



पूरुणियाँ सीमेन स्टेशन

Purnea Semen Station

(A unit of Bihar Livestock Development Agency)

PSS: ADMIN: RFQ: 254

Date: 23/11/2022

**INVITATION FOR QUOTATIONS FOR EMPANELMENT OF A C.A. FIRM**

To,  
VARIOUS VENDORS,

Dear Sir/Madam,

**SUB: REQUEST FOR INVITATION OF QUOTATIONS FOR EMPANELMENT OF A CHARTERED ACCOUNTANT FIRM AT PURNEA SEMEN STATION, PURNEA, BIHAR.**

1. You are invited to submit your most competitive quotation for the following services: -

SN	Description of the services	Duration	Period	Scope of work	Place of Audit
1	Empanelment of a CA Firm	01 year from the start of services	F.Y. 2023-24 (Apr-2023 to Mar-2024).	<b>As per Annexure - II (attached)</b>	Purnea Semen Station, Purnea, Bihar

**2. Bid Price**

- (a) The contract shall be for the full quantity as mentioned above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- (b) All duties, taxes and other levies payable on the components shall be included in the total quoted price.
- (c) Goods and Services Tax (GST) in connection with the service shall be shown separately.
- (d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (e) The Prices shall be quoted in Indian Rupees only.
- (f) No price negotiation will be done with any bidder. The Work order will be issued to the lowest responsive bidder.
- (g) For ready reference, we are providing standard quotation format (**Price Schedule-Annexure I**) for quoting the price. Please quote your price in attached format only.
- (h) You have to provide the client list with offer.

3. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation. Bidder has to provide quotations only for a single model, offers with multiple models/options would not be considered. This RFQ (Request for Quotation) is non-transferable.

पूरुणियाँ सीमेन स्टेशन, राष्ठीय राजमार्ग 31, मरंगा, पूरुणियाँ, बिहार - 854 303  
Purnea Semen Station, National Highway 31, Maranga, Purnea, Bihar-854 303  
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4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

5. **Evaluation of Quotation**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

(a) are properly signed; and

(b) Conform to the terms and conditions, and specifications.

**GST and other Out of Pocket expenses (lodging, boarding, local conveyance etc) and other charges in connection with this Service shall be taken into account in evaluation and bidders are requested to make inclusive quote considering these charges.**

6. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

8. Payment shall be made within in four equal quarterly parts after satisfactory discharge of services. Payment will be made within 30 days of submission of certified bills. Payment is the subject matter of satisfactory work.

9. Delays in the services: Delivery of the of related Services shall be made by the Successful bidder in accordance with the time schedule prescribed by the Purchaser in the Purchase Orders/Work Orders/Schedule informed in writing. If at any time during performance of the Service order, the Service provider should encounter conditions impeding timely delivery of the Services, the successful bidder shall promptly notify the Purchaser in writing of the fact of the delay, it's likely duration, and its cause(s). As soon as practicable after receipt of the Service provider 's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Service provider 's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Purchase Order.



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10. Liquidated Damages for Delay in services: Subject to Clause 10, if the Service provider fails to deliver any of the Services within the period(s) specified in the Purchase Order, the Purchaser shall deduct from the Purchase Order Price, as liquidated damages, a sum equivalent to 0.5% of price of the delayed or unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the 10% of the Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Agreement or the Purchase Order.
11. Taxes and Duties: The Service provider shall be entirely responsible for all taxes, duties, etc. incurred until delivery of the services to the Purchaser. However, the local taxes such as Octroi/entry tax etc. at the time of service, if any, will be paid by the Service provider & the same shall be reimbursed by the Purnea Semen Station, Purnea, against the submission of original documents as evidence of payment.
12. Please send your offer latest by 15.00 hours on **26-12-2022** to **The General Manager, Purnea Semen Station, Purnea** in a sealed envelope inscribing "**Offer for Internal Auditor**".

We look forward to receiving your quotations and thank you for your interest in this project.

**Thanking You,**

**Yours Sincerely,**

**General Manager  
Purnea Semen Station**