



Govt. of Bihar
Health Department
STATE BLOOD TRANSFUSION COUNCIL
6th Floor, Swasthya Bhawan
Sheikhpura, Patna-800014. Ph.: 0612-2290278
E-mail: biharsacs1@gmail.com Website- bsacs.bihar.gov.in

INVITATION OF BID FOR OUTSOURCING OF ONE DEDICATED HIGHLY SKILLED ACCOUNTS PERSONNEL THROUGH CHARTERED ACCOUNTANT FIRMS TO BIHAR STATE BLOOD TRANSFUSION COUNCIL (SBTC)

Bihar State Blood Transfusion Council, Patna is an autonomous body constituted for organizing donor recruitment, motivation and education programme to generate voluntary non- remunerated blood donors, thereby eliminating the reliance on professional blood donors.

Sealed quotation are invited under two bids system (**Technical Bid & Financial Bid**) from reputed and experienced established C&AG empanelled Chartered Accountant Firms having valid license from ICAI (Institutes of Chartered Accountants of India) regarding deputation of one dedicated highly skilled Accounts Personnel to the Department of Finance, Bihar State Blood Transfusion Council, SIHFW Building, Sheikhpura, Patna-14 (BSBTC). The contract period will be effective from date of awarding the contract upto 31.03.2028 extendable on same terms and condition on the basis of satisfactory performance on mutual consent for a period of two years more. **The performance of the deputed personnel will be reviewed on yearly basis by a committee.**

The detailed tender documents including terms and conditions, eligibility, quantity and BOQ (Bill of Quantity) can be obtained from the Procurement cell of Bihar state AIDS Control Society, Patna on all working days (Monday to Friday) between 11.00 hours and 16.00 hours. **It may also be downloaded from the website of BSACS (<http://bsacs.bihar.gov.in>).** For Further Information, interested bidders are requested to contact Joint Director (Finance), BSACS Patna.

1. Schedule of Selection Process:

S.N.	Event Description	Timeline
1.	Pre Bid Meeting	23.10.2026 at 4:00 PM
2.	Closing Date and Time for Submission of Bid	05.11.2026 at 3.00 PM
3.	Date and Time for opening of Technical Bid.	05.11.2026 at 3.00 PM
4.	Date and Time for opening of Financial Bid.	TO BE INFORMED LATTER

- The bid must be submitted through Courier/Speed Post/Registered Post only** at the following address of Bihar State Blood Transfusion Council, 6th Floor Swasthya Bhawan, Sheikhpura, Patna-14. Bids submitted by hand or by any other means will not be accepted. The Council will not be responsible for any postal delay.
- The technical bid will be opened as above mentioned timeline in presence of the bidders or their authorized representatives who choose to attend.
- In the event of the date specified for bid receipt and opening being declared as a holiday for BSBTC, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

Bihar State Blood Transfusion Council reserves the rights to accept or reject any or all tender or change the terms and condition of bid or cancel the bid without assigning any reasons at any journey stage of this IFB.

(Signature)
5/10/2024
Director

एड्स की जानकारी ही बचाव है। रक्तदान, महादान।



Govt. of Bihar
Health Department
STATE BLOOD TRANSFUSION COUNCIL
State Institute of Health & Family Welfare Building,
Sheikhpura, Patna-800014. Ph.: 0612-2290278
E-mail: biharsacs1@gmail.com Website bsacs.bihar.gov.in

INVITATION OF BID FOR OUTSOURCING OF ONE DEDICATED HIGHLY SKILLED ACCOUNTS PERSONNEL THROUGH CHARTERED ACCOUNTANT FIRMS TO BIHAR STATE BLOOD TRANSFUSION COUNCIL (SBTC)

Bihar State Blood Transfusion Council, Patna is an autonomous body constituted for organizing donor recruitment, motivation and education programme to generate voluntary non- remunerated blood donors, thereby eliminating the reliance on professional blood donors.

Sealed quotation are invited under two bids system (**Technical Bid & Financial Bid**) from reputed and experienced established C&AG empanelled Chartered Accountant Firms having valid license from ICAI (Institutes of Chartered Accountants of India) regarding deputation of one dedicated highly skilled Accounts Personnel to the Department of Finance, Bihar State Blood Transfusion Council, SIHFW Building, Sheikhpura, Patna-14 (BSBTC). The contract period will be effective from date of awarding the contract upto 31.03.2028 extendable on same terms and condition on the basis of satisfactory performance on mutual consent for a period of two years more. **The performance of the deputed personnel will be reviewed on yearly basis by a committee.**

1. Bid price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- The Contract Period is upto 31.03.2028 extendable on same terms and condition on the basis of satisfactory performance on mutual consent for a period of two years. More. **The performance of the deputed personnel will be reviewed on yearly basis by a committee.**
- Each bidder shall submit only one tender.
- Financial Bid must be submitted on the letterhead of the bidder in the format provided with this document (Annexure-II). Those bid/s which are not submitted on the letter head will not considered for financial evaluation.

2. Eligibility Criteria:

- The Chartered Accountant Firm must be empanelled with C&AG (registration certificate must be attach)
- The firm intends to submit IFB should have their full-fledged registered office or branch office in Patna, preferably at within the Patna Municipal Area.
- The Accounts Personnel must be working in Chartered Accountants Firm for the last three (03) years.
- The Accounts Personnel must be graduate in commerce.
- The Accounts Personnel should be well versant with Tally software and must hold certificate from recognized institute.
- The Accounts Personnel should be well versant with MS office and must hold certificate from recognized institute.
- The Accounts Personnel must be acquainted with official letter typing in both English and Hindi.

3. Terms of Reference (TOR)/Scope of Work (but not limited to):

- To prepare, maintain and update Cash book and Ledger as and when required.
- To maintain and make entry of transaction on Tally software.
- To prepare Bank reconciliation Statement for BSBTC Accounts.
- Preparation and finalization of all the financial statements of the BSBTC as per the prevailing accounting standards.

5. To maintain the advance appropriation as per the accounts statement of the BSBTC.
6. To prepare or draft letter in Hindi or English as and when required.
7. Any other accounts related work assigned by the authority of the BSBTC.

4. General Instruction:

- a. The engagement and employment of Accounts Personnel and payment of wages to them should be as per existing provisions of various labour laws and regulations are the sole responsibility of the CA firms. BSBTC at any stage may ask the firm to produce documents to verify that these provisions/laws are complied with by the firm. Further the council shall have no liability for any statutory obligations relating to personnel deployed in the BSBTC.
- b. All wages allied benefits such as leave, salary, PF, Gratuity, Bonus etc. as per the provisions of related act, shall be paid by the CA firm and BSBTC shall not incur any liability or additional expenditure whatsoever for personnel deployed.
- c. The CA firm shall be responsible for compliance of all the provisions rules/regulations of contract labour law (and State Govt. instructions that are/will be applicable and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.
- d. The CA firm shall maintain complete official records of disbursement of wages/ salary, showing specifically details of all deduction such as ESI, PF etc. in respect of staff deployed in BSBTC.
- e. The CA firm shall maintain a personal file in respect of staff who are deployed in BSBTC. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary/ Permanent) and all grievances if any.
- f. CA firm must provide photo identity cards to its deployed Personnel, properly displayed during duty time. No extra payments shall be claimed by the firm or its deployed staff from BSBTC for such item.
- g. The firm will ensure timely salary payment of the personnel and timely deposit of applicable EPF, failure to comply with EPF law and in case any kind of interest penalty imposed on the Council under EPF law the same will be recovered from firm as per the direction of the Council.
- h. The firm must deploy adult personnel with relevant skill and qualification only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the firm.
- i. In the event of the personnel having been deployed by the firm not performing jobs as per expected standards in whatsoever manner or in case the personnel behave in an unacceptable manner, the firm shall remove the said personnel the same day and deploy a suitable substitute in his/ her place of suitable qualifications and experience within two days failing which the BSBTC may get the services performed by other means for which the firm shall be liable to bear any extra cost that may be incurred by the BSBTC.
- j. The firm should ensure to maintain adequate no. of manpower and also arrange a pool of stand-by Accounting staff in case Accounts Personnel absences from the duty, the reliever of equal status shall be provided by the firm from an existing pool of accounting staff.
- k. A Service Log Book shall be maintained at the BSBTC's premises and daily record of the actual services provided shall be kept.
- l. CA firm's staff shall always be disciplined, properly dressed and be presentable all the time during working hours. The personnel deployed by the firm shall be properly trained, have requisite experience and skills for Carrying out the multi tasks.

✓

- m. The personnel engaged by the firm will not have any employee-employer or master-servant relationship with the Council and they will not have any claim whatsoever for employment in the Council or for any other purposes, at any point of time. The recruited personnel will not be the staff or employee of the Council in anyway, nor claim any advantage of it for any purpose.
- n. The firm shall be solely responsible for any accident/medical insurance/health related liability/compensation for the personnel deployed by it at BSBTC. The Council will not be responsible for any accident/ injury or loss of life of any of the persons engaged by the firm. Any compensation or expenditure towards treatment of such injury or loss of life will be sole responsibility of the firm.
- o. In case of negligence, dereliction of duty, disorderly behavior, other misconduct by personnel of the firm, the firm will take proper disciplinary action against such personnel as and when intimated. The Council will be at liberty to take its own civil/criminal action.
- p. The agency will execute the jobs undertaken by it directly and with its own resources and will not give out any part of the assignment sublet/ on sub-contract or transfer the contract to any other person or agency in any manner. In any such case the contract will be rescinded.
- q. Failure to comply with the above condition or furnishing of any incorrect or incomplete information will make the tender liable for rejection and suitable penal action.

5. Documents required to be submitted along with the Technical bid (Envelope A)

S.N.	Eligibility Criteria for the tenderer	Supporting Documents
1.	The pro forma at Annexure – I	The pro forma at Annexure – I, duly filled in and signed and stamped, along with relevant documents/information
2.	The Bidder should be established firm registered under ICAI.	Copy of the latest ICAI Certificate for its constitution.
3.	Copy of EPF & ESI registration certificate if any	Self Attested Copy of EPF & ESI registration certificate.
4.	Resume or Bio data of the Accounts personnel to be deployed in BSBTC	Self Attested copy of Brief Resume or Bio data of Accounts Personnel to be deployed in BSBTC.
5.	Copy of Graduation certificate of Accounts Personnel to be deployed in BSBTC	Attested copy of graduation certificate for the Accounts Personnel to be deployed in BSBTC.
6.	Copy of Tally certificate for Accounts Personnel to be deployed in BSBTC	Attested copy of Tally certificate for the Accounts Personnel to be deployed in BSBTC.
7.	Copy of MS office Certificate for Accounts Personnel to be deployed in BSBTC	Attested copy of MS office certificate for the Accounts Personnel to be deployed in BSBTC.
8.	Copy of the PAN card of the firm.	Self Attested Copy of PAN Card of the firm
9.	Copy GST Registration Certificate	Self Attested Copy of GST Registration Certificate
10.	Copy of Income Tax Return for the last three assessment years (2023-24, 2024-25 & 2025-26).	Self Attested Copy of Income Tax Return for the last three assessment years (2023-24, 2024-25 & 2025-26).
11.	Audit Report from duly qualified Chartered Accountant Report showing details (balance sheet, & profit & loss) for the last three Financial Year 2022-23, 2023-24 & 2024-25.	Self Attested copy of the balance sheet, & profit & loss) for the last three Financial Year 2022-23, 2023-24 & 2024-25.

S.N.	Eligibility Criteria for the tenderer	Supporting Documents
12.	Earnest Money Deposit (EMD) of Rs. 25000/- (Rupees Twenty Five Thousand only) .	Demand Draft of Rs 25000/- (Rupees Twenty Five Thousand only) issued by a local Nationalized/commercial Bank in the Name of Bihar State Blood Transfusion Council, Patna payable at Patna towards Earnest Money Deposit (EMD).
13.	The Bidder must not be 1. Blacklisted / banned/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt fraudulent or any other unethical business practices or for any other reason during the last 03 years from the last date of submission of bids, and 2. No criminal/ vigilance case related to cheating, forgery, criminal breach of trust, theft and prevention of corruption act is pending in any court of law against the bidder. 3. The bidder shall declare all ongoing litigation it is involved in with any government agency/ state/ central department / PSU.	Copy of the Affidavit sworn before Public Notary/ Executive Magistrate.
14.	Copy of Tender Documents	Self Attested and signed Copy of Tender Documents

6. Documents required to be submitted along with the Financial bid (Envelope B)

Quotation on the letterhead of the bidder according to the format attached with the tender documents (Annexure II).

7. Performance guarantee-

The successful bidder will submit the performance security for **approximately 10% of the total contract value** in the form of Demand Draft/ Bank guarantee issued by a local nationalized bank in favour of Bihar State Blood Transfusion Council, Patna payable at Patna within 07 (seven) days after awarding the work valid up to ninety (90) days after the date of completion of all contractual obligations by the contractor.

8. Bid Validity

Tender shall remain valid for a period of not less than 120 days after the deadline date specified for submission/ last date of submission of Bid.

[Handwritten signature]

9. Penalty

- a) **For delay in providing or releasing wages to Personnel after receiving the order** – The firm shall disburse monthly payment to its deployed personnel within 03 working days after disbursing the wages, failing which penalty of Rs.100/- per day will be imposed up to 30th of the month and thereafter the contract shall liable to be terminated.
- b) **Failure in providing Personnel/ manpower** – If the firm fails to provide the personnel as and when required, then the Council may forfeit the performance security and may blacklist the contractor for specified period of time as decided by the Council.
- c) On the instruction of the Council the firm shall immediately replace the personnel whose work is not found satisfactory or who is incapable to perform the allotted work.

10. Evaluation of Bid

The purchaser shall evaluate and compare the quotations determined to be substantially Responsive i.e. which

- a. are properly signed; and
- b. Confirms to the terms and conditions and specifications.

11. Award of Contract

The Council will finalize the rate contract of the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. **The purchaser reserves the right at the time of placement of purchase order to increase or decrease the required number of personnel as per the requirement.**

12. Payment

- a) No advance payment will be made. Payment will be made on receipt of /bills/ invoices (as prescribed under GST Act 2017).
- b) The firm has to submit the Xerox copy of the deployed personnel with place, EPF and GST deposit receipts/ challans (if any) for the previous month to the Council with the current bills of each and every month for releasing the payment of the following month.
- c) The payment shall be released after necessary verifications and deducting penalties (if any) upon submission of Invoice as prescribed under GST Act 2017 and Income Tax etc.
- d) All statutory deductions such as Income Tax etc. will be made from each month's bill.
- e) **After receiving the payment from the Council the firm must disburse the wages to the deployed personnel within 03 working days otherwise a suitable penal action will be taken in this regard by the Council as mentioned in clause no 09 sub clause "a" above.**
- f) The payments will be made only through Public Financial Management System (PFMS) to agency.

13. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period to the agency along with blacklisting.

14. Pre-Bid Meeting

In order to provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of BSBTC as per details given hereunder:

Date & Time:	23/10/2026 (Friday) at 4:00 PM
Venue:	Chamber of Co- Chairman, Bihar State AIDS Control Society, 6 th Floor, Swasthya Bhawan, Sheikhpura Patna-14

15. Submission of Bid:

The last date and time for submission of the completed bids (Technical & Financial) is 15.00 hrs November 05, 2026. The bid must be submitted through Courier/Speed Post/Registered Post only at Dispatch Section of Bihar State Blood Transfusion Council, SIHFW Building, Sheikhpura, Patna-14. The bid submitted by hand or any other means will not be accepted. The Council will not be responsible for any postal delay. The Technical Bid and the Financial Bid should be sealed by the bidders in separate covers super scribed with "Technical Bid" or "Financial Bid" and "Tender Opening Date". Both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with "Bid regarding deputation of Dedicated Accounts Personnel to Bihar State Blood Transfusion Council".

16. Tender Opening

Technical bid will be opened on the last day of submission of bid (i.e. November 05, 2026) at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend. The opening of financial bids will be informed to technically qualified bidder/s.

In the event of the date specified for bid receipt and opening being declared as a holiday for BSBTC, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

Bihar State Blood Transfusion Council reserves the rights to accept or reject any or all tender or change the terms and conditions of bid or cancel the bid without assigning any reasons at any stage and time.

Signature
3/10/2026

Director

Annexure I

INVITATION OF BID FOR OUTSOURCING OF DEDICATED HIGHLY SKILLED ACCOUNTS PERSONNEL THROUGH CHARTERED ACCOUNTANT FIRMS TO BIHAR STATE BLOOD TRANSFUSION COUNCIL (SBTC)

DATA FORM
PART - A

Status of the Firm

Partnership

☐

Sole Proprietorship

☐

1	(a) Name of the firm (in Capital letters)	
	(b) Address of the Head Office	
	Telephone No.	
	E-mail id	
	PAN No. of the firm	
2	ICAI Registration No.	
	Region Name	
	Region Code	
3	Empanelment number with C&AG	
4	Date of constitution of the firm :	

Note: Please attach the copy of firm's Constitution Certificate issued by ICAI as on 1.1.2025.

5	Name of the Accounts Personnel to be nominated for deployment in BSBTC. (in Capital letters)	
6	Corresponding Address of the Accounts Personnel to be nominated for deployment in BSBTC. (Please also give Mobile no. and e-mail address)	
7	Date of Birth of the Accounts Personnel to be nominated for deployment in BSBTC.	
8	Sex (Male or Female)	
9	PAN No. of the Accounts Personnel to be nominated for deployment in BSBTC.	
10	Date of Joining of the CA firms	

S.N.	Particulars	Date of Establishment/ Constitution	Name of Partner/CA qualified employee in charge of the firm/ branches
11	Name and Address of the Head Office		
12	Name of the Address of the Branches a. b. c.		

S.N.	Name of the full time Accounts personnel who is nominated for deployment in BSBTC with their designation	Qualification at the time of Joining the Firm	Date of joining with the firm	Number of Years of Post Qualification Experience with the firm
13				

Signature of proprietor/sole partner
(Seal of the firm)

INSTRUCTIONS FOR THE FINANCIAL BID

Date:-

To,

The Director

Bihar State Blood Transfusion Council,

Department of Health and Family Welfare

State Institute of Health and Family Welfare Building

Sheikhpura, Patna-800014

Sub: - Submission of quotation for "....."

FORMAT OF QUOTATION

S.N.	Category of Personnel	Total Remuneration per month including all expenses	GST as per applicable rate	Gross Total (A to B)	
		(A)	(B)	(F)	
				In word	In figure
1.	Highly skilled Accounts Personnel	Must not be less than Minimum Wages Act.			

Note:

1. The rate quoted should be inclusive of all due taxes and in accordance with the provisions of Minimum Wages Act/Other related acts on the subject/Contract Labour (Regulation & Abolition) Act 1970.
2. Quoting less in violation of minimum wages act, Contract Labour Act, Govt. of India, Ministry of Labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons, No communication will be entertained in this regards.
3. If two or more agencies quote the same rate then decision of Principal Employer ie BSBTC and its purchasing committee will be final for selection of L-1 vendor. The selection may be based on higher working experience of the Accounts Personnel in the Concerned CA firms or clauses mentioned in the tender document as above.
4. BSBTC is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch of contract if the Committee is not convinced or satisfy with the details and proofs submitted by the bidder/s.

Signatures of authorized signatory

Name_____

Designation_____

Seal