Bihar Rajya Madhyanha Bhojan Yojana Samiti

Department of Human Resource Development
(Govt.of Bihar)
Premises of Bihar Text Book Corporation,Budh Marg ,Patna

Notice Inviting Request for Proposals for Consultancy on Accounting and Financial Management Support to State Project Office and 38 District Project Offices of the Bihar Rajya Madhyanha Bhojan Yojana Samiti, Bihar

No. Date: 15 April,2011

1. Bihar Rajya Madhyanha Bhojan Yojana Samiti, Department of Human Resource Development ,Govt. Of Bihar is presently implementing the Mid day Meal Scheme in the State of Bihar
2. Secretary ,Bihar Rajya Madhyanha Bhojan Yojana Samiti, Department of Human Resource Development ,Govt. Of Bihar ,invites proposals from eligible Chartered Accountant Firms for Consultancy on Accounting and Financial Management Support to State Project Office and 38 District Project Offices of the Bihar Rajya Madhayanha Bhojan Yojana Samiti Bihar .

3. The Samiti will appoint One CA Firm for State Office including Patna Division and one each for every other 8 divisions .Each CA firm will provide the consultancy to all the districts under that Division .There is total Nine division in the State .The details of the districts under the Division can be seen in the request for Proposal. .
4. CA firms can submit proposals for more than one division but one CA firm will get the work of only one division or the State Office including Patna division on the basis of the ranking based on the Financial Proposals.
5. Associates or JV arrangement or networking is not allowed under the assignment.

6. Pre-requisite for participating Chartered Accountant Firm:

   i. The Chartered Accountant Firm (the lead firm) should be registered with ICAI and have Income Tax Registration and service Tax Registration [**To provide all Certificate of Registration].**
   ii. The CA Firms should have been in operation in India for at least 5 years after registration.
   iii. CA Firm (no joint venture or Association is allowed) should have at least 3 years of experience in working/consulting in the accounting and financial management sector (**not statutory audit**) of minimum Central /state level Government Organisations of India or in any state Government or Central Government Undertakings. [**To provide brief details and a Declaration signed by the Principal Officer of the Firm in the respect**]
   iv. Average annual turnover of the bidder for the last three financial years ending on March 31st 2010 should be equal to or greater than Rs. 30 lakhs for the firms applying for State

level Office including Patna Division and 15 Lacs for the firm applying for other 8 Divisions . [**To provide copies of audited Financial Statements for all the 3 years**]

7. Interested CA Firms may download the complete Request for proposal (RFP) Document, from tender section on the website http://educationbihar.in from 15th April 2011 onwards.

8. Interested CA Firms may submit their proposals along with a Demand Draft of Rs. 5000/- (Rupees Two Thousand five Hundred only) drawn in favour of The Secretary Bihar Rajya Madhyanha Bhojan Yojana Samiti , payable at Patna, towards the cost of RFP Document (Non-refundable) and the Bid Security (Refundable) as mentioned in the RFP. No proposals will be accepted without cost of RFP document and Bid security. No liability will be accepted for downloading the incomplete document.

9. Sealed Completed proposals along with the demand draft in acceptable form will be received at the address mentioned below on any working day up to 15:00 hours on 15th May, 2011; Bid Eligibility and Technical Proposal of Bids shall be opened on the same day at 15:30 hours at following Address:

Secretary
Bihar Madhyanha Bhojan Yojana Samiti ,Bihar
Human Resource Development Department , Govt. of Bihar
Premises of Bihar text Book Corporation Limited,Budh Marg ,Patna – 800 001
Phone: (0612) 2200123, 223100, 2231006

Email: mdmsbihar@gmail.com

10. A Pre-proposal meeting will take place on 26th April, 2011 at 3.00 pm at Bihar Madhyan Bhojan Yojana Samiti Premises of Bihar text Book Corporation Limited , Budh Marg ,Patna – 800 001. All prospective CA Firms are advised to go to through the RFP Document and communicate their queries, if any, in writing before or on the pre-proposal meeting.
The Secretary BRMBYS reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds. The proposals will be evaluated based on the information provided by the CA Firms and the evaluation criteria detailed in RFP Document.

Rahul Singh , I.A.S.
Secretary , BRMBYS

April
2011

Request for Proposal (RFP) Document for Selection of Consultancy Firms for Accounting and Financial Management Support to the State Project Office and 38 District Project Offices of the Bihar Madhayanha Bhojan Yojana Samiti ,Bihar .

Secretary
Bihar Madhyan Bhojan Yojana Samiti ,Bihar
Human Resource Development Department , Govt. of Bihar
Premises of Bihar text Book Corporation Limited,Budh Marg ,Patna – 800 001
Phone: (0612) 2200123,223100,2231006

Email: mdmsbihar@gmail.com

TENDER TITLE: Request for Proposals for Consultancy on Accounting and financial Management Support to State Project Office and 38 District Project Offices of the Bihar Rajya Madhayanha Bhojan Yojana Samiti , Bihar .

TENDER NO:

COST OF RFP DOCUMENT: Rs. 5,000/- each

CONTRACT PERIOD: 24 Months

REFERENCE NUMBER:

DATE OF ISSUE: 15th APRIL 2011

PRE-PROPOSAL MEETING 26th APRIL 2011

CLOSING DATE: 15th MAY 2011

SECTION 1: LETTER OF INVITATION

Section 1 – Letter of invitation

Ref: Date: 15th April **2011**

From:
Secretary
Bihar Rajya Madhyan Bhojan Yojana Samiti
C/o Human Resource Development Department , Govt. of Bihar
Premises of Bihar text Book Corporation Limited,Budh Marg ,Patna – 800 001
Phone: (0612) 2200123,2231005,2231006

Email: mdmsbihar@gmail.com

To:

[insert: Name and Address of Consultant]…..

……

Attention: Mr/Ms

1. Secretary, BRMBYS, Bihar invites proposals to provide the following consulting services:

   Accounting and financial management Support to State Project Office and 38 District Project Offices of the Bihar Rajya Madhayanha Bhojan Yojana Samiti , Bihar .

2. The Background Information and Terms of Reference for the Consulting services are provided in Section 5 of the Request for Proposal (RFP)

3. This RFP is available to all eligible prospective CA firms.

4. A firm will be selected under Quality and Cost Method and procedures described in this RFP, in accordance with the policies of the Govt. of Bihar.

5. The RFP includes the following documents:

   Section 1 - Letter of Invitation

   Section 2 - Instructions to Consultants (including Data Sheet)

   Section 3 - Technical Proposal - Standard Forms

   Section 4 - Financial Proposal - Standard Forms

   Section 5 - Terms of Reference

   Section 6 - Standard Contract Document

6. A Pre-proposal meeting has been scheduled for 26th April 2011 at the office of the undersigned at 15:00hrs, where all issues/clarifications could be discussed and finalized.

7. The deadline for receipt of proposals shall be 15th May **2011** up to 15.00 hrs.

8. BRMBYS reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Yours sincerely,

Rahul Singh, (*IAS*)
Secretary ,
Bihar Madhyan Bhojan Yojana Samiti

SECTION 2: INSTRUCTION TO CONSULTANTS

Section 2- INSTRUCTIONS TO CONSULTANTS

1. INTRODUCTION

General

1.1 Bihar Rajya Madhayanha Bhojan Yojana Samiti ,Bihar ,Dept. Of Human Resource Development Govt. of Bihar (GoB), Patna, Bihar, INDIA will select a consulting firm /organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.

1.2 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the project site.

1.3 Consultants shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations etc.

1.4 The BRMBYS is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

1.5 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

Conflict of Interest

1.6 BRMBYS requires that Consultants/CA Firms provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the BRMBYS . Without limitation on the generality of the foregoing, Consultants, and any of their associates shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:

(i) If a Consultant combines the function of consulting with those of Auditing ; or

(ii) If a Consultant is associated with or affiliated to a Auditor or Any other consultant providing similar type of Consultancy ; or

(iii) If a Consultant is owned by a Audit firm with departments offering services as Consultants. The Consultant should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant will limit its role to that of a Consultant and disqualify itself and its associates from work, in any other capacity or any future project within the next five years (subject to adjustment by BRMBYS in special cases), that may emerge from this assignment (including bidding or any part of the future project). The contract with the Consultant selected to undertake this assignment will contain an appropriate provision to such effect; or

Fraud and Corruption

1.7 The BRMBYS requires that consultants observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the BRMBYS:

(i) defines, for the purposes of this provision, the terms set forth below as follows:

(a) "corrupt practice" means behaviour on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and

(b) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).

(ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and

(iii) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any BRMBYS contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any BRMBYS contract.

Proposal:

1.8 One CA firm can submit only one technical proposal for all the divisions including State Office as per eligibility criteria but have to submit separate financial proposal for each divisions and the State Office.

Proposal Validity

1.9 The Data Sheet indicates how long the Consultants' Proposals must remain valid after the submission date. During this period, the Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request Consultants to extend the validity period of their Proposals. Consultants have the right to refuse to extend the validity period of their Proposals.

Participation of Government Employees

1.12 No current government employee shall be deployed by the consultant without the prior written approval by the appropriate authority**.**

1.13 **Bid Security (Earnest Money Deposit)**

a. The bid security of amount indicated in Data Sheet in favour of " The Secretary ,Bihar Rajya Madhyanha Bhojan Yojana Samiti " payable at Patna shall be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form. The bid security is to remain valid for a period of forty-five days beyond the final bid validity period.

b. The Employer shall reject any bid not accompanied by appropriate bid security, as non responsive.

c. The bid security of the successful Bidder shall be returned as promptly as possible once the he has signed the Contract and furnished the required performance security.

d. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the

contract to successful bidder.

e. The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity.
(b) if the successful Bidder fails to:
(i) sign the Contract within required time frame;
(ii) furnish a performance security.

2. CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS

2.1 Consultants may request a clarification of any of the RFP documents up to fifteen (15) days prior to the Proposal submission date indicated in the Data Sheet. Any request for clarification must be sent in writing to the address indicated in the Data Sheet. The Client will respond in writing and will send written copies of the response, including an explanation of the query but without identifying the source of inquiry, to all Consultants/Firms and others parties too. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Sub-Clause 2.2.

2.2 At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP by issuing an addendum. The addendum shall be sent to all Consultants/firms/other parties and will be binding on them. To give Consultants/firms reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

3. PREPARATION OF THE PROPOSAL

3.1 Consultant's Proposal (the Proposal) will consist of three (3) components

(i) **Envelope I**: Bid Security, Cost of RFP Document (if any), and evidences of proving Bid Eligibility;
(ii) **Envelope II**: the Technical Proposal, and
(ii) **Envelope III**: the Financial Proposal

3.2 Bid Security, Cost of RFP Document (if any), and evidences of proving Bid Eligibility: Bid security as mentioned in clause no 1.13 above shall be placed in Envelope I. In addition, the consultants must enclose all evidences to support the bid eligibility along with the Demand Draft for the cost of RFP Document, if any. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.

3.3 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be in English. All reports prepared by the contracted Consultant shall also be in English.

3.4 The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm. The letter should specify all association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract.

3.5 The Technical Proposal should clearly demonstrate the Consultant's understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

4. THE TECHNICAL PROPOSAL

General

4.1 The Technical Proposal shall not include any information related to financial proposal and any

Technical Proposals containing information related to financial proposal shall be declared non-responsive.

Technical Proposal Format

4.2 (i) The consultant shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

(ii) The following table summarizes the content and maximum number of pages permitted for each type of Proposal. A page is considered to be one printed side of A4 size paper.

Proposal Type / Content	Full Technical Proposal (FTP)	Simplified Technical Proposal (STP)	Biodata Technical Proposal (BTP)
Experience of the firm	(i) maximum two (2) pages introducing the firm and associate firm(s) background and general experience (Form TECH-2A). (ii) Maximum of twenty (20) pages of relevant completed projects in the format of Form TECH-2B illustrating firm and associate(s) firm's relevant experience. No promotional material should be included.	not required.	not required.
General approach and methodology, work plan for understanding of the Project	maximum Twenty Five (25) pages inclusive of charts and diagrams (Form TECH-4).	maximum ten (10) pages including charts and diagrams (Form TECH-4)..	maximum one (1) page for work plan. No written methodology to be provided.
Personnel schedule	Form TECH-7	Form TECH-7	Form TECH-7
Comments on terms of reference	no limit, but to be concise and to the point (Form TECH-3A).	included as part of general approach and methodology.	not required.
Experts' CVs	maximum of five (5) pages for each expert's CV using Form TECH-6.	maximum of five (5) page CV for each expert using Form TECH-6.	maximum of five (5) page CV for each expert using Form TECH-6.
Counterpart staff and facility requirements	maximum of two (2) pages (Form TECH-3B).	not required.	not required.
List of Proposed Expert Team and Summary of CV Particulars	Form TECH-5	Form TECH-5	Form TECH-5

Note: The above page limits excludes all supporting documents, like audited financial statements, certificates of registration, certificates from employers showing completed work or on-going work, etc.

Technical Proposal Content

4.3 The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (xiii) using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-7). Such information must be provided by the Consultant and each Associate.

(i) A brief description of the organization and outline of recent experience of the consultant and

each associate on assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the consultant's involvement. Information should be provided only for those assignments for which the consultant was legally contracted by the client as a corporate entity or as one of the major participating consulting firms within an association (Joint venture). In case the assignment was carried out in joint venture then the JV agreement is to be submitted. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's Associate(s), but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

(ii) A concise, complete, and logical description of how the Consultant's team will carry out the services to meet all requirements of the TOR.

(iii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.

(iv) An organization chart indicating relationships amongst the Consultant and any Associate(s), the Client, and other parties or stakeholders, if any, involved in the assignment.

(v) Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Consultant clearly states otherwise, it will be assumed by the Client that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.

(vi) The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non responsive.

Personnel

(vii) The name, age, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the services should be presented in the prescribed CV format.

(viii) Only one CV may be submitted for each position.

(ix) Higher rating will be given to nominated experts from the consulting firm and associated consulting firms, if any, who are regular full-time employees. The Client defines a regular full-time employee to be a person who has been employed continuously by the Consultant or one of its Associates, for more than twelve (12) months prior to the date of submission of the Proposal.

(x) The Client requires that each expert confirm that the content of his/her curriculum vitae (CV) is correct and the experts themselves should sign the certification of the CV. Note that the need to provide address and fax/e-mail details of experts in the CVs of the experts is not considered mandatory.

(xi) A zero rating will be given to a nominated expert if the expert:

(a) has not signed the CV;

5. FINANCIAL PROPOSAL

5.1 All information provided in Consultants' Financial Proposal will be treated as confidential.

5.2 The Financial Proposal is to be submitted in the requisite forms enclosed.

5.3 No proposed schedule of payments should be included in Consultants' Financial Proposals.

5.4 Consultants shall quote the rates in Indian National Rupees only.

5.5 Form FIN-2 is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

(i) not taken any action which is or constitutes a corrupt or fraudulent practice; and

(ii) agreed to allow the Client , at their option, to inspect and audit all accounts, documents, and records relating to the Consultant's Proposal and to the performance of the ensuring Consultant's Contract.

5.7 The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs / expenses and statutory taxes excluding Service Tax. The Client shall pay Service Tax as applicable on prevailing rates.

6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

6.1 The original Proposal (Earnest Money Deposit, Technical and Financial Proposals) shall contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves. Any such corrections, interlineations or overwriting must be initialled by the person(s) who signed the Proposal.

6.2 An authorized representative of the Consultant shall initial all pages of the original copy of the Financial Proposal. No other copies are required.

6.3 The Technical Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. All required copies of the Technical Proposal as specified in the Data Sheet will be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

6.4 The original and all copies of the Technical Proposal to be sent to the Client shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL.**" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**." The envelopes (Envelope 1 – Earnest Money Deposit, Envelope 2 –Technical and Envelope 3 –Financial Proposals) shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and title of the loan project, and other information indicated in the Data Sheet. **If the Financial Proposal is not submitted by the Consultant in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive.**

6.5 Proposals must be delivered at the indicated Client submission addresses on or before the time and date stated in the Data Sheet or any new date established by the Client according to provisions of Sub-Clause 2.2.

7. PROPOSAL EVALUATION

General

7.1 From the time the Proposals are opened to the time the contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a Consultant to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Consultant's Proposal.

7.2 The envelope 1 shall be opened first. If the bid security is not found to be in order then the proposal shall be treated as non responsive and shall not be evaluated further.

Evaluation of Technical Proposals

7.3 The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.

7.4 The Client's 'Consultants Selection Committee' (CSC) will be responsible for evaluation and ranking of Proposals received.

7.5 The CSC evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the Data Sheet. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical mark of 70 from the maximum of 100 points.

7.6 A Technical Proposal may not be considered for evaluation in any of the following cases:

(i) the Consultant that submitted the Proposal or one of its Associated Consultants belongs to one of the cases described in Sub-Clause 5.6(i) to and failed to make a proper statement to that effect in the cover letter ; or
(ii) the Consultant that submitted the Proposal or one of its Associated Consultants was found not to be legally incorporated or established in India; or
(iii) the Technical Proposal was submitted in the wrong format;
(iv) the Technical Proposal included details of costs of the services; or
(v) the Technical Proposal reached the Client after the submission closing time and date specified in the Data Sheet.

7.6 After the technical evaluation is completed, the Client shall notify Consultants whose Proposals did not meet the minimum qualifying technical mark or Consultants whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The Client shall simultaneously notify, in writing Consultants whose Technical Proposals received a mark of 70 or higher, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is optional).

8. PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

Public Opening of Financial Proposals

8.1 At the public opening of Financial Proposals, Consultant representatives who choose to attend, will sign an Attendance Sheet.

(i) The marks of each Technical Proposal that met the minimum mark of 70 will be read out aloud.

(ii) Each Financial Proposal will be checked to confirm that it has remained sealed and unopened.

(iii) The Client's representative will open each Financial Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the Client's representative.

Evaluation of Financial Proposals

8.2 Following the ranking of Technical Proposals, when selection is based on QBS method, Financial proposal of first ranked bidder only will be opened and he will be invited to negotiate its Financial Proposal and the Contract. For others (QCBS & LCS), financial proposals shall be opened publicly and read out; and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.

8.3 Consultants' attendance at the opening of Financial Proposals is optional.

8.4 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any Client personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be

reviewed to ensure these are:

(i) complete, to see if all items of the corresponding Technical Proposal are priced; if not, for material omissions, the Client will price them by application of the highest unit cost and quantity of the omitted item as provided in the other Financial Proposals and add their cost to the offered price, and correct any arithmetical errors.
(ii) computational errors if there are errors these will be corrected;
(iii) other errors, such as activities which are shown as different time lines in technical proposal and different in financial; price for these will be based on the technical proposal.

8.5 The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.

8.6 The evaluated total price (ETP) for each Financial Proposal will be determined.

8.7 When the QCBS method is used: The score for each Financial Proposal is inversely proportional to its ETP and will be computed as follows:

$$Sf = 100 \times Fm/F$$

where:

Sf is the financial score of the Financial Proposal being evaluated
Fm is the ETP of the lowest priced Financial Proposal
F is the ETP of the Financial Proposal under consideration

The lowest evaluated Financial Proposal will receive the maximum score of 100 marks.

8.8 When the LCS method is used: the Client will select the lowest Financial Proposal of a Consultant whose Technical Proposal has qualified.

9. Ranking of Proposals (QCBS)

9.1 Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. **This will be done by applying a weightage of 0.80 (or eighty percent) and 0.20 (or Twenty percent) respectively to the technical and financial scores of each evaluated qualifying Technical and Financial Proposals and then computing the relevant combined total score for each Consultant.**

9.2 The technical and financial scores shall be added and the Contract will be awarded to the agency which scores maximum points.

10. Contract Negotiations and Award of Contract

10.1 The Consultant who is invited for contract negotiations will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal except in the cases of absence on account of death or medical incapacity. Failure in satisfying such requirements may result in the Client proceeding to initiate the negotiation process with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude the Contract

10.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

11. Performance Security

The consultant will furnish within 10 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favour of Secretary ,Bihar Rajya Madhyan Bhojan Yojana Samiti from any scheduled commercial Bank for an amount equivalent to 2.**5%** of the total contract value towards Performance Security valid for a period of Six months beyond the date of completion of services. The Bank Guarantee will be released by BRMBYS after six months and rectification of errors if any, found during implementation of the Consultancy for Accounting and Financial Management Support to State Office including Patna Divisions and Division Level office by BRMBYS.

Section 2: Data Sheet to Instruction to Consultants

Paragraph Reference	
1.1	Name of the Client: **Bihar Rajya Madhyanha Bhojan Yojana Samiti ,Department of Human resource Development ,Govt. Of Bihar , Govt. of Bihar (GoB)** Client's Representative: **Secretary , Bihar Rajya Madhyanha Bhojan Yojana Samiti (BRMBYS)** Method of selection: Quality cum Cost Based Selection **(QCBS)** Method
1.2	Financial Proposal to be submitted together with Technical Proposal: **Yes** Name of the assignment is: **Consultancy for Accounting & Financial Management Support to State Project Office and 38 District Project Offices of the Bihar Rajya Madhayan Bhojan Yojana Samiti Bihar .** **Financial proposal has to be submitted separately for each year.** More details on the services are provided in the Terms of Reference (ToR) under Section 5.
1.3	There shall be a **pre-proposal meeting** as under:- Date and Time: 26th April 2011 **at 3:00 PM** Venue: Office of the Bihar Madhyanha Bhojan Yojana Samiti ,Premises of Bihar Text Book Corporation Limited Budh Marg Patna .Patna – 800 001.
1.4	The Client will provide the following inputs and facilities: Mentioned in Terms of Reference (ToR)
1.9	Proposals must remain valid for 90 days after the submission date.
1.11	Not Applicable
1.13 (a)	The Bid Security (refundable) amount is as under in prescribed format:- **Rs 10,000.00 (Rupees Ten Thousand only)**
2.1	Clarifications may be requested not later than 10 days before the submission date. The address for requesting clarifications is: **Secretary** Bihar Madhyan Bhojan Yojana Samiti C/o Human Resource Development Department , Govt. of Bihar Premises of Bihar text Book Corporation Limited,Budh Marg ,Patna – 800 001

Paragraph Reference	
	Phone: (0612) 2200123,2231005,2231006 Email: mdmsbihar@gmail.com
4.2 (i)	The format of the Technical Proposal to be submitted is: **Full Technical Proposal** (**FTP**)
4.3 (i)	**Secretary do not permits Association Arrangements and Joint Ventures with other Consultancy firms for this assignment**.
5.4	Under this contract the Consultant's payments are both **Output and Deliverables Based and Input Based** as mentioned in Terms of Reference (ToR). The Consultant shall quote Consultancy Charges for satisfactory performance of the services under the contract in terms of **Lump sum for the each unit (State Office including Patna Division and each divisions (Totalling Nine Units) year wise separately.** It is expected that consultant has quoted its fee considering all requirements for satisfactory performance of the services included in ToR. If the consultant has not considered any component for performance of the services, no extra payment shall be made on this account.
5.7	Amounts payable by the Client to the Consultant under the contract shall be subjected to local taxes if any. The Client will pay Service Tax, on prevailing rates as applicable on the consultancy charges.
6.5	Proposals must be submitted no later than the following date and time: **Date: 15th May 2011 , Time: 03:00 PM**
7.1	Technical Proposals shall be evaluated on the basis of following pre-identified criteria: (a) Technical criteria that would be considered for selection of preferred bidder would be as follows:

Sl No	Criteria	Score Allocated
1	Firms General Experience & Experience in Similar Assignments	40
2	Approach & Methodology for proposed assignment	20
3	Qualification and Experience of Team Leader & Other Key Professionals	40
	Total Score	**100**

(b) The members of the CSC will carry out the evaluation of proposals on the basis of their

Paragraph Reference	
	responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a technical score. (c) Narrative Evaluation Criteria is attached at Appendix-I to Data Sheet
8.1	Expected date for public opening of Financial Proposals 03:00 PM on 21st May **2011**
9.2	The technical and financial scores shall be added and the Contract will be negotiated and awarded to the agency, which scores maximum points
10.1	Expected date for contract negotiations: 24th May **2011**.
10.2	Expected date for commencement of consulting services 1st June **2011**.
10.3	The duration of the assignment shall be Twenty Four Months (24) .But initially Contract will be awarded for 12 months and will be renewed every year on the basis of the performance .
10.4	Add following text: The Firm is required to stationed their key Professionals at the Divisionl Head Quarters Offices and the State Office on full time basis through out the Contract period.

Appendix-I to Data Sheet

NARRATIVE EVALUATION CRITERIA
FOR FULL TECHNICAL PROPOSAL (FTP)

Firms General Experience & Experience in Similar Assignments	**40**	**Minimum 3 years Experience in Accounting of minimum Four Government/Public Sector Societies/Company (For Firm applying for State Office Including Patna Div. And Two years For Firm applying for other 8 divisions)**	**25**
		Experience in Working in Similiar Geographical Area	**15**
Approach & Methodology for proposed assignment	**20**	**Understanding of the Objectives**	**10**
		Quality of Methodology	**5**
		Work Plan	**5**
Qualification and Experience of Team Leader & Other Key Professionals	**40**	**Qualification and Experience of the Team leader**	**20**
		Qualification and Experience of the Co Team leader	**20**

Weighted Marks for Expertise provided in the Terms of Reference (ToR) under Section 5:

SECTION 3: TECHNICAL FORMS

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To:

Secretary
Bihar Madhyanha Bhojan Yojana Samiti
C/o Human Resource Development Department , Govt. of Bihar
Premises of Bihar text Book Corporation Limited,Budh Marg ,Patna – 800 001
Phone: (0612) 2200123,2231005,2231006

Email: mdmsbihar@gmail.com

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for " **Accounting and Financial Management Support to State Project Office and 38 District Project Offices of the Bihar Rajya Madhyanha Bhojan Yojana Samiti, Bihar** " in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity without entering in association with/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet (*Please indicate date)*.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: __
Name and Title of Signatory: _____
Name of Firm: __
Address: _____

FORM TECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of the Consultant.]

B - Consultant's Experience [For Full Technical Proposals Only]

[*The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.*]

Assignment name:	**Approx. value of the contract (in current Rs):**
Country: **Location within country:**	**Duration of assignment (months):**
Name of Client:	**Total N° of person-months of the assignment:**
Address:	**Approx. value of the services provided by your firm under the contract**
Start date (month/year): **Completion date (month/year):**	**N° of professional person-months provided by the joint venture partners or the Sub-Consultants:**
Name of joint venture partner or sub-Consultants, if any:	
Name of senior regular full time employees of your firm involved and functions performed (indicate most significant profiles such as Secretary/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services* provided in the assignment:	

***(Certificate from Employer regarding experience should be furnished)**

Firm's Name: ___

Signature of Authorized Representative: