

**Request for Proposal [RFP] for providing Financial
Management and Technical Consultancy Service for
Financial Years 2020-21 to 2022-23**

to

Woman Development Corporation, Bihar.

Date of Issue: 10/07/ 2020

Deadline for Submission: 03/08 / 2020

Notice for Financial Management and Technical Consultancy Service

NOTICE FOR ENGAGEMENT OF FIRM OF CHARTERED ACCOUNTANT FOR PROVIDING FINANCIAL MANAGEMENT AND TECHNICAL CONSULTANCY SERVICES TO WOMAN DEVELOPMENT CORPORATION, BIHAR FOR THE FINANCIAL YEARS 2020-21 TO 2022-23.

Woman Development Corporation (the Corporation), an organization constituted by Govt. of Bihar invites sealed tenders under two bid system from reputed and experienced firms of Chartered Accountant for providing Financial Management and Technical Consultancy Services for the financial years 2020-21 to 2022-23.

The format of application along the eligibility criteria, the extent and scope of work, terms and conditions etc. are available at website www.wdcbihar.org.in and can be downloaded accordingly.

RFP Document can be downloaded from the website www.wdcbihar.org.in from 10/07/2020 onwards. Interested firms may send their applications in the prescribed format under two bid system to the Administrative Officer of the Corporation so as to reach on or before 03/08/2020 up to 04:00 PM.

Financial Bid of only technically qualified firm shall be opened after intimating them in advance. Managing Director of the Corporation reserves the right to accept or reject any application(s) fully / partially, without assigning any reasons thereof. The decision of the Managing Director of the Corporation for engagement of the firms shall be final and binding.

Sd/-
Administrative Officer
WDC, Patna

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Disclaimer

This Request for Proposal (RFP) is issued by Women Development Corporation (the Corporation), an organization constituted by Government of Bihar. The intent of this RFP is to solicit proposals from firms (bidders) who are interested for appointment as Financial Management and Technical Consultant of WDC, Bihar for the financial Years 2020-21 to 2022-23 in line with the terms and conditions described in this RFP.

This RFP is not an agreement and is neither an offer nor invitation by the Corporation, to the prospective bidders or any other person. The issue of this RFP does not imply that the Corporation is bound to select a bidder or to appoint the preferred bidder, as the case may be, for the Project.

Whilst the information in RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. It does not and does not purport to, contain all the information that a recipient may require. The information contained in this RFP is selective and the Corporation may in its discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

Neither the Corporation nor any of its officers or employees, nor any of their advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed proposal, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisors and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed. Neither the Corporation nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent.

Information provided in this RFP to the bidders(s) 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 Corporation accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Invitation to the Tender

Woman Development Corporation (the Corporation) invites proposals under two bid system from eligible firms of Chartered Accountant for providing Financial Management and Technical Consultancy Services for the financial years 2021-22 to 2022-23 in accordance with the scope of work set out in the tender document.

RFP Summary Sheet

Sr. No.	Information	Details
1.	Name of the Organization	Woman Development Corporation
2.	Tender Cost	Free of Cost
3.	Date of issue of tender document	10/07/ 2020
4.	Last Date of Submission of Bid	03/08/2020 at 04:00 P.M.
5.	Opening of Technical Bid	04/08/2020 at 03:00 P.M.
6.	Place, Time and Date of opening of Financial Bid	To be communicated to technically successful firms
7.	Contact person for queries	Administrative Officer Woman Development Corporation email: support@wcdcbihar.org.in
8.	Addressee and address at which proposal in response to RFP notice is to be submitted	Administrative Officer Woman Development Corporation 2 nd Floor, Indira Bhawan, R. C. Singh Path, Patna - 800001

The Corporation reserves the right to reject any or all offers without assigning any reason and the decision of the Corporation shall be final and cannot be subject to arbitration. Tender offers will be opened in the presence of the firm's representatives, who choose to attend the opening of the tender on the above mentioned schedule and place.

Technical Specifications, Terms and Conditions and various formats and pro-forma for submitting the tender are described in the tender document. The Corporation reserves the right to change the schedule and place mentioned above.

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1. Introduction

Woman Development Corporation is mandated to work on assignments regarding development and empowerment of women and adolescence in Bihar under aegis of the Department of Social Welfare, Government of Bihar. Presently, the Corporation is implementing Mukhya Mantri Nari Shakti Yojna and Mukhya Mantri Kanya Utthan Yojna across the state and these are sponsored by Government of Bihar. The Corporation is also implementing the project like Beti Bachao Beti Padhao, State Resource Centre for Women, One Stop Centers etc. and these are sponsored by Government of India. Further, WDC is also running many other projects sponsored by UNICEF, etc.

The Corporation is looking for a firm of Chartered Accountant for engagement as Financial Management and Technical Consultant for the financial years 2020-21 to 2022-23 as detailed in the Scope of Work. Interested firms of Chartered Accountant may submit their proposal.

2. Scope of Work

The scope of work of Financial Management and Technical Consultant (FMTC) is to support the Corporation in financial management, accounting and technical matters. The need for the FMTC arises to provide support / assistance to the Corporation in discharging responsibilities relating to financial management, procurement and other technical support services including implementation of various schemes and also supporting the Corporation in scaling up its activities. As part of the financial management system, the FMTC would assist the Corporation to ensure that financial management and Procurement systems are properly undertaken and fiduciary aspects of the project are properly handled. Financial Management is a key management tool for staff at all levels (State and District) as well as external agencies. In particular, the services of FMTC will include:

- i. All accounting transactions shall be maintained manually and in tally software / any other software and report shall be generated on periodical intervals, month-wise, year-wise etc. and proper back-up of the records shall be maintained;
- ii. Ledger book(s) of accounts shall be maintained and updated as per the requirements;
- iii. Preparation of Bank Reconciliation Statement and to ensure that Bank Reconciliation Statement should not contain any long pending outstanding debit / credit entries;
- iv. Assist in preparation of Utilization Certificate (UC) of various schemes;
- v. Scheme wise accounting should be maintained by the Consultant;
- vi. Providing necessary assistance in procurement activities;
- vii. Providing advisory services under various statutes, as may be required by the Corporation from time to time;
- viii. Recommendation for payment related matters;
- ix. Maintenance of Asset Registers in prescribed format, all additions and deletions in Assets should be properly recorded, depreciation to be provided as per the provisions of applicable statutes;
- x. Trial Balance should be generated on or before 7th day of every month along with Schedules of all Current Assets and Current Liabilities duly reconciled;

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- xi. Preparation of Receipt & Payment Account for the year ending 31st March of the relevant year;
 - xii. Reminder to be generated by 3rd of every month for unadjusted dues of employees like TA Advance, Adjustable Advance , Accounts Recoverable etc. and to generate statements of all advances, imprest other Departments etc.
 - xiii. To prepare Monthly Control Report (MCR);
 - xiv. Preparation of TDS Statement for timely payment of TDS and filing of prescribed Returns. The TDS certificate to the concerned parties shall also be generated by stipulated dates;
 - xv. Reconciliation of TDS payable with TDS paid by the Corporation on monthly basis;
 - xvi. Advance Adjustment;
 - xvii. Preparation of Budget Register and Expenditure Control Register;
 - xviii. Preparation and finalization of Accounts of the Corporation;
 - xix. Compilation of Accounts on monthly basis as well as yearly basis and preparation of monthly trial balance along with all supporting schedule;
 - xx. Preparation of GST Tax statement and assist the Corporation for timely payment of GST after taking into account the available input Credit. The GST Returns shall also be filed within the stipulated date;
 - xxi. The CA Firm shall be responsible for the work allotted, from the stage of preparation of voucher, preparing ledger / accounting book / register (i.e. Trial balance / Receipt and Payment Account / Balance Sheet with all supporting schedule). The Firm shall have to sign the final deliverables of the works assigned to it in the form of various returns and reports etc. and handover to the Accounts Department;
 - xxii. Recovery of taxes, if any, from time to time. To oversee the timely adjustment of advances / recoveries, realization of outstanding due, write off old dues, clearance of old outstanding debits / credit of more than three months in the Bank Reconciliation Statement and watching any other accounts matter required in timely completion and monthly report to the Head of the Organization;
 - xxiii. Preparation of Professional Tax statement of the employee every month in accordance with the prevailing notification from time to time and assist the Corporation for timely payment of professional tax and filing of returns, if required;

- xxiv. Assisting in furnishing the reply to all queries of internal Audit, AG Audit, GST, Professional Tax, Income Tax etc.;
- xxv. Providing opinion on the matters relating to GST, Professional Tax, and Income Tax as per Government notification from time to time;
- xxvi. The person deputed for doing the assignment shall attend the office of Corporation on all working days from 9:30 AM to 6:30 PM. A record for the same will be maintained by the Corporation.
- xxvii. Provide training and support related to Financial Management and accounting at all level;
- xxviii. Ensure maintenance of proper accounting practices as per the regulation of State Government or the Funding Organization as well as Accounting Standard applicable in India;
- xxix. Assist in verification of Assets and Stock and its reconciliation at all levels;
- xxx. Support Corporation in Internal, Statutory and C&AG Audit;
- xxxi. Any other matter assigned relating to accounts/statutory requirements etc.
- xxxii. The time limit for the above work shall be as follows:
- Bank Reconciliation of all accounts before 3rd of every month;
 - To check GST calculation and deposition up to 5th of every month;
 - To check appropriateness of TDS deduction and deposition of TDS up to 6th of every month;
 - To prepare Trial Balance, MCR along with schedules before 7th of every month;
 - To file periodic return of TDS and GST before due date;
 - To file return of Professional Tax, if applicable, within due date;
 - Any other accounts related work for which time limit is prescribed.

3. Firm's Eligibility Criteria

Sr. No.	Criteria	Document to be submitted
1.	The firm should have been registered with the Institute of Chartered Accountants of India and Controller (ICAI) and Comptroller and Auditor General of India (C&AG) and must be practicing continuously in India for the last 5 years as on 31/03/2020.	Proof of registration with the ICAI as on 01/01/2020 and C&AG together with details of partners and full time employees issued by ICAI.
2.	Firm should have minimum 5 partners (at least 2 FCA) and at least 5 full time employees as on 31/03/2020.	Details of respective partner, employees.
3.	Firm should have at least 5 years of experience of financial management and accounting of at least 3 Central / State level Govt. Departments or PSU / SSU.	Provide brief details and a Declaration signed by the Principal Officer of the Firm and Appointment letter / Client letter issued by the PSU / SSU / Government Department.
4.	The firm should have a full-fledged head office / branch office in Patna with at least one partner stationed in Patna.	Details to be provided for office in Patna.
5.	The firms having association in any manner with WDC for five years or more shall not be eligible to participate in the bid. The firm should not have been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / govt. authorities and should not have any disciplinary proceedings pending against the firm with any govt. authority.	Undertaking by the firm in format as per Annexure V.

6.	The firm should have average annual turnover of at least 25 lakhs during last financial year and should not have negative net worth.	Copy of Audited Financial Statement of last three financial years ending on 2016-17, 2017-18 and 2018-19.
7.	The Firms should be registered with Tax Authorities.	Attested copy of PAN, TAN and GSTIN and ITR Acknowledgement for preceding three Assessment Years.

4. Bid Submission Process

- i. The Bid prepared by the firms, as well as all correspondence and documents relating to the Bid exchanged by the firm and the Corporation shall be written in English language;
- ii. The covering letter must be signed with the firm's name and by an Authorized Signatory of the firm, who is authorized for contractual obligations on behalf of the firm. All obligations committed by such signatories are liable to be fulfilled by the firm who would be selected to carry out the work as per the terms of this RFP;
- iii. RFP shall be submitted by the firms to Administrative Officer at the address specified above, within due date and time failing which firm's submission is liable to be rejected. Technical Bid and Financial Bid should be sealed in separate envelops and placed in one bigger envelop and sealed. This bigger envelop should be super-scribed with RFP for providing Financial Management and Technical Consultancy Services.
- iv. Firms are required to submit bids in two parts:
 - a. Technical Bid; and
 - b. Financial Bid.
- v. **Technical Bid:**

Interested and eligible firms may submit their proposal in the prescribed format (enclosed here) with complete information. The proposal duly filled in, along with all supporting document(s) / information should be submitted to the Corporation.
- vi. **Financial Bid:**

The firm shall submit the Financial Bid as per the format given in Annexure VI. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.

The Financial Offer should give all relevant information and should not contradict the Technical Bid document in any manner.

5. Bid Evaluation

Opening of RFP

For bids received within the prescribed closing date and time, the Technical Bid will be opened in the presence of firm's representatives who choose to attend the opening of the offer on the date and time mentioned in this document.

Any change shall be informed to firms through public notice to the authorized representative. The representatives of firms present shall sign a register of attendance.

Only the firms, who have been deemed qualified in technical evaluation, financial bid will be opened on prospective dates which will be communicated to them in due course.

Shortlisting of Firms

For responses received within the prescribed closing date and time, the Corporation will scrutinize the offers received to determine whether they are complete as per the requirements, and also whether all the required documents have been submitted and properly signed, etc.

Upon receipt of applications (RFP), the same shall be scrutinized and evaluated and the Corporation will shortlist firms as per requirement and the same shall be communicated to them. The Corporation reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

During evaluation of the proposals, the Corporation may, at its discretion, ask respondents for clarifications on their proposal. The respondents are required to respond within the time frame as may be prescribed by the Corporation.

Financial Bid Evaluation

The Financial bids will be evaluated on the basis of the quotes, quoted in Annexure -VI by technically qualified firms. Selection will be made based on least cost consultancy service provider meeting the eligibility criteria.

Financial Offer shall be submitted for the consolidated fee (excluding GST) to be charged by the firm. No other fee or charges shall be payable to the firm by the Corporation.

6. **Terms and Conditions:**

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i. **Modifications and withdrawal of bids**

No bid can be modified by the firm, subsequent to the closing date and time for submission of bids.

ii. **Clarification of bids**

Any firm of Chartered Accountant requiring any clarification on RFP document may notify the Corporation in writing by e-mail provided in the "RFP Summary Sheet".

iii. **Revised bids**

If necessary, the Corporation reserves the right to call for revised technical or financial bid from all the eligible firms for providing the Financial Management and Technical Consultancy Services.

iv. **Contract Period**

The contract will be for a period of three (3) financial years commencing from 2020-21 to 2022-23, which may be extended on same terms, conditions and rates of the original contract on mutual consent up to maximum further two years, if the performance / service is found satisfactory in the discretion of the Corporation.

v. **Earnest Money Deposit (EMD):**

The interested firms may put the tender document complete in all respects along with mandatory Earnest Money Deposit (EMD) of ₹ 50,000/- (Rupees fifty thousand only) in the form of Demand Draft from any nationalized / scheduled commercial bank drawn in favour of "The Managing Director, Woman Development Corporation" payable at Patna.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Corporation on EMD.

vi. Deputation of partners / employees and staffs by the selected Firms

The selected firms shall depute following personnel at the office of the Corporation, who shall attend the office from 9:30 AM to 6:30 PM:

- 1 CA having 5 years of experience;
- 2 CA (Inter) pass having experience of 3 years;
- 1 M. Com having experience of 3 years;
- 1 B. Com having experience of 5 years.

The lead Financial Management Consultant must be Chartered Accountant with 5 years of experience of handling assignments in Government PSU / SSU independently. The Team leader including deputed employees cannot be changed by the selected firm within one year. The team may be changed after one year having similar or higher experience subject to approval of the Managing Director of the Corporation.

vii. Confidentiality

The information given in this document is confidential and is for use by the firms to whom it has been issued. Each party, i.e. the Corporation and the firm, shall treat the other party's information as confidential and will take necessary steps to prevent the disclosure of the other's confidential information to third parties. Both the parties will keep the contents of order / Agreement confidential, including the price information.

viii. Compliance to Terms and Conditions

It is essential that all the firms should agree to all the terms and conditions mentioned in this document and they should submit one statement to that effect on the letterhead of the firm (as per Annexure-II) along with the technical bid; otherwise the offer shall be rejected.

ix. Applicable law and jurisdiction of court

This RFP shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Patna.

x. Payment Terms

All payments shall be subject to deduction of taxes at source (TDS) as per applicable laws and the payment to the selected firm would be made on a monthly basis.

xi. Indemnity

The firm shall indemnify, protect and save the Corporation and hold the Corporation harmless from and against all claims, losses, costs, damages, expenses relating to or resulting directly or indirectly from an act or omission of the authorized representatives, its agents, or partners etc. in the performance of the services provided by the firm.

xii. Fraud and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Corporation shall reject any Proposal without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

xiii. Termination of Agreement

The agreement with the selected firm may be cancelled / terminated at the discretion of the Corporation on account of following or without assigning any reason:

- a. On refusal to take up the allotted assignment;
- b. If the firm stands dissolved;
- c. On not abiding by the terms and conditions stipulated in the agreement with the firm;
- d. If the performance of the firm is not found satisfactory;
- e. Any other reason at the discretion of the Corporation.

The Corporation will reserve the right to terminate the contract / cancel the contract with one month's notice after giving a reasonable opportunity to the firm for improvement in the services.

xiv. Resolution of Dispute and Arbitration

- a. All disputes or differences arising out of or in connection with the agreement or any part thereof, should be settled by bilateral discussions;
- b. Any dispute, disagreement or question arising out of or relating to the Agreement or relating to performance, which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator as acceptable to both the parties concerned;
- c. Within sixty (60) days of the receipt of the said notice, an arbitrator shall be nominated in writing by the authority agreed upon by the parties;
- d. The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only;
- e. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.

xv. Disciplinary action for professional misconduct

The selected firm should be subject to disciplinary rules as enumerated in the Chartered Accountant Act, 1949 or other such regulation relevant for the organization.

Checklist for Bid Submission

Sr. No.	Section Heading	Pro-forma Given
Technical Bid Index		
1.	Earnest Money Deposit (EMD)	Copy of remittance of requisite EMD
2.	Firm Response Cover Letter	Annexure - II
3.	Eligibility Criteria Compliance	Duly filled Annexure - III
4.	Firm's Details	Duly filled Annexure - IV along with copy of relevant documents issued by ICAI and other supporting documents in conformity with the information being provided.
5.	Self-Declaration	Annexure - V
6.	Supporting documents for Office address	Constitution Certificate issued by ICAI and latest Electricity Bill / Rent Agreement.
7.	Supporting to Financial criteria compliance	Audited Financial Statement for financial years 2016-17, 2017-18 and 2018-19.
Financial Bid Index		
8.	Financial Bid Details with price	Annexure - VI

Firm Response Cover Letter

(To be submitted on letterhead)

To

The Administrative Officer
Woman Development Corporation
2nd Floor, Indira Bhawan, R. C. Singh path
Patna - 800001

Sir,

1. Having examined the Scope Documents including all Annexures, the undersigned offers to provide services for the scope of work mentioned in the 'Request for Proposal' and the other schedules of requirements and services for your company in conformity with the said Scope Documents.
2. If our Bid is accepted, we undertake to abide by all terms and conditions of this Scope.
3. This Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.
4. We undertake that in competing for and if the work is allocated to us, we will strictly observe the laws against fraud and corruption for the time being in force in India.
5. We certify that we have provided all the information requested by the Corporation. We also understand that the Corporation has the exclusive right to reject this bid in case the Corporation is of the opinion that the required information is not provided.

Yours faithfully

Authorized Signatory
Designation

Eligibility Criteria Compliance

Sr. No.	Criteria	Document to be submitted	Eligibility (Yes / No)
1.	The firm should have been registered with the Institute of Chartered Accountants of India and Controller (ICAI) and Comptroller and Auditor General of India (C&AG) and must be practicing continuously in India for the last 5 years as on 31/03/2020.	Proof of registration with the ICAI as on 01/01/2020 and C&AG together with details of partners and full time employees issued by ICAI.	
2.	Firm should have minimum 5 partners (at least 2 FCA) and at least 5 full time employees as on 31/03/2020.	Details of respective partner, employees.	
3.	Firm should have at least 5 years of experience of financial management and accounting of at least 3 Central / State level Govt. Departments or PSU / SSU.	Provide brief details and a Declaration signed by the Principal Officer of the Firm and Appointment letter / Client letter issued by the PSU / SSU / Government Department.	
4.	The firm should have a full-fledged head office / branch office in Patna with at least one partner stationed in Patna.	Details to be provided for office in Patna.	
5.	The firms having association in any manner with WDC for five years or more shall not be eligible to participate in the bid. The firm should not have been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / govt. authorities and should not have any disciplinary proceedings pending against the firm with any govt. authority.	Undertaking by the firm in format as per Annexure V.	
6.	The firm should have average annual turnover of at least 25 lakhs during last financial year and should not have negative net worth.	Copy of Audited Financial Statement of last three financial years ending on 2016-17, 2017-18 and 2018-19.	

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Annexure – IV
Firm's Details

To

The Administrative Officer
Woman Development Corporation
2nd Floor, Indira Bhawan, R. C. Singh path
Patna - 800001

S. No.	Required Details	Response
General Details		
1.	Name of the Firm	
2.	Complete Postal Address of the Firm	
3.	Telephone, Email Id	
4.	Website address (if any)	
5.	Details of ownership / constitution	
6.	Date of Incorporation of the Firm	
7.	Firm Registration No. with ICAI	
8.	CAG Empanelment No.	
9.	GST Registration No.	
10.	Income Tax PAN	
Financial Information		
1.	Average Annual Turnover of last three financial years	
2.	Net Worth	
Bank Details		
1.	Bank Name	
2.	Branch Address	
3.	Account Number	
4.	IFSC Code	
Others		
1.	Details of major assignments	
2.	Any other information considered relevant by the firm	

Particulars of Partners of the Firm

Sr. No.	Name of the Partner	Partner since	Name of other firms with which associated	Area of specialization	Membership No. of the Partner with ICAI
1.					
2.					
3.					
4.					
5.					

Particulars of full time employees of the Firm

Sr. No.	Name of the employee	Joining Date	Name of other firms with which associated	Area of specialization	Membership No. with ICAI (if any)
1.					
2.					
3.					
4.					
5.					

Particulars of engagement with Govt. Department / PSU(s) / SSU(s)

Particulars of engagement in PSUs / SSUs or in any Government Organization as on 31st March, 2020 as Financial Management and Technical Consultant:

Sr. No.	Name of the PSU / Govt. Undertaking	Brief details of scope of work	Name of person in-charge from client side with Contact No.	Period	
				From	To
1.					
2.					
3.					

*ICAI - Institute of Chartered Accountants of India

Declaration:

I hereby declare that I have verified the details indicated above and also confirm that all the information submitted is true to the best of my knowledge.

Authorized Signatory
Designation

Self-Declaration
(To be submitted on letterhead)

To

The Administrative Officer
Woman Development Corporation
2nd Floor, Indira Bhawan, R. C. Singh path
Patna - 800001

Self-Declaration

Sir,

I, on behalf of _____ (firm's name) declare the following:

2. I / we have not been associated with Woman Development Corporation in any manner for five years;
3. I / We hereby declare that I / we have neither failed to perform on any engagement during the last two years nor been expelled from any project or agreement;
4. Further, we have neither been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / govt. authorities and nor any disciplinary proceedings are pending against the firm with any government authority;
5. We hereby undertake and confirm that we have understood the scope of work properly and shall comply with the terms of engagement.

Authorized Signatory

Financial Bid Format

(To be submitted on Letter head)

Sr. No.	Description of Service	Unit of Measure	Value in figures	Value in words
1.	Fees for providing Financial Management and Technical Consultancy Services per Financial Year.	Per Year		
2.	Taxes and duties			
3.	Total rate (inclusive of taxes and duties)			

(Signature, name and designation of the Authorised Signatory)

FORMAT OF AGREEMENT

(To be stamped in accordance with Stamp Act)

This agreement is entered at _____ (place) on ____ day of ____ (month), 2020 BETWEEN, Woman Development Corporation (hereinafter "the Corporation") or Client; which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its office at 2nd Floor, Indira Bhawan, R. C. Singh Path, Patna - 800001 on the ONE PART; and

M/s. _____ the partnership firm having principal office at _____ represented by duly authorized partner _____ (hereinafter called the Bidder) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns on the other part.

WHEREAS THE Corporation / Client is desirous to engage the Bidder for providing Financial Management and Technical Consultancy Services.

WHEREAS THE Bidder has agreed to provide Financial Management and Technical Consultancy Services to the Corporation as per their requirements.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to;
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this Agreement viz:
 - a. Notice inviting Tender;
 - b. Scope of Work;
 - c. The Letter of Acceptance, Letters from and to the bidder, Amendment's, if any, leading to and prior to acceptance letter;
 - d. General Terms and Conditions of RFP and Annexures thereto;
 - e. Price Bid;
 - f. The details submitted in Technical Bid and other commitments shall be part of the Agreement.

3. In consideration of the payments to be made by the Corporation to the Bidder, the bidder hereby covenants and agrees with the Corporation to complete the assignment in conformity in all respects and subject to all terms and conditions / rules as mentioned in the General Terms and Conditions as also in the aforesaid documents which shall form part of this Agreement.
4. In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said bidder, _____
_____ to the Corporation / Client (WDC) _____ in the
presence of:

Signature of Bidder (with seal)

Signature of Authorized representative of the Corporation / Accepting Authority

Witness (Signature, Name & Address):

1. _____

2. _____