

MINUTES OF PRE-BID MEETING

**BIHAR HORTICULTURE DEVELOPMENT SOCIETY
2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001**


Tender Title:	Short e-Tender notice for empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices.
Date & Time of Pre-bid Meeting	08.08.2025, 12:00 PM
Mode	Virtual /Offline
Venue:	Directorate of Horticulture, Department of Agriculture, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001

A Pre-Bid meeting for **empanelment of Chartered Accountant Firms to provide accountants on contract basis for accounting and related work of Bihar Horticulture Development Society and affiliated offices** was held on 08th August, 2025 at 12:00 PM, under the chairmanship of Mission Director, Bihar Horticulture Development Society, Patna. 7 agencies participated in Offline mode and the pre-bid meeting was held whose details are annexed below: -

- I. B Gupta and Co.
- II. Gupta Sachdeva and Co
- III. KRA and Co
- IV. P.Puneet and Co
- V. Singhania Agarwal and Co
- VI. Subodh Goyal and Co
- VII. Top Line Infrastructure Pvt Ltd

The pre bid queries submitted and responses are as listed below:

Query/Request for clarification	Section/Part of RFP and page No. clause	Response/Modification
It will also be essential applicants to submit all the uploaded documents in original for verification only" Please confirm with this	Page No-1, 3rd Paragraph of RFP It will also be essential for the successful applicants to submit all the uploaded documents in original for	No hard copy of financial bid has to be submitted. All documents technical/financial must be uploaded online only.



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statement that when hard copy of technical documents is to be submitted. Also confirm if hard copy of financial bid is also to be submitted and the last date of submission of the documents?	verification only, if asked by the BHDS. Proposal can only be uploaded/submitted through online e-tender on website : (https://eproc2.bihar.gov.in)	
It is requested since minimum turnover limit is 2 crore. CA certificate with UDIN, copy of audited annual financial and copy of income tax audit report may be accepted for the turnover criteria	2. Page no 2 of the RFP-Technical qualifications for the agency. Point no iii. Agency Annual Turnover - IT return of last three years must be submitted. Kindly clarify that only income tax return acknowledgment is required or complete return copies are required?	Income tax acknowledgement has to be submitted along with computation and audited Balance Sheet and Profit and Loss statement with Tax Audit Report(if applicable) with valid UDIN.
If the payment proof is not matching with bill voucher, then kindly submit the reconciliation statement of the difference. Bank Statement is personal document for the firm and not a public document and can not be shared with the authority. Hence, it is requested that to accept copy of work orders/agreements/LOI along with notarized declaration by the CA firms that the work is completed and all dues have been received.	3. Page no 2 of the RFP-Technical qualifications for the agency. Point no iv. Experience - "Firm should attach bills raised for each of the 3 years and its corresponding payments proof highlighted in the bank statement. Note The above documents should be in linear order and payment proof must be highlighted and should match with Invoice bill/voucher.	Bank Statement has to be submitted highlighting the corresponding payment proof.

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<p>It is requested that as per Bihar Financial Rules, EMD cannot be more than 1% of estimated value of services being provided. Since maximum of 7 no of manpower will be provided by each firm. Estimated value of services per year is around 50 lac including cost of manpower which will be paid to the accountants in hand. As per rules EMD, there should be 1% of 50 lac which is Rs 50,000 only.</p> <p>Hence, requested to reconsider the same.</p>	<p>4. Page no 2 of the RFP-Technical qualifications for the agency.</p> <p>Point no vi. Earnest Money Deposit</p> <p>EMD of Rs 5 Lacs in form of DD</p>	<p>EMD of Rs 2 Lakh (Two Lakh only) through online mode (NEFT/RTGS) has to be submitted instead of Rs 5 Lakh.</p> <p>Note: BFR doesn't state any fixed monetary cap for EMD. It is open to the tendering agencies to define.</p>
<p>It is requested to clarify the amount of empanelment fee, whether its Rs 1000 or Rs 1 lac. Also, there is no such provisions for payment of empanelment fees with the BFR rules and some should be removed.</p>	<p>5. Page no 3 of the RFP-Technical qualifications for the agency.</p> <p>Point no vii. Empanelment fee</p> <p>"Empanelment fee of Rs 1000 which is nonrefundable submit Rs 1 lakh in form of DO."</p>	<p>The successful agency will have to submit an annual empanelment fee Rs. 1 Lakh/- (Rupees One Lakh Only) for one year in the form of demand draft payable to Mission Director, Bihar Horticulture Development Society, Patna.</p> <p>Note: BFR doesn't mention any fee about empanelment and is open to the tendering agencies to define.</p>
<p>Performance Security is 5% of the contract value. Fixed amounts cannot be taken as performance security. Based on contract value at the time of finalization, it is requested to fix the</p>	<p>6. Page no 3 of the RFP-Technical qualifications for the agency.</p> <p>Point no viii. Performance security of Rs 5 lac is to be submitted.</p>	<p>The Selected Chartered Accountants firm must provide performance security of 5 % of contract value (incl. GST) of the contract value as Performance security money in the form of Bank Draft/Bank Guarantee (Issued by nationalized bank only) in favor of the Mission</p>

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performance security amount.		Director, Bihar Horticulture Development Society payable at Patna, Bihar. Note: BFR doesn't limits fixing the value of PG and is dependent upon the tendering agencies.
It is requested to clarify the evaluation matrix along with marking scheme as no specific guidelines has been provided in BFR 2005.	7. Page no 3 of the RFP-Technical qualifications for the agency. Point no xi. Evaluation will be done according to the terms and conditions cited in proposal documents under BFR, 2005.	No Change as per Tender.
It is requested to us register with the ESI and EPF authorities and comply with the monthly requirements. We want to submit that in case of higher salaries, same may be exempted and returns may not be compulsory to be filed. Hence, provision of data for the past 12 months will not serve the purpose. We again request that Self declaration by the participating firms may be taken that they will be responsible for the labor compliances and all the statutory provisions has been complied with. Request for reconsideration and accept registration certificates along with the self-declaration.	8. Page no 4 of the RFP-Technical qualifications for the agency. Point no xii. ESI and EPF returns for the last 12 months.	Certificate of Registration under EPF and ESI and last 12 Months EPF and ESI Returns is mandatory. No change as per tender.

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It is requested that we are firm working with more than 10 offices and each office has its GST registration. Hence to comply with such clause, documentation will be very massive. Since our turnover is more than 2 crore and books are already audited, we request you to accept CA certificate with UDIN certifying that turnover as per audited financial statements matches the GST returns (GSTR 38).	9. Page no 4 of the RFP-Technical qualifications for the agency. Point no xiii. GST returns for last two years	Copy of GST Return (GSTR 3B) of Last 2 years and it should match with Audited Balance Sheet and Profit and Loss Statement of respective years. For Firm working with more than 10 offices with each office having its GST registration, compilation of the GSTR 3 B of all the offices in single page with sign and stamp is must so that it matches with audited Balance Sheet and Profit and Loss Statement. Along with that submission of GSTR 9 and 9C (if applicable) is required.
It is requested that educational qualifications along with M.Com, B.Com/any other bachelor degree with post qualification experience may also be accepted.	10. Page no 6 of the RFP - Technical qualifications for the agency. Point no 3. Must have valid M.com degree (practical knowledge of tally is must)	The accountants must have a valid B. Com degree and at least experience of 3 years in Government Sector/ PSU and Government related entities. (Practical Knowledge of Tally is a must). Note: Preference will be given to accountants with M.Com degree.
We also request for time extension for last date of submission of tender at least for 15 days as there are many holidays in the month of august which may impact the proper submission due to festivals.		No Change as per Tender.
We suggest that average annual turnover of the firm for last three financial years 2021-22, 2022-23 and	1. Technical qualification for agency Serial number iii- Not less than Rs. 200.00 lakh during each of the last 3	Average annual turnover should not be less than Rs. 200.00 lakh during the last 3 Financial Year 2021-22,2022-23 and

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2023-24 should be not less than Rs 200 lakhs in place of 200 lakhs for each last three financial years 2021-22, 2022-23 and 2023-24	Financial Year 2021-22,2022-23 and 2023-24. For the annual turnover proof, firm must provide copy of the Income tax Return of the above 3 years (With computation) along with self-attested copies of Profit and Loss Account and Balance Sheet -with UDIN Number (Attach Firms PAN card also).	2023-24. For the annual turnover proof, firm must provide copy of the Income tax Return of the above 3 years (With computation) along with self-attested copies of Profit and Loss Account and Balance Sheet -with UDIN Number (Attach Firms PAN card also).
Performance security money should be reduced to Rs 3 lakhs in place of Rs 5 lakhs	Serial number vi-EMD and Serial number i-Performance security	The Selected Chartered Accountants firm must provide performance security of 5 % of contract value (incl. GST) as Performance security money in the form of Bank Draft/Bank Guarantee (Issued by nationalized bank only) in favor of the Mission Director, Bihar Horticulture Development Society payable at Patna, Bihar. EMD of Rs 2 Lakh (Two Lakh only) through online mode (NEFT/RTGS) has to be submitted instead of Rs 5 Lakh.
Service Charge for manpower will be best on which amount that is total amount to be paid to accountant or on basic remuneration	General Terms & Conditions for Empanelment- Serial number-15	Service charge for manpower will be on total amount quoted by the Bidder.
Empanelment fee of Rs 1 lakh each year should be properly explained whether it is refundable or payable by the agency each year?	Technical qualification of Agency-Serial no vii- Empanelment fee will be Rs. 1,000/- for one year which will be non-refundable. The successful agency will have to submit an annual empanelment fee	The successful agency will have to submit an annual empanelment fee Rs. 1 Lakh/- (Rupees One Lakh Only) for one year in the form of demand draft payable to Mission Director, Bihar Horticulture

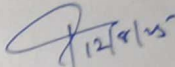
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	Rs. 1 Lakh/-(Rupees One Lakh Only) for one year in the form of demand draft payable to Mission Director, Bihar Horticulture Development Society, Patna.	Development Society, Patna. Fee is not refundable.
Applicant requested to mentioned minimum rate to be paid to CA Firm quoted in the tender?	Chartered Accountant firms will be paid minimum of Rs. L1 rate per month per accountant (excluding GST) as decided by Bihar Horticulture Development Society.	Chartered Accountant firms will be paid minimum of Rs. 35000/- rate per month per accountant (excluding GST) as decided by Bihar Horticulture Development Society.
Applicant asked whether age limit as on 01.06.2024 or 01.06.2025 the category wise maximum age limit prescribed by the General Administration Department of Bihar Government for admission to government service will be followed?	Page no 8, Point no III, Age Limit: As on 01.06.2024, the category wise maximum age limit prescribed by the General Administration Department of Bihar Government for admission to government service will be followed	<p>Age Limit:</p> <p>A. Maximum age limit as on 01.06.2025 would be 55 years.</p> <p>B. Minimum age Limit should be 21 years</p> <p>C. 10 years of relaxation in age will be admissible to person with Benchmark Disability.</p> <p>Note: Successful candidates shall serve as Accountant cum IT assistant at BHDS for a maximum period of 36 (thirty-six) months on the outsourced basis from the date of appointment. Renewal of contract would be based on performance evaluation.</p> <p>The successful candidates can be posted anywhere in Bihar based on vacancy and requirement at the post. The candidates cannot claim for posting at a particular</p>



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		district in this regard. The number of vacancies mentioned is tentative may change by 20% (increase or decrease) as per requirement.

Note: The Pre-bid meeting document shall be an integral part of the tender document.


(Abhishek Kumar I.F.S.)
Mission Director,
State Horticulture Mission
Bihar Horticulture Development Society
Government of Bihar

Memo No 2106

Dated 12/8/2025