

Website-<https://biada1.bihar.gov.in>, Email- biada-bih@gov.in, Phone: 0612-2675991/2675998/2675002

Letter No:- 5186/ESH

Date:- 22/10/24

NOTICE

Invite Quotation from Chartered Accountant (CA) firm to provide consultancy For due diligence of BIADA Financial Management System

Interested firms may apply in physical mode in sealed envelope with all necessary document of membership & experience with another sealed envelope (separate envelope) containing Quotation for the above mentioned works as Chartered Accountant (CA) firm. Quotation must be submitted within 14 days from publication from this Quotation on Notice Board & BIADA website.

Quotations submissions date:-. 23.10.2024, 10:00am to 06.11.2024 till 5:00pm

Venue:

**Bihar Industrial Area Development Authority (BIADA)
1st Floor, Udyog Bhawan, East Gandhi Maidan Road,
Patna, Bihar 800004**

For details visit our BIADA website <https://biada1.bihar.gov.in>

Executive Director [Operations]

[Handwritten Signature]
22/10/24
[Handwritten Initials]

NOTICE

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Term of Reference

1. The CA firm must be empanelled with Comptroller & Auditor General.
2. The CA firm must have working experience with Government company/corporation/authority.
3. The CA firm should not have been blacklisted /debarred anytime during last 4 years ended March 31, 2024 from participation in a tender floated by any central/state government.

Scope of Work

1. Firm will give detail reports on How to improve the financial system and accounting system of BIADA as per prevailing rules & principals of accounting.
2. Firm will give consultancy on Financial and Accounting Reporting of BIADA.
3. Firm has to present power point presentation before the Managing Director, BIADA before submission its final report.
4. Firm will give suggestion for improvement of Finance and Accounts section.

BIADA's Finance & Accounts related work

- Budget
- Accounting (Financial & Non financial Transactions) in Tally
- Management of Multilateral Fund
- Management of Bilateral Fund

- Management of Internal Fund
 - Land Allotment
 - Maintenance Charges Received
 - Annual Charges & Others
- Calculation of Land allotment related charges.
- Calculation of amount Payable for Exit Policy, Amnesty Policy and other Policy as applicable.
- 9 Cluster Level accounting and its compilation at central(HQ Levels)
- Work on PFMS / CFMS (For Central & State fund)
- Calculation of salary
- Bank Reconciliation
- GST related work and cases.
- Income Tax related Work cases.
- Other Statutory Liabilities work, i.e Royalty, Labour Cess, EPF, Professional Tax, GPF, etc.
- AC, DC and UC related compliance with central and state government.
- Financial Reporting
- Other compliances as per applicable Act, Rule & Regulation applicable to BIADA.

TENURE OF ENGAGEMENT FOR PCS FIRM: -

The tenure of engagement of the said PCS firm shall be initially for a period of 06 weeks which may be extended further six months or as per requirement.

HOW TO APPLY

Interested firms may apply in physical mode in sealed envelope with all necessary document of membership & experience with another sealed envelope (separate envelope) containing Quotation for the above mentioned works as Chartered Accountant (CA) firm. Quotation must be submitted within 14 days from publication from this Quotation on Notice Board & BIADA website.

NOTE:- Both sealed envelope must be put in single seal envelope and on the front of envelope clearly mentioned in capital letter "QUOTATION INVITATION FOR Chartered Accountant (CA) firm" and addressed to 'The Managing Director, BIADA'.