submitting EMD under MSME registration will have to furnish updated MSME certificate having NIC code 6920 with their technical bids as per Bihar Financial Rules.
- 3.4.3. EMD of all unsuccessful Bidders would be refunded without interest by the BRLPS of the signing of agreement with the successful bidder. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee.
- 3.4.4. The EMD amount is interest free and will be refundable to the unsuccessful Bidders as well as successful bidder without any accrued interest on it.
- 3.4.5. Proposals not accompanying the EMD or containing EMD with infirmity (ies)/proper MSME certificate (relating to the amount or validity period etc.), mentioned above, shall be summarily rejected.
- 3.4.6. The EMD may be forfeited in the event of:
- A Bidder withdrawing its bid during the period of bid validity
  - A successful Bidder fails to sign the subsequent agreement in accordance with this RFP
  - The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP
  - A Proposal contains deviations (except when provided in conformity with the RFP) conditional offers and partial offers.

### 3.5. Performance Bank Guarantee (PBG)

- 3.5.1. Within 07 working days from the date of Letter of Invitation (LoI) from the client, the successful Bidder shall furnish the Performance Bank Guarantee (PBG) of an amount equal to 5% of agreement value by way of DD/



Performance Bank Guarantee issued by any Nationalized/ Scheduled Indian Banks for the due performance of the Assignment.

- 3.5.2. The PBG submitted will be valid for 15 months. However, in case of extension of project, above performance guarantee will have to be renewed for the extended period of the project.
- 3.5.3. Refund of PBG: The PBG shall be refunded within six months from the date of successful completion of the assignment without any interest.
- 3.5.4. Forfeiture of PBG: PBG shall be forfeited in the following cases:
  - When any terms and condition of the agreement is breached.
  - When the selected Bidder fails to commence the services or fails to provide deliverables after partially executing the deliverables under agreement.
  - The Resources must follow the working hours, working days and Holidays of BRLPS. However, resources shall be available on a holiday if so, required by the BRLPS. No extra payments will be made for working on extended hours/Saturdays/Sundays/Holidays to meet the committed/required time schedules.
- 3.5.5. Format of Performance Bank Guarantee (PBG) and Agreement: These will be shared at the time of issuance of Lol.

### 3.6. Proposal Preparation

- 3.6.1. The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Client to facilitate the evaluation process, and in negotiating a definitive agreement or all such activities related to the bid process.
- 3.6.2. Client will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 3.6.3. Proposal should be accompanied by an appropriate power of attorney in the name of an authorized signatory of the Bidder stating that he is authorized to execute documents and to undertake any activity associated with the Bidder's Proposal.
- 3.6.4. The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English/Hindi, translation of the same in English language is to be submitted duly attested by the Bidder. For purposes of Proposal evaluation, the English translation shall govern.

### 3.7. Technical Proposal

- 3.7.1. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial bid information shall be declared non-responsive and will not be evaluated.
- 3.7.2. CA firm/Consultant shall not propose alternative Experts. Only one CV shall be submitted for each Expert position. Failure to comply with this requirement will make the Proposal non-responsive.
- 3.7.3. If any of the Experts become unavailable during the period of agreement (not before 03 months), the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request along with new CV. In



such case, a replacement Expert shall have equal or better qualifications and experience than those of the originally proposed Expert.

- 3.7.4. Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP).

**3.8. Financial Proposal**

- 3.8.1. The Financial Proposal shall be prepared using the Prescribed Forms available with RFP , It shall list all costs associated with the assignment, including (a) remuneration for Experts with administrative cost.

**a. Taxes**

- 3.8.2. The Consultant and Experts are responsible for meeting all tax liabilities arising out of the assignment unless stated otherwise.

**c. Currency of Proposal**

- 3.8.3. The Consultant may express the price for its Services in the INR.

**d. Currency of Payment & Payment terms**

- 3.8.4. Payment under the Agreement shall be made in INR.  
3.8.5. Payment shall be made after completion of audit and acceptance of audit report from BRLPS.

**3.9. Venue & Deadline for Submission of Proposal**

- 3.9.1. Proposals, in its complete form in all respects as specified in the RFP, must be submitted offline at BRLPS office situated at Vidyut Bhawan, Annexure II, Income Tax Golamber, Bailey Road, Patna (Bihar)-800021 before the end time.  
3.9.2. Bids received in hard copy only shall be entertained.  
3.9.3. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.  
3.9.4. The Client reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities.

**3.10. Visibility, Format and Numbering of the uploaded document**

- 3.10.1. The bidder shall ensure that the technical document submitted must be in spiral binding.  
3.10.2. The bidder shall ensure that the documents uploaded are correctly numbered so that any specific document can be easily and quickly found using the appropriate serial/page no.  
3.10.3. No claims shall be entertained owing to issues of traffic etc . The bidders are advised to submit the bid in advance of the deadline to avoid difficulties.



#### 4. Evaluation and Qualification Criteria

##### 4.1. Evaluation

##### 4.1.1. Evaluation Process

- a. **Bihar Financial Rule and amendments published time to time will be considered for evaluation of proposal by the BRLPS.**
- b. The committee will evaluate the responses of the Bidders (Proposal Evaluation Committee).
- c. The Committee shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability of a Bidder to submit requisite supporting documents / documentary evidence may lead to the Bidder's Proposal being declared non-responsive.
- d. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Proposal Evaluation Committee.
- e. The Proposal Evaluation Committee may ask for meetings/enquires through email with the Bidders to seek clarifications on their proposals.
- f. The Proposal Evaluation Committee reserves the right to reject any or all Proposals based on any deviations contained in them.
- g. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- h. The evaluation would consist of following phases:
  - **Phase I:** Evaluation of Pre-qualification Criteria.
  - **Phase II:** Evaluation of Technical Proposal (of only those bidders who qualify as per the pre-qualification criteria).
  - **Phase III:** Evaluation of Financial Proposal (of only those bidders who score at least **70% in the technical qualification criteria**)
  - **Phase IV:** Agency quoting lowest quote per DKR per F Y as per BRLPS scope of work will be considered as successful bidder.

##### 4.1.2. Proposal Opening

- a. The Proposals submitted up to the last date and time mentioned above will be opened on the mentioned time and date by the BRLPS, in the presence of the Bidder's representatives who choose to be present at the time of opening.
- b. The representatives of the Bidders are advised to carry an identity card or a letter from the Bidding entity for attending the opening of the Proposal.

##### 4.1.3. Proposal validity

- a. The offer submitted by the Bidders should be valid for minimum period of 180 days from the last date of submission of the Proposal.

##### 4.1.4. Award criteria

- a. **Bihar Financial Rule and amendments published time to time will be considered for award of agreement by the BRLPS.**
- b. The Client may award the Assignment to the successful bidder/s whose proposal has been determined to be substantially responsive and has **quoted lowest price per DKR per FY within the budget** as per the Least cost selection (LCS) process.



#### **4.1.5. Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

- a. The Client reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of assignment, 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 Client action.

#### **4.1.6. Notification of Award**

- a. Prior to the expiration of the validity period, The Client will notify the successful service provider in writing by email, that its proposal has been accepted. In case the tendering process has not been completed within the stipulated period, The Client, may like to request the bidders to extend the validity period of the bid.
- b. The notification of award will constitute the formation of the agreement. Upon the successful bidder's furnishing of Performance Bank Guarantee, The Client will return the EMD of unsuccessful bidders.

#### **4.1.7. Signing of Agreement**

- a. After the Client notifies the successful bidder that its proposal has been accepted, BRLPS shall enter into an agreement with the successful CA firm upon receipt of PBG and by incorporating all clauses, pre-bid clarifications and the proposal of the bidder between. The client and the successful bidder.

#### **6.1.8 Performance Assessment**

The performance of agency will be assessed periodically by the BRLPS based on the deliverables mentioned in the Terms of Reference and following points-

1. Quality of deliverable is not up to the mark as mentioned in scope of work
2. Delays in deliverables pre decided dates
3. Not engaging resources on a dedicated basis
4. Assigning resources that does not meet the client requirements

In case of any short-comings in respect of the above, penalty may be imposed by the BRLPS.

#### **6.1.9 Failure to agree with terms and condition of RFP**

- a. Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event the Client may award the assignment to the next highest bidder on the lowest amount received in the selection process.

#### **6.1.10 Proposal Evaluation**

- a. Initial Proposal scrutiny will be held and to confirm that Proposals do not suffer from the infirmities detailed below. The proposal will be treated as non-responsive, if a Proposal is found to have been:
  - Submitted in manner not conforming with the manner specified in the RFP document
  - Submitted without appropriate EMD and Bid cost as prescribed herein
  - Received without the appropriate power of attorney



- Containing subjective/incomplete information
- Submitted without the documents requested in the checklist
- Non-compliant with any of the clauses stipulated in the RFP
- Having lesser than the prescribed validity period.
- The EMD of all non-responsive bids shall be returned to the bidders.

b. All responsive Bids will be considered for further processing as below.

- The Client will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

## 5. Criteria for Evaluation

### 5.1.1. Pre-qualification (PQ) criteria

#	Qualifying Parameter	Eligibility Criteria
1	<b>Empanellment</b>	The CA firm must have a valid empanelment with the Registrar of Cooperative Societies as on date. <b>Documentary Evidence:</b> Copy of empanelment to be attached.
2	<b>Turnover</b>	CA Firm must have an Average Annual Turnover of Rs. 10.00 (Ten) Lakhs during last three financial years i.e 2022-23 & 2023-24 & 2024-25  <b>Documentary Evidence:</b> <ul style="list-style-type: none"> <li>• Copy of audited financial statements / CA certificate should be submitted.</li> </ul>
3.	<b>ICAI certification</b>	The CA Firm must be registered with ICAI (Institute of Chartered Accountants of India) and operational in India since last 5 (Five) years from the date of publication of this RFP and must remain operational thereafter <b>Documentary Evidence:</b> <ul style="list-style-type: none"> <li>• Copy of firm constitution certificate of ICAI as on 01<sup>st</sup> February 2026 submitted.</li> </ul>
4	<b>Firm's Specific Work Experience</b>	Chartered Accountant (CA) Firm should have at least 3 (Three) years of experience of working in Internal audit, accounting and financial management. <b>Documentary Evidence:</b> Work orders/ Signed contract/ ongoing or completion certificates issued by any Govt/ PSUs / Local bodies of India should be submitted.
5	<b>Office in Bihar</b>	The CA firm must have their head office or branch office setup in Bihar. <b>Documentary Evidence</b> <ul style="list-style-type: none"> <li>• Rent agreement/ Deed paper/ Lease agreement/Municipality tax receipt etc should be submitted</li> </ul>



6	<b>Blacklisting</b>	CA firm should not been blacklisted/debarred or suspended or facing any major litigation with government clients/local bodies/PSU of INDIA <b>Documentary Evidence:</b> Notarized undertaking to this effect should be submitted.
7	Joint Ventures with other firms are not permitted for this assignment	

#### 5.1.2. Technical Qualification (TQ) criteria (Technical Score = ST)

The evaluation committee appointed by the Client will carry out the evaluation of technical proposals (of only those bids/proposal who will qualify in pre-qualification) based on the following evaluation criteria and points system. If required, specific clarifications may be asked from any or all bidder(s) at any stage. However, after the submission of the proposal by the bidder, any supplementary/clarificatory document of a date later than the date of submission of proposal shall not be accepted.

#	Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.	Maximum Marks
1.	<p>Experience of the Consultant.</p> <p>Minimum experience of carrying out minimum 3 audits (Statutory/ internal) of Government/ semi-Government organization / PSUs / local Bodies of India during three preceding financial years i.e 2022-23, 2023-24, 2024-25 &amp; 2025-26.</p> <ul style="list-style-type: none"> <li>• 03 to 05 experience – 05 marks</li> <li>• More than 05 to 07 experience- 10 marks</li> <li>• More than 07 experience – 15 marks</li> </ul> <p>Documentary evidence :- CA firm should submit Work orders/ Signed contract/ ongoing or completion certificates should be submitted in support of experience.</p>	15 marks
2.	<p>Adequacy and quality of the proposed methodology, and work plan</p> <p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</p> <p>{Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</p> <p>(i) Technical approach and methodology      05 marks</p> <p>(ii) Work plan      05 marks</p> <p>(iii) Organization and staffing      05 marks</p>	15 marks
3	<p>Average Annual Turnover (AAT) - Annual Turnover of audit firm shall be at least Rs. Ten Lakh (Rs. 10,00,000/-).</p> <p>AAT of the firm during FY 2022-23 , 2023-24 &amp; 2024-25</p> <ul style="list-style-type: none"> <li>• AAT Rs 10 lakhs but below Rs 30 lakhs - 05 marks</li> <li>• AAT RS 30 lakhs but below Rs 50 lakhs – 10 marks</li> <li>• AAT RS 50 lakhs but below Rs 70 lakhs – 15 marks</li> </ul>	20 marks



	<ul style="list-style-type: none"> <li>AAT RS 70 lakhs and above – 20 marks</li> </ul>																			
5	Key Experts' qualifications and competence for the Assignment	50 marks																		
<p>Key Experts' qualifications and competence for the Assignment: {Notes to Consultant: Each position number corresponds to the same for the Key Experts:-</p> <table border="1"> <thead> <tr> <th>Sl No</th><th>Name of Expert</th><th>Max Marks</th></tr> </thead> <tbody> <tr> <td>1</td><td>CA (including partner / Proprietor)</td><td>20 marks</td></tr> <tr> <td>2</td><td>Paid assistants having passed CA inter -1</td><td>10 marks</td></tr> <tr> <td>3</td><td>Paid assistants having passed CA inter -2</td><td>10 marks</td></tr> <tr> <td>4</td><td>Post Graduate audit staff ( Having at least 03 years of experience in Audit) -1 Weightage of marks- Qualification- 20 % Experience- 80 %</td><td>05 marks</td></tr> <tr> <td>5</td><td>Post Graduate audit staff ( Having at least 03 years of experience in Audit) -2 Weightage of marks- Qualification- 20 % Experience- 80 %</td><td>05 marks</td></tr> </tbody> </table> <p><b>NOTE: CVs of all the required manpower as per ToR is to be submitted by the the firm duly signed by the individual as well as countersigned and stamped by the firm. Evaluation of CVs will be made of only above 5 experts.</b></p>			Sl No	Name of Expert	Max Marks	1	CA (including partner / Proprietor)	20 marks	2	Paid assistants having passed CA inter -1	10 marks	3	Paid assistants having passed CA inter -2	10 marks	4	Post Graduate audit staff ( Having at least 03 years of experience in Audit) -1 Weightage of marks- Qualification- 20 % Experience- 80 %	05 marks	5	Post Graduate audit staff ( Having at least 03 years of experience in Audit) -2 Weightage of marks- Qualification- 20 % Experience- 80 %	05 marks
Sl No	Name of Expert	Max Marks																		
1	CA (including partner / Proprietor)	20 marks																		
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3	Paid assistants having passed CA inter -2	10 marks																		
4	Post Graduate audit staff ( Having at least 03 years of experience in Audit) -1 Weightage of marks- Qualification- 20 % Experience- 80 %	05 marks																		
5	Post Graduate audit staff ( Having at least 03 years of experience in Audit) -2 Weightage of marks- Qualification- 20 % Experience- 80 %	05 marks																		
	Grand Total	100																		
<p><b>Note:- Minimum Technical qualifying marks is 70 out of 100. CA firm scoring less than 70 marks shall not be eligible for financial opening of their proposal.</b></p>																				



## Financial Bid Evaluation

- Maximum budget for audit for each unit of DKR per Financial Year (FY) is Rs 2000/- ( Two Thousnad rupees only) plus GST. CA firm quoting more than Rs 2000/- per unit of DKR per FY plus GST will not be considered for evaluation.
- Prices quoted should be inclusive of all fees towards complete scope of work, all taxes (except GST), duties, levies, license fees, and shall also include all expenses incurred for the execution of the agreement such as travel expenses, transportation expenses, other expenses, office expenses, out of pocket expenses etc. along with margin. Conditional Financial Bid shall be out-rightly rejected.
- No adjustment of the agreement price shall be made on account of any variations in cost of inflation, labour and materials or any other costs components affecting the total cost in fulfilling the obligations under the agreement. **The prices, once offered, must remain fixed during the period of agreement.**
- In this phase, the Financial Proposals of only those Bidders, who pass prequalification stage and further Technical Evaluation scoring minimum 70% technically score under Technical Evaluation as above shall be opened .

### 5.2. Award of work:

- CA firm is limited to a maximum allocation of 100 units of DKR per financial year. Currently approx 295 DKR is opened. So, Award of work for internal audit may be given to various CA firms.
- CA firm quoting lowest rate (within the maximum budget) per DKR per FY will be considered as successful bidder. Negotiation may be done with other CA firm at L1 rate.
- If more than one CA firms quote the same internal audit fee, then preference will be given to those CA firm having Highest Average Annual Turnover during the financial years 2022-23 , 2023-24 & 2024-25.



ANNEXURES

Annexure 1: Form -1 (Proposal Submission Letter)

(Should Be Scanned and Uploaded)

PROPOSAL SUBMISSION LETTER

(On the letter head)

{Location, Date}

To:

The Chief Executive Officer  
Bihar Rural Livelihoods Promotion Society,  
Annexe-II, 3<sup>rd</sup> floor, Vidyut Bhawan,  
Bailey Road, Patna-800021  
Dear Sir,

We, the undersigned, offer to provide the services under {RFP Name} to Bihar Rural Livelihoods Promotion Society (BRLPS), in accordance with your Request for Proposals vide no.

(RFP No) \_\_\_\_\_ (dated).

We are hereby accordingly submitting our Proposal as per terms of this RFP.

We hereby declare that:

- All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification.
- Our Proposal shall be valid and remain binding upon us till the bid validity period.
- We meet the eligibility requirements as stated in RFP
- In competing for (and, if the award is made to us, in executing) the Agreement, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- Except as stated in the RFP, we undertake to negotiate an agreement on the basis of the proposed Experts. We accept that the substitution of Experts for reasons other than those stated in RFP may lead to the termination of agreement negotiations.
- Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Services related to the assignment no later than the period mentioned in the RFP.

We understand that Bihar Rural Livelihoods Promotion Society is not bound to accept any Proposal that it receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

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## Annexure 2: Technical Proposal – Standard Forms

(Should Be Scanned and Uploaded)

### Checklist of Required Forms

Required for Proposal (✓)	Form	Description
✓	TECH-1	Unit's Organization and Experience.
✓	TECH-2	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
✓	TECH-3	Team Composition, Experts Inputs, and attached Curriculum Vitae (CV)-



### Annexure 3: Form Tech – 1 (Organization Details)

#### Project Management Unit's Organization and Experience

Form TECH-1: A brief description of the CA firm and an outline of the recent experience of the CA firm that is most relevant to the assignment. The outline should indicate the names of the CA firm.

Experts who participated, the duration of the assignment, the agreement amount, and the Project Management Unit's role/involvement

#### A. Organization

- Provide here a brief description of the background and organization of your company/firm.
- Include organizational chart, a list of Board of Directors, and beneficial ownership.

#### B. Experience

List only previous similar assignments successfully completed/ on-going as specified under Technical Evaluation criterion broadly in following categories:

Format for Experience is as follows: -

Duration	Assignment name/& Brief description of main deliverables / outputs	Name of Client & Address	Approx. Contract value (in Rs equivalent) / Amount paid to your firm	Role on the Assignment



#### Annexure 4: Form Tech –2 (A&M)

##### Description of Approach, Methodology and Work Plan

Form TECH-2: a description of the approach, methodology, and work plan for performing the assignment.

Suggested structure of your Technical Proposal: -

- **Technical Approach and Methodology:** Please explain your understanding of the objectives of the assignment, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output, the approach for mobilizing the proposed experts named in the bid, the approach for engaging as CA firm.
- **Work Plan:** Please outline the plan for the implementation of the main activities/tasks of the assignment, including mobilizing of proposed experts named in the bid, the content and duration of each activity, phasing and interrelations (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s). The work plan should be consistent with the Work Schedule.
- **Organization:** Please describe the structure and composition of your team, including the list of the Experts –Clearly reflecting the experts committed right from the start date.



# Annexure 5: Form Tech –3 (CV Template)-

{A brief description of the team composition and roles and responsibilities needs to be provided in addition to the CV}

<div>Photo</div> <div>{Add Photo – Delete this text}</div>	<b>Name</b>		{Full Official Name}		
	<b>Proposed Position:</b>		{The proposed designation}		
	<b>Date of Birth</b>		{Please use the following format only: 28 <sup>th</sup> August 1978}		
	<b>Education:</b>	<b>Degree(s)/ Diploma(s)</b>	<b>Institution</b>	<b>Year</b>	
				<b>From</b>	<b>To</b>
		{Degree name with specialization (if any)}	{Name of institution, Name of city where institution is situated}	{YYYY}	{YYYY}
{Add/ Delete rows if needed}					
<b>Employment Record</b>	<b>Total Experience:</b> {Total Work Experience in Years and Months, e.g., 10 years and 6 months}				
	<b>From</b>	<b>To</b>	<b>Company</b>	<b>Position Held</b>	
	{MM, YYYY}	{MM, YYYY}	{Company Name, Name of city where you were posted}	{Designation in the company}	
	{Add/ Delete rows if needed}				
<b>Brief Profile</b>	{Enter data here}				
<b>Countries of Work Experience</b>	{Name of the country}				
<b>Languages</b>	<b>Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>	
	{Name of Language, e.g., English, Hindi etc.}	{Yes/ No}	{Yes/ No}	{Yes/ No}	
	{Add/ Delete rows if needed}				
<b>Work Undertaken that Best Illustrates Capability to Handle the Task Assigned {Add assignments and rows as per the text}</b>					



<p><b>Project/ Assignment:</b> {Name of the project/ Assignment}</p> <p><b>Month and Year (Start and end):</b> {E.g., September2019 – August 2020}</p> <p><b>Location:</b> {Name of the city, Name of the state}</p> <p><b>Client:</b> {Name of the Client}</p> <p><b>Position held:</b> {Position/ Designation as per the assignment}</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• {Mentions activities for which you were responsible in the project and “highlight” the key words that relates to the job description for your proposed position}</li> <li>• {Add more sections if needed}</li> </ul>		
<p><b>Project/ Assignment:</b> {Name of the project/ Assignment}</p> <p><b>Month and Year (Start and end):</b>{E.g. September2019 – August 2020}</p> <p><b>Location:</b> {Name of the city, Name of the state}</p> <p><b>Client:</b> {Name of the Client}</p> <p><b>Position held:</b> {Position/ Designation as per the assignment}</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• {Mentions activities for which you were responsible in the project and “highlight” the key words that relates to the job description for your proposed position}</li> <li>• {Add more sections if needed}</li> </ul>		
<p><b>Project/ Assignment:</b> {Name of the project/ Assignment}</p> <p><b>Month and Year (Start and end):</b> {E.g. September2019 – August 2020}</p> <p><b>Location:</b> {Name of the city, Name of the state}</p> <p><b>Client:</b> {Name of the Client}</p> <p><b>Position held:</b> {Position/ Designation as per the assignment}</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• {Mentions activities for which you were responsible in the project and “highlight” the key words that relates to the job description for your proposed position}</li> <li>• {Add more sections if needed}</li> </ul>		
<p style="text-align: center;"><b>Certification</b></p> <p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful described herein may lead to my disqualification or dismissal, if engaged</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>{Name of Candidate} Date: DD-MM-YYYY</b></p> <p>Signature and name of expert</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Countersigned by the Consultant (Bidder)</b></p> <p>Signature, seal of the Consultant (Bidder)</p> </td> </tr> </table>	<p><b>{Name of Candidate} Date: DD-MM-YYYY</b></p> <p>Signature and name of expert</p>	<p><b>Countersigned by the Consultant (Bidder)</b></p> <p>Signature, seal of the Consultant (Bidder)</p>
<p><b>{Name of Candidate} Date: DD-MM-YYYY</b></p> <p>Signature and name of expert</p>	<p><b>Countersigned by the Consultant (Bidder)</b></p> <p>Signature, seal of the Consultant (Bidder)</p>	



**Annexure 6: Form (Financial Bid Format – Price Format)**

**Form-2 will have to submitted in format only and failure to comply the same will result in rejection of Proposal.**

To, Chief Executive Officer Cum Mission Director, Bihar Rural Livelihoods Promotion Society, Annexure II , Vidyut Bhawan, Bailey Road (Nehru Path), Patna (Bihar).						
Serial Number	Currency in INR			RFB No	BRLPS/Proj-NF/2499/25	
				Date	13/02/2026	
	Description	Description	Lump Sum rate for internal audit of one unit of DKR per F Y in INR	GST in INR	Quoted rate for internal audit of one unit of DKR per F Y in INR including GST	Price in words
		A	B	C	E=B +C	
1	CA Firm for internal audit of DKR	As per attached Terms of Reference with the RFP				
Note:- In case of discrepancy in amount , amount quoted in words shall be considered.						
Name of Bidder:-						
Address:-						
Email id and Mobile No:-						
Date:-						



## Annexure 7: Form (Information and Dates)

## Important Information and Details

#	Particulars	Details
1	Name of the CA Firm	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL, if any	
5	Legal Status	
6	Address of Head Office:	
7	Incorporation/Registration status of the Bidder	Submit Incorporation Certificate  <i>Page No. at which enclosed: _____</i>
8	Date of Incorporation/Registration	
9	Power of Attorney/Board Resolution in the name of the Authorized signatory	<i>Page No. at which enclosed: _____</i>
10	Turnover in the last 3 Financial Years in India:	FY 2022-23: _____/- FY 2023-24: _____/- FY 2024-25: _____/- Submit a CA Certificate / Audited financial statements stating the above figures <i>Page No. in which CA Certificate has been enclosed: _____</i>
11	PAN Number	<i>Page No. at which enclosed: _____</i>
12	GSTIN Number	<i>Page No. at which enclosed: _____</i>
13	An notarized undertaking stating that the firm has not been blacklisted by any Central/ State Government/Public Sector/Local Bodies as on the date of RFP	<i>Page No. at which Affidavit has been enclosed: _____</i>
14	One Copy of the whole of the RFP document (With Corrigendum, if any) with each page signed and stamped.	<i>Page No. at which enclosed: -----</i>



Annexure 9: Form (Power of Attorney)

**(Power of Attorney of Authorized Representative)**

(Note: To be executed on a non-judicial stamp paper of appropriate value)

Know all men by the present that We..... (name of the enterprise and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms.....(name)son/daughter/wife of..... And presently residing at..... who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the RFP Reference No. .... Dated.....

The attorney is fully authorized for providing information/ responses to the tendering Client, representing us in all matters before the tendering Client including negotiations with the tendering Client, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our RFP, and generally dealing with the tendering Client in all matters in connection with or relating to or arising out of our RFP for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF .....

For.....;

{Signature, name, designation and address}

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1. \_\_\_\_\_

2. \_\_\_\_\_