



0 THIS AGREEMENT WITNESSETH as follows :

1. In this Agreement, words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and remedy any defects therein in conformity in all aspects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the Execution and completion of the works and the remedying the defects wherein contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.
4. The following documents shall be deemed to form and be ready and construed as part of this Agreement Viz.
  - i) Letter of Acceptance
  - ii) Notice to proceed with the work.
  - iii) Contractor's Bid
  - iv) Condition of Contract: General and Special
  - v) Contract Data
  - vi) Additional Condition
  - vii) Drawing
  - viii) Bill of Quantities and
  - ix) Any other documents listed in the Contract Data as forming part of the contract.

In witnessed whereof the parties there to have caused this Agreement to be executed the day and year first before written.

The common Seal of .....

was hereunto affixed in the presence of :

Signed, Sealed and Delivery by the Said.....

.....

In the Presence of :

Binding Signature of Employer.....

Binding Signature of Contractor.....



Handwritten signature and date 23-1-2018. Below it, printed text reads: **Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

## Performance Security

Name of Agency:- M/S S. K Patodia,

"Performance Security of "Preparation Of Financial Manual for BSEIDC"

<u>DD No.</u>	<u>DOI</u>	<u>Amounts</u>
039220(HDFC)	08.12.217	58,000.00
	<b>Total</b>	<b><u>58,000.00</u></b>

(Rupees Fifty Eight Thousands Only)

Amit K. Sam 19/12/17  
लेखा पदाधिकारी  
बिहार राज्य शैक्षणिक आधारभूत संरचना  
विकास निगम लि०, पटना  
*[Signature]*  
19/12/17

*[Signature]*  
23/01/18



*[Signature]*  
23-1-2018  
Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

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# बिहार राज्य शैक्षणिक आधारभूत संरचना विकास निगम लिमिटेड BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(A Govt. of Bihar Undertaking)

ISO 9001; 14001; OHSAS 18001

Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus, Acharya Shivpujan Sahay Path, Saidpur, Patna - 800 004

Tel. No.: 0612 - 2660850 • Fax No.: 0612 - 2660256

E-mail : bseidc@gmail.com • Website : http://www.bseidc.in • CIN : U80301BR2010SGC015859

Letter No. BSEIDC/TECH/1419/2017-7919

Date : 30.11.17

## Letter of Acceptance

To,

M/s. S.K. Patodia & Associates,  
Shree Shakambhari Corporate Park,  
Plot No-156-158,  
Chakravarti Ashok Complex,  
Andheri East, Mumbai-400099.

Dear Sir ,

This is to notify that your Bid under NIT-24/17-18 for the work “**Preparation of a Financial Management Manual for BSEIDC**” has been accepted by the Corporation at your quoted rate of **Rs. 5,74,000.00 (Rs. Five Lacs Seventy Four Thousand Only)**.

You are hereby requested to furnish Performance Security as per clause 3.8.4 of the Bid Document for **Rs. 58,000/- (Rs. Fifty Eight Thousand Only)** in the form of an unconditional Bank Guarantee from any Nationalized or Schedule Bank situated in Bihar, valid up to 04 Months and extendable up to expiration of Contract within Fifteen days of receipt of this Letter of Acceptance(LOA) and sign the contract failing which action may be taken.

Yours faithfully

(Brajesh Prasad)

Chief Consultant (Technical)

Chief Consultant (Technical)

Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna



Memo no: BSEIDC/TECH/1409/2017- 7919

Date: 30.11.17

Copy forwarded to : Sri Pankaj Kumar Singh, Computer Programmer for uploading on BSEIDC website/ Senior Account Officer, BSEIDC, Patna for information & necessary action.

~~29-11-2017~~  
Chief Consultant (Technical)

Memo no: BSEIDC/TECH/1409/2017- 7919

Date: 30.11.17

Copy forwarded to : Chief Engineer, BSEIDC, Patna for information Please.

~~29-11-2017~~  
Chief Consultant (Technical)





# बिहार राज्य शैक्षणिक आधारभूत संरचना विकास निगम लिमिटेड BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(A Govt. of Bihar Undertaking)

ISO 9001; 14001; OHSAS 18001

Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus, Acharya Shivpujan Sahay Path, Saidpur, Patna - 800 004

Tel. No.: 0612 - 2660850 • Fax No.: 0612 - 2660256

E-mail : bseidc@gmail.com • Website : <http://www.bseidc.in> • CIN : U80301BR2010SGC015859

Letter No. BSEIDC/NIT/2017-18/- 6367

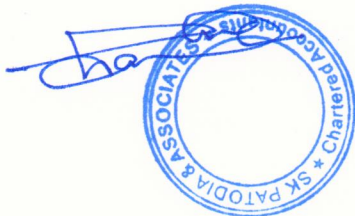
Patna, Date: 14.09.2017


## CORRIGENDUM No.- 1

With reference to N.I.T. No. 24/2017-18 dated- 31.08.2017 for the work “Selection of an Agency to Prepare Financial Management Manual for BSEIDC in the State of Bihar” through e-tendering website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) the following amendments have been made as mentioned below :-

SL. no.	Existing provision	Amended provision
1.	Period of downloading of Bid document from <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> dated: <b>11.09.2017 to 19.09.2017 up to 23:59 Hrs.</b>	Period of downloading of Bid document from <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> dated: <b>15.09.2017 to 16.10.2017 up to 15:00 Hrs.</b>
2.	Pre-bid Meeting, dated 15.09.2017, 16:00 Hrs. in the Office of MD, BSEIDC	Pre-bid Meeting, dated 25.09.2017, 16:00 Hrs. in the Office of MD, BSEIDC
3.	Last date & time for uploading of Bids on dated: <b>20.09.2017 up to 15:00 Hrs.</b>	Last date & time for uploading of Bids on dated: <b>17.10.2017, up to 15:00 Hrs.</b>
4.	Time and date for opening of Technical Bids on dated: <b>21.09.2017, 15:30 Hrs.</b>	Time and date for opening of Technical Bids on dated: <b>18.10.2017, 15:30 Hrs.</b>
5.	Financial Bid Opening on dated: <b>25.09.2017, 16.00 Hrs.</b>	Financial Bid Opening on dated: <b>25.10.2017, 16.00 Hrs.</b>
6.	The Cost of EMD if paid manually will be accepted up to <b>18.10.2017, 15:00 Hrs.</b>	

The other terms and conditions will remain unchanged.



  
(Brajesh Prasad)  
Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna



**BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT  
CORPORATION LTD.**

**FINANCIAL BID FOR SELECTION OF AN AGENCY PREPARATION OF A  
FINANCIAL MANAGEMENT MANUAL FOR BSEIDC**

<b>Name of Bidder</b>	<b>S K Patodia &amp; Associates</b>
<b>Address, Contact Number and Email ID of Bidder</b>	Shree Shakambhari Corporate Park Plot No 156-158 Chakravarti Ashok Complex Near Cambridge School J B Nagar, Andheri-East Mumbai 400099 +91 99999 18430  harsh@skpatodia.in
<b>Total Amount of Work Inclusive of all Price as Per RFP (Rs. IN DIGIT)</b>	Rs.5,74,000/-
<b>Total Amount of Work Inclusive of all Price as Per RFP (Rs. IN WORD)</b>	<b>Rupees Five Lakhs Seventy Four Thousand Only</b>

Tender approved in favour of M/S S.K. Patodia & Associates at Quoted rate i.e. total amount comes to Rs. 5,74,000/- (Rupees Five Lacs Seventy Four Thousand Only)



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**

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# 7 BHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(A Govt. Of Bihar Undertaking)

Shiksha Bhawan, Bihar Rastrabhaya Parishad Campus, Acharya Shiv Pujan Sahay Path, Saidpur,  
PATNA-800004. (Tel. No: 0612-2910314)

Cor. ID. No.: U80301BR2011SGC015859, e-mail: bseidc@gmail.com, website: www.bseidc.in, Fax No.: 0612-2660256

## Notice Inviting Tender -24/2017-18

### (Lumpsum Rate Tender)

(Through e-tendering on website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in))

1. BSEIDC invites Proposal for selection of a consultancy Agency for Preparation of Financial Management Manual for Bihar State Educational Infrastructure Development Corporation Ltd.(BSEIDC) considering all the applicable provisions of the Companies Act, 2013 and its subordinate legislations, generally accepted accounting and financial reporting standards and practices in similar companies and prudent disclosure requirements particularly in respect of a construction entity and amenable to an ERP environment and the observations of the statutory and internal auditors of the Corporation.
2. The basic objective of the assignment is to prepare a Financial Management Manual. With the increasing volume of business and the enhanced statutory requirements, a need has been felt for BSEIDC to streamline and strengthen the Financial Management function within the corporation. For this purpose, BSEIDC is therefore, seeking professional services from reputed agency/consultants to design and develop a Financial Management Manual(FMM) of the Corporation. Details are available on official e-tendering web site: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)

### 3. Brief Description:-

Sl. No.	Name of Work	Cost of Bid Document (in Rs.)	Beltron Bid processing Fee (in Rs.)	Time of Completion (in Days)
1.	Selection of an Agency to Prepare Financial Management Manual for BSEIDC in the State of Bihar.	1,250/-	As appeared on the e-tendering website	75

### 4. Important Dates :-

- i) Date of Issue of RFP Notice : Dated-31.08.2017
  - ii) Sale of RFP document (Download) : From 11.09.2017 To 19.09.2017, up to 23:59 Hrs.
  - iii) Pre-bid Meeting : Dated- 15.09.2017 at 16:00 Hrs.  
(Place: BSEIDC, Shiksha Bhawan, Saidpur, Patna)
  - iv) Last Date of Bid Submission (Upload) : Dated-20.09.2017 up to 15:00 Hrs.
  - v) Technical Bid Opening : Dated- 21.09.2017 at 15:30 Hrs.
  - vi) Financial Bid Opening : Dated- 25.09.2017, Time-16:00 Hrs.
  - vii) Validity Period of Tender : 120 Days.
5. The Bidders are to be registered to take part in e-tendering process for issue of user ID and Password.
  6. The RFP document may be obtained from website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and to be submitted on this website only. All other important papers/Bank Draft/Earnest Money/Certificates required for Tender shall be scanned and uploaded with e-tender.
  8. **Beltron Bid Processing** fee as appeared on the e-tendering website & the BOQ Cost of **Rs.1,250/-** (Rs. One Thousand Two Hundred Fifty Only) is mandatory to be paid through **e-payment mode** i.e. Internet payment gateway, (Credit/Debit Card), Net Banking, NEFT/RTGS" (Which will be as per uploaded bid document). Bids along with necessary online payments must be submitted through e-procurement portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) before the date and time specific in the NIT/Corrigendum. The department does not take any responsibility for any delay/Non submission of Tender/Non Reconciliation of Online payment caused due to Non-availability of Internet Connection, Network Traffic/Holiday or any other reason.
  9. The undersigned reserves the right to cancel/modify the tender at any time.



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd. Patna  
Chief Consultant (Technical)

31.08.17



Қазақстан Республикасының  
Білім және Ғылым Министрлігі



**REQUEST FOR PROPOSAL**  
**SELECTION OF AN AGENCY**  
**FOR**  
**PREPARATION OF A FINANCIAL MANAGEMENT MANUAL**  
**FOR**  
**THE BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT**  
**CORPORATION LTD**

**Bihar State Educational Infrastructure Development Corporation Limited**  
**(A Govt. of Bihar Undertaking)**

**Shiksha Bhawan, Bihar Rastrabhasha Parishad Campus,**  
**Acharya Shiv Pujan Sahai Path, Saidpur, Patna-800004, (BIHAR)**

Ph.- 0612-2910314, Fax-0612- 2660256, E-mail : bseidc@gmail.com, Website : www.bseidc.in



*23-11-2016*  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

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## Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.

This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, before placing reliance on aforesaid assumptions, assessments, statements and information [furnished in this RFP, by the Authority and/or any of its consultant] conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. For avoidance of doubt, in case any Bidder places reliance on any aforesaid assumptions, assessments, statements, data and information [furnished by the Authority and/or its consultant, in this RFP], then the same shall not in any manner bind/make liable the Authority and/or its consultant, to indemnify the Bidder in respect of any loss/damage/costs whatsoever arising out of or in connection with such reliance placed by the Bidder on the aforesaid assumptions, assessments, statements, data and information.

Information provided in this RFP to the Bidders 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Services and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



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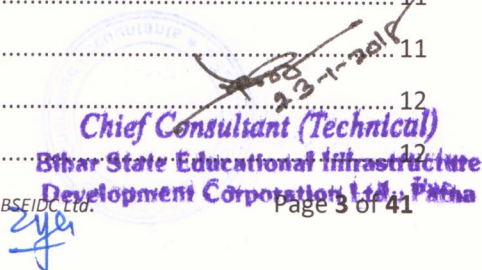
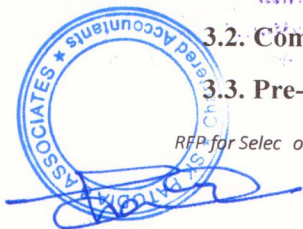
20-1-2018



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*28-1-2018*  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

**Key events and dates as per NIT :**

S. No.	Particular	Details
(i)	Period of sale of RFP documents(Download)	<b>11 September 2017 to 19<sup>th</sup> September 2017</b>  <b>upto 23:59 HOURS on website :</b>  <b>www.eproc.bihar.gov.in</b>
(ii)	Time, Date & Place of Pre-Bid Meeting	<b>15<sup>th</sup> September 2017;</b> at 16:00 HOURS in the office of MD, BSEIDC, Patna
(iii)	Last Date & Time for Bid Submission(upload)	<b>20<sup>th</sup> September 2017;</b> up to 15:00 HOURS on  website: <b>www.eproc.bihar.gov.in</b>
(iv)	Date & Time of Technical Bid Opening	<b>21<sup>st</sup> September 2017;</b> at 15:30 HOURS on website: <b>www.eproc.bihar.gov.in</b>
(v)	Date & Time of Financial Bid Opening	<b>25<sup>th</sup> September 2017;</b> 16:00 HOURS website: <b>www.eproc.bihar.gov.in</b>



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

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**Key events and dates as per Corrigendum 1 vide Letter No. BSEIDC/NIT/2017-18/ -6367 Dated 14.09.2017 :**

S. No.	Particular	Details
1	Period of sale of RFP documents(Download)	<b>15<sup>th</sup> September 2017 to 16<sup>th</sup> October 2017 upto 15:00 HOURS on website : <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a></b>
2	Time, Date & Place of Pre-Bid Meeting	<b>25<sup>th</sup> September 2017; at 16:00 HOURS in the office of MD, BSEIDC, Patna</b>
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5	Date & Time of Financial Bid Opening	<b>25<sup>th</sup> October 2017; 16:00 HOURS on website: <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a></b>
6	Cost of EMD if paid manually will be accepted up to	<b>18.10.2017; 15:00 Hrs.</b>

**1. Fact sheet**

Clause Reference	Topic
Section 3.5.2	The bidders are required to submit the cost of Bid Document <b>fee (non-refundable) of Rs.1250/-</b> (One Thousand Two Hundred and Fifty Only) which, is mandatory to be paid through e-payment mode i.e. Internet payment gateway, (credit/debit card), net banking, NEFT/RTGS". Bids along with necessary online payments must be submitted on e-tendering website: <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> .
Section 3.5.3	<b>Earnest Money Deposit of amount Rs. 15,000,</b> (Fifteen Thousand only) by Demand Draft in favour of 'Bihar State Educational Infrastructure Development Corporation Ltd.' and payable at Patna from any of the nationalized bank on or before 16 <sup>th</sup> October 2017, up to 15:00 Hrs. & submit at Corporation office failing which the tender will be rejected.
Section 3.3	A pre-Bid meeting will be held on date, time specified at the key events dates ( or the corrigendum mentioned ) at the following venue : <b>The Managing Director Bihar State Educational Infrastructure Development Corporation Ltd.</b>



**Chief Consultant (Technical)**  
**Infrastructure Development**  
**Bihar State Educational Infrastructure Development Corporation Ltd. Patna**

	<b>Corporation Ltd. Shiksha Bhawan. Bihar Rastrabhasha Parishad Campus Acharya Shiv Pujan Sahay Path, Patna, Bihar –Pin Code-800004</b>
Section 3.6.2	Proposals should be submitted only in the following language: English
Section 3.6.7	Proposals must remain valid 180 days after the submission date
Section 3.5.4	Bidders must submit/upload the documents as per the terms and conditions of the RFP in the following website: <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a>
Section 3.6.3	The proposal shall not be submitted/uploaded no later than the following date and time as mentioned in the 'Key events and dates' table.

## 2. Background information

**2.1 Basic information:** The applicant should fulfill the following and provide detailed information/documents evidencing meeting each of the below criteria. The applicant should -

- Either be a consulting entity duly incorporated/registered or a firm of Chartered Accountants Firm registered with the Institute of Chartered Accountants of India
- Should be in existence for a minimum period of 15 years
- Should have experience in providing advisory services across a range of services in the area of financial management and including design, development and implementation of financial management system and manuals, computerized FMIS etc. The applicant should have specific experience in the field of design and development of Finance/Accounts Manual and development of computerized Financial Management System in large corporate with turnover of Rs. 50 crore or more.
- Should have minimum **average annual turnover** of not less than Rs.15 lakhs ( Rs Fifteen lakhs ) as evidenced from the **last three years** audited financial statements
- The entity should propose a Team Leader meeting the following qualifications -
  - should be a Chartered Accountant / MBA Finance/ Cost Accountant
  - have post-qualification experience of at least 10 years
  - be in continuous association with the entity either as director/partner or employee for at least 5 years
  - should have expert knowledge and working experience of the Companies Act, 2013 and accounting and financial reporting .

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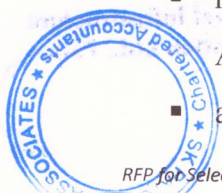
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- should have demonstrated experience in the last five years of preparing at least one Financial Management Manual of a large size corporate entity with a turnover of more than Rs. 50 crores preferably a public sector company, and working experience with a construction or infrastructure entity propose additional team members as per its own assessment
- a. Once agreed, the agency will neither change the team nor decrease the size of the team nor replace any member(s) without approval from the designated authority.
- b. Any contract that may result from this RFP Process will be issued for a term of 8 Weeks (the “Term”)

## 2.2 Project background:

### a) About BSEIDC

1. BSEIDC is a company incorporated under the Companies Act and is fully owned by the Government of Bihar. The company is focused to create, construct, execute, carry out, improve, work, develop, administer, manage, control or maintain, in Bihar and elsewhere, all types of schools, educational institutions, universities, colleges, minority Institutions, research bodies, academic Institutions, training institutions, allied infrastructure related to Education & support services related to Education, Educational Utilities or any emergency pertaining to all departments of Government of Bihar or any other department, agency, organization or body through Human Resource Development Department or directly.
2. BSEIDC presently does not have a Financial Management Manual. With the increasing volume of business and the enhanced statutory requirements, a need has been felt to streamline and strengthen the Financial Management function within the company. For this purpose, BSEIDC is, therefore, seeking professional services from reputed consultants to design and develop a Financial Management Manual of the company to ensure that there is –
  - consistency and uniformity in application of accounting policies and procedures and clarity amongst BSEIDC’s personnel on these policies and procedures;
  - material compliance with the statutory requirements including the Companies Act, 2013 and applicable accounting standards;
  - an adequate internal control system in place;

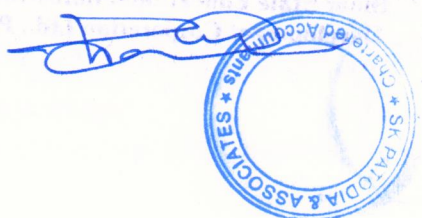


- clear delegation of administrative and financial powers; and
- a robust financial MIS including periodic preparation of financial statements

### 2.3 Scope of Work

- a. The consultant will prepare the Financial Management Manual for BSEIDC considering all the applicable provisions of the Companies Act, 2013 MOA & AOA and its subordinate legislations<sup>1</sup>, generally accepted accounting and financial reporting standards and practices in similar companies and prudent disclosure requirements particularly in respect of a construction entity and amenable to an ERP environment and the observations of the statutory and internal auditors of the company.
- b. The Manual will cover accounting and disclosure at least with respect to the following -
  - Share Capital, Share Application Money
  - Reserves and Surplus
  - Loans
  - Current Liabilities
  - Fixed Asset and Depreciation
  - Work in Progress
  - Cash and Bank
  - Loans and Advances
  - Investments
  - Revenue including accounting for Contracts, Centage and Other Income
  - All expense heads with emphasis on Purchases and Stores and Employees' Remuneration and Benefits including EPF and Gratuity
  - Treatment of Finance costs
  - Taxation
  - Inter Unit Accounting

<sup>1</sup> Including but not limited to Companies (Audit and Auditors) Rules, 2014 and the Companies (Indian Accounting Standards) Rules, 2015



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- Internal control procedures for physical verification of assets and stores; reconciliation of bank accounts; personal accounts and inter-unit balances etc.
- Contingent Liabilities

Besides the above, the Manual will also contain the following –

- Organization structure, clear roles and responsibilities of all finance staff and others involved in any financial management processes and delegation of financial powers
- Fund flow mechanisms in BSEIDC
- Framework of Statement of Significant Accounting Policies
- Framework of Notes to Accounts
- Contract Management procedures
- Chart of Accounts
- List and formats of vouchers, records and documents to be maintained
- Format of Financial Statements including cash flow statement
- Detailed procedures for closing of books of account and finalization of annual accounts
- A Financial MIS including the type of reports, formats, frequency, distribution, roles and responsibilities and data source

### 3. Instructions to the Bidders

#### 3.1 General:

- a. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the BSEIDC on the basis of this RFP.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the BSEIDC. Any notification of preferred bidder status by the BSEIDC shall not give rise to any enforceable rights by the Bidder. The BSEIDC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the BSEIDC.



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### 3.2. Compliant Tenders / Completeness of Response:

Bidder is expected to examine all instructions, forms, terms, and requirements in the bid document. Failure to furnish all information required by the bid document or submission of a Bid not substantially responsive to the RFP document in every respect may result in the rejection of the Bid.

### 3.3. Pre-bid Meeting & Clarifications:

- (a) BSEIDC shall hold a pre-bid meeting with the prospective bidders on date and time as mentioned in 'Key events and dates' table and will be held at :

Bihar State Educational Infrastructure Development Corporation Ltd  
.Shiksha Bhawan.

Bihar Rastrabhasha Parishad Campus

Acharya Shiv Pujan Sahay Path, Patna, Pin Code-800004 (BIHAR)

- (b) The Bidders will have to ensure that their queries on this RFP should reach to the Authorised Officer by post, facsimile or email on or before date of Pre-bid Meeting. The contact details of the Authorised Officer are given below:

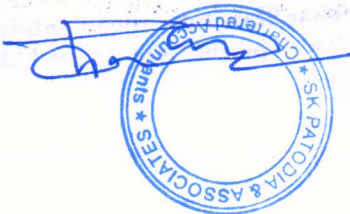
**The Managing Director**

**Bihar State Educational Infrastructure Development Corporation Ltd. Shiksha Bhawan. Bihar Rastrabhasha Parishad Campus Acharya Shiv Pujan Sahay Path, Patna, Bihar -Pin Code-800004**

- (c) The queries should necessarily be submitted in the following format:

S.No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1.			
2.			
3.			
4.			

- d) BSEIDC shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications/queries post the date and time mentioned in the 'Key events and dates' table will not be entertained by the BSEIDC.



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### 3.4 Responses to Pre-Bid Queries & Issue of Corrigendum:

- (a) The Authorised Officer notified by the BSEIDC will endeavour to provide timely response to all queries. However BSEIDC makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
- (b) At any time prior to the last date for receipt of bids, BSEIDC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- (c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) or [www.bseidc.in](http://www.bseidc.in)
- (d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- (e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, BSEIDC may, at its discretion, extend the last date for the receipt of Proposals.

### 3.5 Key Requirements of the Bid:

#### 3.5.1 Right to Terminate the Process:

- (a) BSEIDC may terminate the RFP process/Tender at any time and without assigning any reason. BSEIDC makes no commitments, express or implied that this process will result in a business transaction with anyone.
- (b) This RFP does not constitute an offer by BSEIDC. The bidder's participation in this process may result BSEIDC selecting the bidder to engage towards execution of the contract.

#### 3.5.2 RFP Document Fees:

- (a) RFP document can be downloaded from the website by paying a cost of Rs. 1250/- (Rs. One thousand two hundred fifty only) through e-payment mode.



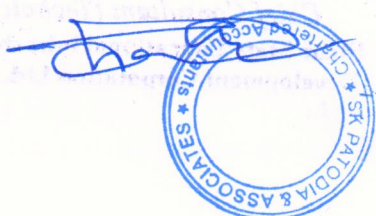
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**Development Corporation Ltd., Patna**

### 3.5.3 Earnest Money Deposit (EMD)

- a) Bidders shall submit, EMD of Rs. 15,000/- (Rupees Fifteen Thousand only), in the form of a Demand Draft/Bank Guarantee (BG) issued by any nationalized bank in favour of 'Bihar State Educational Infrastructure Development Corporation Ltd. payable at Patna, and should be valid for 6 months from the due date of the tender / RFP.
- b) EMD of all unsuccessful bidders would be refunded by BSEIDC within 1 month of the selection of successful bidder. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee as per the format provided in Annexure I: Form 2
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The Tender / proposal submitted without EMD, mentioned above, will be summarily rejected. EMD can also be paid through e-payment mode i.e. "Internet payment gateway, (Credit/Debit card), Net Banking, NEFT/RTGS"
- e) The EMD may be forfeited:
  - i.) If a bidder withdraws its bid during the period of bid validity
  - ii.) In case of a successful bidder, if the bidder fails to sign the contract or provide performance bank guarantee in accordance with this RFP.

### 3.5.4 Submission of Responses

- (a) The tender should be submitted through e-Tendering / e-Procurement website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) only. No other form of tender submission will be valid for evaluation.
- (b) Request from the bidder in respect of additions, alterations, modification, corrections etc. of both terms and conditions or rates after opening of the tender will not be considered.
- (c) The bidder shall submit its bid/tender on e-Procurement platform at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
- (d) The bidder must have the Class II/III Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website before participating in the e-tendering process. The bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies or they may contact on our e-Procurement help desk.
- (e) For User-id they have to get registered themselves on e-procurement



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website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and submit their bids online on the same. Offline or in-person bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.

- (f) The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate / documents on the e-Procurement web site. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their Correctness / authenticity.
- (g) The tender opening and evaluation will be done online. Any corrigendum or addendum will be published on the e-Tendering/e-Procurement website only.
- (h) For support related to e-tendering process, bidders may contact at following address “eProcurement HELP DESK, First Floor, M/22, Bank Of India Building, Road  
No 25, Sri Krishna Nagar, Patna, Bihar, Pin-800001, Phone No: 0612-2523006, Mob- 7542028164” or may visit the link “Vendor Info” at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).

### 3.5.5 Authentication of the Tenders

A Tender/Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Tender/Proposal.

## 3.6 Preparation and Submission of Proposal

### 3.6.1 Proposal Preparation Costs

- (a) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by BSEIDC to facilitate the evaluation process, and in negotiating a definitive contract of all such activities related to the bid process.

- (b) BSEIDC will in no case be responsible or liable for those costs.

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**Bihar State Educational Infrastructure  
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regardless of the conduct or outcome of the bidding process.

### 3.6.2 Language

- (a) The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

### 3.6.3 Venue & Deadline for Submission of proposals

- (a) Proposals, in its complete form in all respects as specified in the RFP, must be uploaded as per the date and time mentioned in the fact sheet (Section 1: Fact Sheet)

### 3.6.4 Late Bids

- (a) The bids submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- (b) BSEIDC shall not be responsible for any delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

### 3.6.5 Evaluation process

An evaluation committee constituted by BSEIDC will evaluate the Technical and Price bids as per the following pattern.

- a) Conditional bids shall be summarily rejected.
- b) Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.
- c) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- d) The BSEIDC may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise as mentioned in



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their Technical bid.



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- e) Further, the scope of the evaluation committee also covers taking of any decision with regard to the RFP, execution/ implementation of the project including project period.
- f) Price (Commercial) bids of only those bidders who qualify the technical evaluation will be opened.
- g) All other Commercial bids will be returned un-opened. The place, date and time for the opening of the commercial bids shall be announced separately to only technically qualified bidders.
- h) The bid with the lowest Price (Commercials), (L1) will be considered as the successful bid
- i) The BSEIDC reserves the right to ask for a technical elaboration/ clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time before opening of the Price Bid. If required bidders may give a presentation based on similar projects done in other states, expertise, capabilities and how they are going to execute the project in Bihar. The Bidder shall furnish the required information to BSEIDC and its appointed representative on the date asked for, at no cost to the BSEIDC. The BSEIDC may at its discretion, visit the office / Network Operation Center (NOC) of the Bidder, any time before the issue of Letter of Award

### 3.6.6 Tender Opening

- (a) The Proposals submitted up to time and date mentioned in 'Key events and dates' table will be opened online on 'Key events and dates' table or as per corrigendum.

### 3.6.7 Tender Validity

- (a) The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

### 3.6.6 Tender Evaluation

- (a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If Tenders/ Proposals;
  - i.) Are not submitted in as specified in the RFP document
  - ii.) Received without the Letter of Authorization (Power of Attorney)
  - iii.) Are found with suppression of details
  - iv.) With incomplete information, subjective, conditional offers and partial offers submitted
  - v.) Submitted without the documents requested in the checklist
  - vi.) Have non-compliance of any of the clauses stipulated in the RFP
  - vii.) With lesser validity period.



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- (b) All responsive Bids will be considered for further processing as below.
- i.) BSEIDC will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final inthis regard.

### 3.7 Criteria for Evaluation

#### 3.7.1 Criteria for Technical Evaluation

S.N.	Basic Requirement	Specific Requirement / Minimum Qualification criteria	Documents Required	Maximum Marks ( Total 100 )
1	Eligibility	The Bidder should either be a consulting entity duly incorporated/registered or a firm of Chartered Accountants registered with the Institute of Chartered Accountants of India. Note:- Bidders JV companies or bidder group of companies shall not be considered for participation in the Bid	Certificate of incorporation / Documents for registration.	N.A
2	Business Experience and Turnover	The bidder should have an average annual turnover of not be less than Rs.15 lakhs as evidenced from the last three years audited financial statements . ( 2013-2014 ,2014-15, 2015-16)	The copies of the Audited annual Accounts for the last three years shall be attached along with the bid. A certificate from ACA stating the Turnover from above mentioned income sources Should also be enclosed.	<b>Maximum Marks = 30</b> Less than 15 Lakhs = Disqualified 15 Lakhs to 20 Lakhs = 18 Mark More than 20 Lakhs to 25 Lakhs = 22 Mark More than 25 Lakhs to 30 Lakhs = 26 Mark More than 30 Lakhs = 30 Marks



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3	Technical Capability	<p>Should have experience in providing advisory services across a range of services in the area of financial management and including design, development and implementation of financial management system and manuals, computerized FMIS etc.</p> <p><b><u>Relevant specific Assignment</u></b> –</p> <p>The applicant should have specific experience in the field of design and development of Finance/Accounts Manual and development of computerized Financial Management System in large corporates with turnover of Rs. 50 crore or more</p>	<p>In respect of the of the Technical Capability criteria, The work order / work completion certificate is to be enclosed for quoted projects shall be provided.</p>	<p><b>Maximum Marks = 30</b></p> <p>Less than One Relevant Specific Assignment = Disqualified</p> <p>Minimum One Relevant Specific assignment as above = 18 Mark</p> <p>More than One relevant Specific assignments to 3 Assignments = 22 Mark</p> <p>More than Two relevant Specific assignments to 5 Assignments = 22 Mark</p> <p>More than Five Relevant Specific Assignments. =30 Marks</p>
4	Team Strength	<p>Bidder should propose a Team Leader meeting the following qualifications -</p> <ul style="list-style-type: none"> <li>○ should be a Chartered Accountant / MBA Finance/ Cost Accountant</li> <li>○ have post-qualification experience of at least 10 years</li> <li>○ be in continuous association with the entity either as director/partner or employee for at least 5 years</li> <li>○ should have expert knowledge of the Companies Act, 2013 and accounting and financial reporting</li> <li>○ should have demonstrated</li> </ul>	<p>Size and composition of the Team shall be provided by the Bidder.</p>	<p><b>Maximum Marks = 40</b></p> <p>Team leader with the required post qualification experience of less than 10 years = <b>Disqualified</b></p> <p>Team leader with Experience of 10 years to 15 Years = 24 Mark</p> <p>Team leader with Experience of More than 15 years to 20</p>



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		experience in the last five years of preparing at least one Financial Management Manual of a large size corporate entity with a turnover of more than Rs. 50 crores preferably a public sector company, and working experience with a construction or infrastructure entity f. propose additional team members as per its own assessment		Years == 30 Mark  Team leader with Experience of More than 20 years to 25 Years == 35 Mark  Team leader with Experience of More than 25 Years = 40 Mark
5	Blacklisting	The bidder should not have been blacklisted with any of the Central Government Department and any State Department / PSU on account of corrupt or fraudulent practices.	A Self Certified letter by an authorized signatory	N.A
6	Certificate of Registration with Valid Service Tax/GST Registration Certificate & Valid PAN No	a) Relevant Certificate of Registration b) Registration under service tax c) The successful bidder will have to comply with the relevant tax laws of the state.	Certificates from the authorized authorities	N.A

**Note – The minimum score for the bidders to be eligible for opening of financial/ commercial bid is 75 (Seventy Five) Marks.**

### 3.7.2 Commercial Bid Evaluation

- The Financial Bids of technically qualified bidders will be opened online/ or through corrigendum.
- The Bidder, who has submitted the lowest Commercial bid, shall be selected as the L1 and shall be called for further process leading to the award of the assignment
- Only fixed price financial bids indicating total price for all the deliverables and



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service specified in this bid document will be considered.

- (d) The bid price will include all taxes (central and State taxes , wherever applicable ) and levies and shall be in Indian Rupees.
- (e) Any conditional bid would be rejected.

### 3.8 AWARD OF CONTRACT

#### 3.8.1 Award Criteria

- (a) BSEIDC will award the Contract to the successful bidder whose proposal has been determined to be eligible and responsive and has been determined as the Least Cost bids as per the process outlined above.

#### 3.8.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

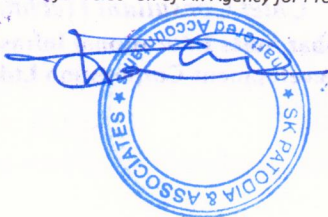
- (a) BSEIDC reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for BSEIDC action.

#### 3.8.3 Notification of Award

- (a) Prior to the expiration of the validity period, BSEIDC will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, BSEIDC may like to request the bidders to extend the validity period of the bid.
- (b) The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, BSEIDC will notify each unsuccessful bidder and return their EMD.

#### 3.8.4 Performance Bank Guarantee

- (a) The BSEIDC will require the selected bidder to provide a Performance Bank Guarantee, within 10 days from the Notification of award, for a value equivalent to 10% of the total cost of mentioned in its Tender/ proposal. The Performance Bank Guarantee shall be kept valid for a period of the project. The Performance Bank Guarantee shall be kept valid till expiration of the contract. The selected bidder shall be responsible for extending the validity date of the



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Performance Bank Guarantee as and whenever it is due till the expiration of the contract. In case the selected bidder fails to submit Performance Bank Guarantee within the time stipulated, the BSEIDC at its discretion may cancel the order placed on the selected bidder by giving a written notice.

- (b) BSEIDC shall invoke the Performance Bank Guarantee in case the selected bidder fails to discharge their contractual obligations during the period or BSEIDC incurs any loss due to bidder's negligence in carrying out the work as per the agreed terms & conditions laid out in this RFP.

### 3.8.5 Signing of Contract

- (a) Post submission of Performance Guarantee by the successful bidder, BSEIDC shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between BSEIDC and the successful bidder.
- (b) The contract agreement refers to all the terms and conditions of this RFP and corrigendum.

### 3.9 Fraud and Corrupt Practices

- a. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the BSEIDC shall reject a 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 (collectively the 'Prohibited Services') in the Selection Process. In such an event, the BSEIDC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's proposal.
- b. Without prejudice to the rights of the BSEIDC under Clause above and the rights and remedies which the BSEIDC may have under the LOI or the Agreement, if an Bidder, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the BSEIDC during a period of 2 (two) years from the date such Bidder, is found by the BSEIDC to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent



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practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- i. "Corrupt Practice" means (i) the offering, giving, receiving, or soliciting directly or indirectly of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the BSEIDC who is or has been associated in any manner, directly or indirectly with the selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the BSEIDC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/adviser of the BSEIDC in relation to any matter concerning the Project;
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- iii. "Coercive Practice" means impairing or harming or threaten to impair or harm directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- iv. "Undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by BSEIDC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- v. "Restrictive Practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

### 3.10 Conflict of Interest

(a) The Vendor shall disclose to BSEIDC in writing, all actual and potential conflicts of interest that exist, arise) or may arise (either for the Vendor/OEM/Bidder's team) in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

### 3.11 Force Majeure

(a) Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or BSEIDC as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- I. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
- II. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- III. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The bidder or BSEIDC shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 60 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.



*23-1-2016*  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

### 3.12.11 Key Deliverables and Timelines

#### a) Time Period

The Financial Management Manual shall be prepared and finalized within 75 days from the date of commencement of the contract.

#### b) Milestone of work

Milestone	Timeline
Inception Report	2 weeks from commencement of contract
Draft Financial Management Manual	6 weeks from commencement of contract
Draft Final Financial Management Manual	1 week from communication of comments/suggestions by BSEIDC on the draft final Manual
Final Financial Management Manual	5 days from communication of comments/suggestions by BSEIDC on the draft final Manual


- c. Workshops/stakeholder consultations may be proposed by the applicant and for this purpose, BSEIDC will meet the cost of the venue and related expenses. BSEIDC will endeavor to provide the comments/suggestions on the Inception Report and draft and draft Manual within two weeks from submission by the consultant. For this purpose, BSEIDC will constitute a group of managerial and operational personnel. The draft final Manual will also be presented before the Board of Directors of BSEIDC for their feedback.

### 3.12.12 Role of the BSEIDC

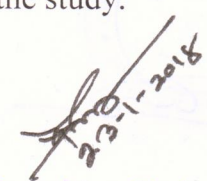
BSEIDC will provide all necessary and relevant information for preparation of such financial management manual for the BSEIDC.

### 3.12.13 Copyrights

All study materials and data from the study will be the sole property of the SCERT. The agency will submit all the materials - secondary and primary, including the filled questionnaires, collected for the purpose of the study.

  
RFP for Selection of An Agency for Preparation of a Financial Management Manual for the BSEIDC Ltd.



  
Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

### 3.13 Payment Procedure and Terms

#### 3.13.1 Paying Authority

- (a) The payments as per the Payment Schedule covered hereinabove shall be paid by this office of BSEIDC. However, Payment of the Bills would be payable, on receipt of advice/confirmation for satisfactory delivery and submission of report from the BSEIDC. The confirmation will be issued by the authorized person of Schools. Also the bidder has to submit the certificate of insurance covering all the risks during performance of their assignment covered under the scope of work of this RFP.

#### 3.13.2 Payment Schedule

Milestone	Payments (as percent of contract value on acceptance of the deliverable)
Inception Report	10%
Draft Financial Management Manual	30%
Draft Final Financial Management Manual	40%
Final Financial Management Manual	20%



*23-1-2018*  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

## ANNEXURE – 1

### TECHNICAL BID , FINANCIAL BID , FORMS AND DOCUMENTS

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Pre-Qualification / Technical Evaluation Criteria. Pre-Qualification Bid & Technical

Proposal shall comprise of following forms:

#### Forms to be submitted in Technical Proposal

1. Form 1: Technical Bid & Check List
2. Form 2: Format for Performance
3. Guarantee Form 3: Letter of Proposal
4. Form4: Self-declaration–No blacklisting Undertaking
5. Form 5: Bidder Profile
6. Form 6: Power of Attorney
7. Form 7 : Covering Letter
8. Form 8: Bidder Experience
9. Form 9: Financial Information Summary
10. Form 10: Describing the technical competence and experience of the bidder

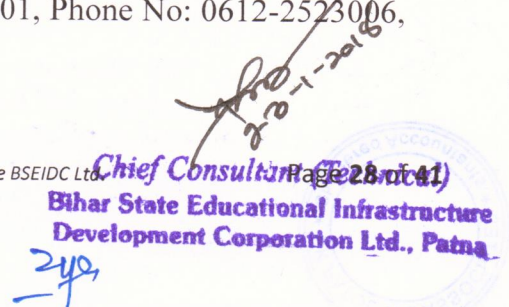
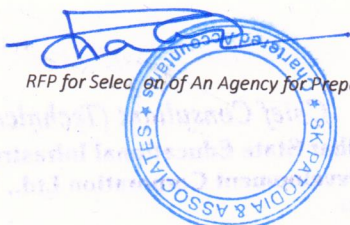
#### NOTE :-

- (a) Bidders may be disqualified if rates/prices are disclosed anywhere in onlineSubmission of Technical Proposal. Rates/prices etc should be submitted in online Submission of Financial proposal.

#### Forms to be submitted in Financial Proposal

Form 11 : Financial Bid (As per Format Provided)

**Note :** For support related to e-tendering process, bidders may contact at following address“eProcurement HELP DESK, First Floor, M/22, Bank Of India Building, RoadNo 25, SriKrishna Nagar, Patna, Bihar, Pin-800001, Phone No: 0612-2523006, Mob- 7542028164”



## Form 2: Performance Bank Guarantee Format

To,

Bihar State Educational Infrastructure Development Corporation Ltd.  
Shiksha Bhawan, Bihar Rashtrabhasha Parishad ,  
Acharya Shiv Pujan Sahay Path, Saidpur,  
Patna, Bihar –Pin Code-800004

Whereas .....(hereinafter called “the Bidder”) has submitted its Bid dated .....(date of submission of Bid) for **Selection of An Agency PREPARATION OF A FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION LTD.** in terms of the Tender dated ..... issued by the BSEIDC ,Patna, (hereinafter called “the Bid”).

Whereas as per Section 3.8.4 Clause of the Bid, the Bidder is required to furnish a bank guarantee as Performance Guarantee from a scheduled nationalised bank (Bank Guarantee)

In consideration of the fact that the Bidder is our valued customer and the fact that he has submitted the Bid, we, (name and address of the bank), (hereinafter called “the Guarantor Bank”), has agreed to bind ourselves, our successors, and assigns to irrevocably issue this Bank Guarantee and guarantee as under

NOW THIS GUARANTEE WITNESSETH: -

1. If the Bidder having been notified of the acceptance of its Bid by the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd. , during the period of Bid Proposal validity:

(i) Fails to perform as per the contract obligations.

The Guarantor Bank shall immediately on demand pay the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd. , Patna, without any demur and without the Managing Director, Bihar State Educational Infrastructure Development Corporation having to substantiate such demand a sum of Rs\_\_\_\_ Lakhs (\_\_\_\_ Lakhs) (Guaranteed Amount).

2. The Guarantor Bank will make the payment of the Guaranteed Amount forthwith on the demand made by the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd. notwithstanding any objection or dispute that may exist or arise between the Managing Director, Bihar State Educational Infrastructure Development Corporation, and the Bidder or any third person.



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**

3. The demand of the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd. on the Guarantor Bank for the payment of the Guaranteed Amount, shall be deemed as the final proof of fulfilment of the conditions stipulated in (1) above.

4. This Guarantee shall be irrevocable and shall not be discharged except by payment of the above amount by us to the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd. and our liability under this Guarantee shall be restricted to the Guaranteed Amount being Rs \_\_\_\_ Lakhs (\_\_\_\_ Lakhs).

5. If it is necessary to extend this Guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on the request of the Bidder under intimation to the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd..

6. To give full effect to the Guarantee contained herein, the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd., shall be entitled to act as if the Guarantor Bank is the principal debtor in respect of claims against the Bidder and the Guarantor Bank hereby expressly waives all its rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this Guarantee.

7. Any notice by way of demand or otherwise may be sent by special courier, telex, fax, registered post or other electronic media to our address as afore-said and if sent by post, shall be deemed to have been given to us after expiry of 48 hours when the same has been posted.

8. Our liability under this Guarantee will continue to exist until a demand is made by the Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd. in writing or up to and including 2 year from the date of signing of contract, i.e. up to \_\_\_\_\_, and any demand in respect thereof should reach the Bank not later than the above date.

Dated ..... this ..... day ..... 2018 Yours faithfully,

For and on behalf of the ..... Guarantor Bank,

(Signature)

Designation

(Address and Common Seal of the bank)

Note: To be executed at the time of Signing of Contract by the Selected Vendor



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna  
23-1-2018  
24

**Form 3: Letter of Proposal**

To:

Bihar State Educational Infrastructure Development Corporation Ltd.

Shiksha Bhawan, Bihar Rashtrabhasha Parishad ,

Acharya Shiv Pujan Sahay Path, Saidpur,

Patna, Bihar –Pin Code-800004

Subject: Submission of the Technical bid for '**Selection of An Agency PREPARATION OF A FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION LTD.**'.

Dear Sir/Madam,

We, the undersigned, offer to provide < related services > to the BSEIDC on with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid online through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in). We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet. We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

*23-1-2018*  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

**Form 4: Self-declaration – No Blacklisting undertaking**

(On bidder's letter head)

To,

Bihar State Educational Infrastructure Development Corporation Ltd.  
 Shiksha Bhawan.  
 Bihar Rashtrabhasha Parishad Campus  
 Acharya Shiv Pujan Sahay Path,  
 Patna, Bihar –Pin Code-800004

In response to the Tender/ NIT Ref. No. \_\_\_\_\_  
 dated \_\_\_\_\_ for 'Selection of An Agency PREPARATION OF A  
 FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE  
 EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION  
 LTD.', as an Owner/ Partner/Director of  
 \_\_\_\_\_, I/ We hereby declare that  
 presently our Company/ firm \_\_\_\_\_, at the time of bidding,  
 is having unblemished record and is not declared ineligible for corrupt &  
 fraudulent practices either indefinitely or for a particular period of time by  
 any State/ Central government/ PSU/ UT. If this declaration is found to be  
 incorrect then without prejudice to any other action that may be taken, my/  
 our security may be forfeited in full and our bid, to the extent accepted, may  
 be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:



RFP for Selection of An Agency for Preparation of a Financial Management Manual for the BSEIDC Ltd.

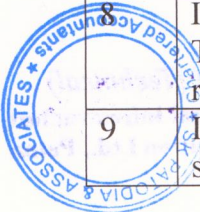
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

Page 32 of 41

### Form 5: Bidder Profile

(On bidder's letter head)

Sr. No	Details	
1	Name of the Firm	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/ contact address	
4	Details of Contact person (Name, designation, address etc.) Telephone Number Fax Number e-mail	
5	Is the firm a registered company? If yes, submit Documentary proof. Year and Place of the establishment of the Company	
6	Former name of the company, if any.	
7	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate	
8	Is the firm registered for service tax/GST with Service Tax/GST department? If yes, Submit valid service tax/GST registration certificate	
9	Is the firm registered under Labor Laws Contract Act, If yes, submit valid registration certificate	



**Chief Consultant (Technical)**

Bihar State Educational Infrastructure Development Corporation Ltd., Patna

10	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the officers.  Total number of employees	
11	How many years has your organization been in business under your present name? What were your fields when you established your organization?  When did you add new fields (if any)?	
12	What type best describes your firm? (documentary proof to be submitted)  a. Manufacturer b. Supplier c. System Integrator d. Software Development e. Total solution provider (Design, Supply, Integration, O&M) f. IT Company g. Consultant h. Service Provider (pl. specify details)	
13	Number of Offices / Project Locations	
14	Please give details of Key Technical and Administrative staff who will be involved in this project, their role in the project, their Qualifications & experience and the certification attained (documentary proof to be submitted)	
15	List the major clients with whom your organization has been/ is currently associated.	
16	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	
17	In how many projects you were imposed penalties for delay? Please give details.	
18	Have you ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking? (Give details)	

### Form 6: Power of Attorney

To,

Bihar State Educational Infrastructure Development Corporation Ltd.  
Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus  
Acharya Shiv Pujan Sahay Path,  
Patna, Bihar –Pin Code-800004

I / We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Tender/ NIT reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also the one authorized to attend meetings & submit technical & commercial information/clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory:

Seal of the Organization: Date



  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

**Form 7: Covering Letter**

To:

Bihar State Educational Infrastructure Development Corporation Ltd.  
 Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus  
 Acharya Shiv Pujan Sahay Path,  
 Patna, Bihar –Pin Code-800004

Subject: Submission of the financial bid for '**Selection of An Agency PREPARATION OF A FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION LTD.**'.

Dear Sir/Madam,

We, the undersigned, offer to provide the Implementation services for << related services >> in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals is uploaded separately as per requirement of Tender).

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:



RFP for Selection of An Agency for Preparation of a Financial Management Manual for the BSEI Ltd.

**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**

23-1-2016

Page 36 of 41

**Form 8: Bidder Experience**  
(On bidder's letter head)

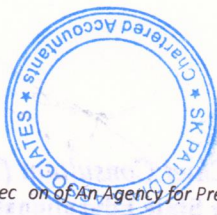


  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**  


## Form 9: Financial Information Summary

S. NO	Name of the Bidder	Turn Over ( Rs. Crores)			Total of 3 Financial Years
		2013-14	2014-15	2015-16	
	Overall Turnover of Company				
	Turnover From Survey Activities				

Note: Please enclose balance sheet and profile & Loss statement.



RFP for Selection of An Agency for Preparation of a Financial Management Manual for the BSEDC Ltd.

*[Signature]*

*[Signature]*  
20-1-2016  
Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

*[Signature]*

**Form 10: Describing the technical competence and experience of the bidder**

(On bidder's letter head)



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

*[Handwritten signature]*

Form 11: Financial Bid ( Format provided in Excel Sheet also) .

**Bihar State Educational Infrastructure Development Corporation 'Selection of An Agency PREPARATION OF A FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION LTD.'**

Ref. Date:

To,

Bihar State Educational Infrastructure Development Corporation Ltd.  
Shiksha Bhawan. Bihar Rashtrabhasha Parishad Campus  
Acharya Shiv Pujan Sahay Path,  
Patna, Bihar –Pin Code-800004

**Sub: Selection of An Agency PREPARATION OF A FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION LTD..**

Dear Sir,

We have perused the proposal documents, as per the Scope of work as per para 3.12 to the RFP Document and other details and are willing to undertake and complete the assignments as per terms and conditions stipulated in the proposal document.

Our offer **inclusive of all taxes**, incidentals, overheads, travelling expenses, printing and binding of reports, all sundries, all other expenditure for execution of this assignment covering all 'Terms and conditions' (as per this RFP) is Rs \_\_\_\_\_ (i.e., in words Rupees \_\_\_\_\_). We also agree with the stage-wise and percentage-wise payments as detailed in **the RFP** of this document. This offer is valid for a period of 120 days from the date of opening of the bid (bid due date).

Yours Sincerely

Signature (Authorized Signatory)

Name:

Address:

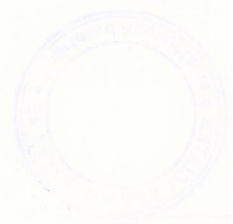
For and Behalf of

RFP for Selection of An Agency for Preparation of a Financial Management Manual for the BSEIDC Ltd.



*23-1-2016*  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**  
*24/1*

1



**Bihar State Educational Infrastructure  
Development Corporation Limited  
(A Govt. of Bihar Undertaking)**



*Selection of an Agency  
for  
Preparation of a Financial  
Management Manual  
For  
The Bihar State Educational  
Infrastructure Development  
Corporation Limited*

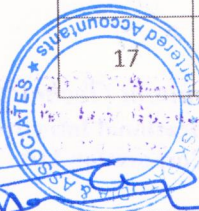


**S K PATODIA & ASSOCIATES**  
CHARTERED ACCOUNTANTS

*Chief Consultant (Technical)*  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

## Form1 : Checklist

S. No.	Description of Contents	Page no's
1	Form 3 : Letter of Proposal	1
2	Form 4 : Self-Declaration – No Blacklisting Undertaking	2
3	Form 5 : Bidder's Profile	3-20
4	Form 6 : Power of Attorney	21
5	Form 7 : Covering Letter	21a
6	Form 8 : Bidder Experiences	22-29
7	Form 9 : Financial Information Summary	30
8	Financial Statements : 2013-16	31-36
9	Form 10 : Technical Competence & Experience of Bidder	37-50
10	Team Composition & Task Assigned	51-69
11	Copy of PAN card	70
12	ICAI Constitutional Letter	71-73
13	Service Tax Registration no. & GST Registration No.	74
14	ESIC Registration & Provident Fund Registration	75-82
15	Organizational Chart	83-87
16	CAG Empanelment Certificate	88
17	Copy of Experience Certificates / Work Order	89-95

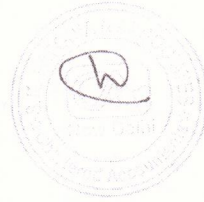


(A)

**Chief Consultant (Technical)**  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

*[Signature]*

18	Copy of ITR (FY: 2013-16)	96-98
19	EMD ( Bid Security Copy)	99
20	Certificate from ACA	100



(B)

*Chief Consultant (Technical)*

**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**

*3/4/16*



*[Handwritten signature]*

МОНАСТЫР (МОНАСТЫР)  
ҚАЗАҚСТАН РЕСПУБЛИКАСЫНЫҢ БІЛІМ ЖӘНЕ ҒЫЛЫМ МИНИСТРЛІГІ

# बिहार राज्य शैक्षणिक आधारभूत संरचना विकास निगम लि०

(बिहार सरकार का एक उपक्रम)

शिक्षा भवन, बिहार राष्ट्रभाषा परिषद परिसर, शिवपूजन सहाय पथ, सैदपुर, पटना-800004, दूरभाष-0612-2910314

Name of the Work :-

Name of Agency :-

Agreement No. & Date:-

Agreement Amount :-

## PART :- II



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

24/10

1. Name of the Agency

(Name of the Agency)

2. Name of the Work

3. Name of the Agency

4. Agreement No. & Date

5. Agreement Amount

PART II

6. Name of the Agency  
7. Name of the Work  
8. Agreement No. & Date  
9. Agreement Amount





**Power of Attorney**

To,

Bihar State Educational Infrastructure Development Corporation Ltd.  
Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus  
Acharya Shiv Pujan Sahay Path,  
Patna, Bihar –Pin Code-800004

I CA Sharwan Aggarwal hereby declare/ certify that CA Harsh Kumar Sarawagi is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Tender/ NIT reference No. 24/2107-18 dated 15/09/2017. He/ She is also the one authorized to attend meetings & submit technical & commercial information/clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: S K Patodia & Associates

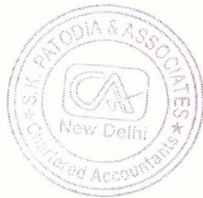
*Sharwan Aggarwal*

Verified Signature:

*Harsh Kumar Sarawagi*

Authorised Signatory:

Seal of the Organization:

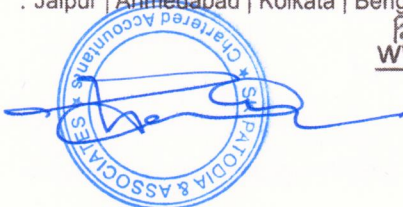


Date: 14/10/2017

**Head Office** : Choice House, Shree Shakambhari Corporate Park,  
Plot No. 156-58, J. B. Nagar, Andheri (East), Mumbai - 400 099.  
Tel. : +91 22 6707 9444 - Fax : +91 22 6707 9959 - Email : info@skpatodia.in

**Delhi Office** : 207 A, NDM-1, Netaji Subhash Place, Pitampura, New Delhi- 110 034.

**Offices** : Jaipur | Ahmedabad | Kolkata | Bengaluru | Hyderabad | Raipur | Patna | Bhopal | Ranchi | Chandigarh | Guwahati  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**



*24/10*

Ukrainian State University of Medicine  
and Pharmaceutical Sciences  
Faculty of Medicine



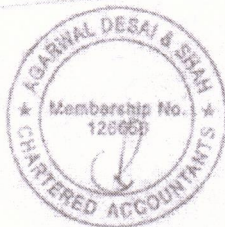
S. K. Patodia & AssociatesBalance Sheet As At 31-3-2014

Liabilities	Amount	Assets	Amount
Capital A/c. - Partners' (As Per Schedule - A)	1,21,42,022	Fixed Assets (As Per Schedule - B)	18,33,363
Current Liabilities (As Per Schedule - C)	76,23,175	Tax Deducted at Source (As Per Schedule - D)	1,05,74,631
O.D. against Bank F.D.	17,67,233	Earnest Money Deposit (As Per Schedule - E)	21,32,641
		Sundry Advances	5,17,387
		Fixed Deposit with Bank	62,18,519
		Bank Balances (As Per Schedule - F)	1,91,850
		Cash in Hand	84,639
<b>Total</b>	<b>2,15,33,030</b>	<b>Total</b>	<b>2,15,33,030</b>

For Agarwal Desai & Shah  
Chartered Accountants  
Firm Registration No. 12850W

Rishi Saxena  
Partner  
Mem. No 128656

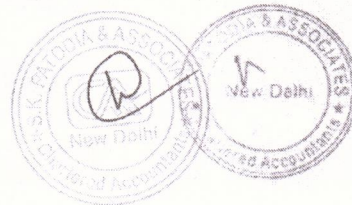
Place : Mumbai  
Date : 09.09.2014



For S. K. PATODIA & ASSOCIATES



Partner  
Partner



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

240

S. K. Patodia & Associates

Income & Expenditure A/c. For The Year Ended On 31-3-2014

Particulars	Amount(Rs)	Particulars	Amount(Rs)
To Audit Fees	16,854	By Professional Fees	6,52,68,514
To Bank Interest & Charges	1,83,114	By Bank Interest Income	5,34,827
To Books & Periodicals	60,512		
To Business Promotion Exp	13,72,067		
To Contractual Expenses	1,27,78,947		
To Conveyance	37,00,040		
To Depreciation	4,01,178		
To Donation	58,000		
To Electricity Charges	6,72,415		
To Employees Medical Premium	8,08,992		
To Office & General Expenses	10,94,788		
To Membership Subscription	1,68,718		
To Postage & Courier Charges	1,25,160		
To Printing & Stationery	2,41,168		
To Legal & Professional Charges	1,54,618		
To Rent	24,19,650		
To Repair & Maintenance	1,25,865		
To Salaries	1,07,99,471		
To Seminar Fees	63,900		
To Society Charges	32,460		
To Software Expenses	1,63,685		
To Stipend	62,96,577		
To Specific Assignment / Tender Expenses	1,05,30,691		
To Telephone Charges	5,14,348		
To Traveling Expenses	4,94,618		
To Vehicle Expenses	2,69,238		
To Profit Before Partners Remuneration C/F	1,22,26,364		
	<u>6,57,81,341</u>	Total	<u>6,57,81,341</u>
		By Profit B/F	<u>1,22,26,364</u>
To Partners' Remuneration	95,18,050		
To Rent to Partner	12,00,000		
To Provision for Income Tax	13,35,050		
To Net surplus distributed to partners	1,75,264		
	<u>1,22,26,364</u>		<u>1,22,26,364</u>

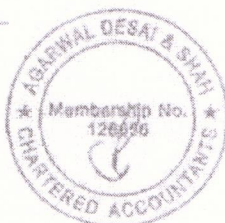
For Agarwal Desai & Shah  
Chartered Accountants

Firm Registration No. 24850W

*[Signature]*

Richa Sharma  
Partner

Mem. No 126656



Place : Mumbai  
Date : 09.06.2014

For S. K. PATODIA & ASSOCIATES



*[Signature]*  
Partner

*[Signature]*  
Partner



**Chief Consultant (Technical)**

**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**

*[Signature]*

*[Signature]*  
23-1-2014

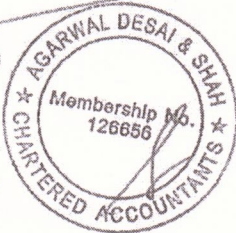
S. K. Patodia & AssociatesBalance Sheet As At 31-3-2015

Liabilities	Amount	Assets	Amount
Capital A/c. - Partners' (As Per Schedule - A)	8,893,126	Fixed Assets (As Per Schedule - B)	2,103,376
Unsecured Loan	26,187,828	Tax Deducted at Source (As Per Schedule - D)	11,988,274
Current Liabilities (As Per Schedule - C)	3,112,195	Earnest Money Deposit (As Per Schedule - E)	13,468,626
O.D. against Bank F.D.	2,475,580	Security Deposit	456,300
		Sundry Advances	1,678,145
		Fixed Deposit with Bank	9,048,961
		Bank Balances (As Per Schedule - F)	1,877,096
		Cash In Hand	47,952
<b>Total</b>	<b>40,668,729</b>	<b>Total</b>	<b>40,668,729</b>

For Agarwal Desai & Shah  
Chartered Accountants  
Firm Registration No. 124850W

Rishi Sekhri  
Partner  
Mem. No 126656

Place : Mumbai  
Date : 09.09.2015

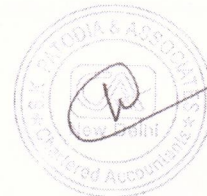


For S.K. Patodia & Associates



Partner

Partner



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

**S. K. Patodia & Associates**

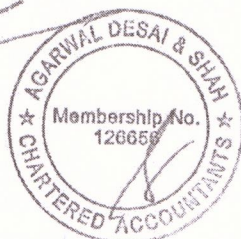
**Income & Expenditure A/c. For The Year Ended On 31-3-2015**

Particulars	Amount(Rs)	Particulars	Amount(Rs)
To Audit Fees	10,000	By Professional Fees	70,315,374
To Bank Interest & Charges	734,950	By Bank Interest Income	861,827
To Books & Periodicals	53,959		
To Business Promotion Exp	728,623		
To Contractual Expenses	20,005,879		
To Conveyance	835,931		
To Depreciation	690,305		
To Donation	11,000		
To Electricity Charges	614,257		
To Refreshment (Staff Welfare)	70,922		
To Office & General Expenses	493,708		
To Membership Subscription	360,593		
To Postage & Courier Charges	117,888		
To Printing & Stationery	336,607		
To Professional & Consultancy Charges	237,112		
To Rent	4,824,200		
To Repair & Maintenance	127,826		
To Salaries	5,813,072		
To Seminar Fees	95,013		
To Society Charges	21,120		
To Software Expenses	277,100		
To Stipend	5,461,895		
To Specific Assignment / Tender Expenses	15,098,232		
To Telephone Charges	777,175		
To Traveling Expenses	187,823		
To Vehicle Expenses	401,770		
To Client Expenses	381,667		
To Mis	34,615		
To Brokerage	15,000		
To Lodging & Boarding	14,024		
To Profit Before Partners Remuneration C/F	12,344,934		
	<b>71,177,201</b>	Total	<b>71,177,201</b>
		By Profit B/F	<b>12,344,934</b>
To Partners' Remuneration	9,233,100		
To Rent to Partner	1,200,000		
To Earlier Tax	478,651		
To Provision for Income Tax	1,349,703		
To Net surplus distributed to partners	83,480		
	<b>12,344,934</b>		<b>12,344,934</b>

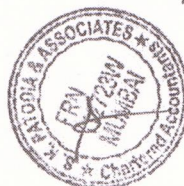
For Agarwal Desai & Shah  
Chartered Accountants  
Firm Registration No 124850W

Rishi Sekhri  
Partner

Mem. No 126656



For S.K. Patodia & Associates



*[Signature]*  
Partner

*[Signature]*  
Partner

*[Signature]*  
22-1-2016

**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

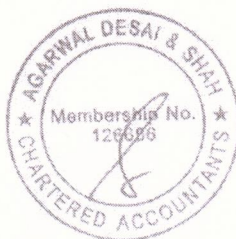
S. K. Patodia & AssociatesBalance Sheet As At 31-3-2016

Liabilities	Amount	Assets	Amount
Capital A/c. - Partners' (As Per Schedule - A)	7,258,264	Fixed Assets (As Per Schedule - B)	2,753,832
Unsecured Loan	35,646,512	Tax Deducted at Source (As Per Schedule - D)	13,303,474
Current Liabilities (As Per Schedule - C)	490,964	Earnest Money Deposit (As Per Schedule - E)	11,692,146
O.D. against Bank F.D.	1,103,024	Security Deposit	493,350
		Sundry Advances	1,912,832
		Fixed Deposit with Bank	9,881,079
		Bank Balances (As Per Schedule - F)	4,397,196
		Cash In Hand	64,857
<b>Total</b>	<b>44,498,765</b>	<b>Total</b>	<b>44,498,765</b>

For Agarwal Desai & Shah  
Chartered Accountants  
Firm Registration No. 124850W

Rishi Sekhri  
Partner  
Mem. No 126656

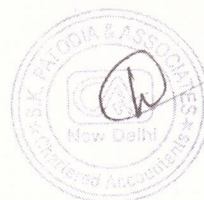
Place : Mumbai  
Date : 08/09/2016



For S.K. Patodia & Associates

Partner

Partner



Chief Consultant (Technical)

Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

249

23-1-2016

**S. K. Patodia & Associates**

**Income & Expenditure A/c. For The Year Ended On 31-3-2016**

Particulars	Amount(Rs)	Particulars	Amount(Rs)
To Audit Fees	10,000	By Professional Fees	103,984,139
To Bank Interest & Charges	248,233	By Bank Interest Income	812,244
To Books & Periodicals	53,982	By Other Mis Income	589,806
To Contractual Expenses/Specific Assignment	42,159,376		
To Conveyance	1,523,072		
To Depreciation	1,272,991		
To Donation	31,000		
To Electricity Charges	903,142		
To Refreshment (Staff Welfare)	167,680		
To Office & General Expenses	812,989		
To Membership Subscription	1,099,434		
To Postage & Courier Charges	136,693		
To Printing & Stationery	716,326		
To Professional & Consultancy Charges	2,795,176		
To Rent	5,777,200		
To Repair & Maintenance	155,065		
To Salaries/Stipend	28,997,718		
To Seminar Fees	858,766		
To Software Expenses	1,374,561		
To Telephone Charges	668,811		
To Traveling Expenses	738,890		
To Vehicle Expenses	531,421		
To Client Expenses	187,137		
To Mis	57,439		
To Brokerage	21,000		
To Lodging & Boarding	140,375		
To Profit Before Partners Remuneration C/F	13,947,713		
	<b>105,386,189</b>	Total	<b>105,386,189</b>
		By Profit B/F	13,947,713
To Partners' Remuneration	11,797,627		
To Rent to Partner	400,000		
To Provision for Income Tax	1,646,689		
To Net surplus distributed to partners	103,397		
	<b>13,947,713</b>		<b>13,947,713</b>

For Agarwal Desai & Shah  
Chartered Accountants  
Firm Registration No. 126550W

*Rishi Sekhri*  
Partner  
Mem. No. 126656

Place : Mumbai  
Date : 08/09/2016



For S.K. Patodia & Associates



Partner

*Asim Patodia*  
Partner



**Chief Consultant (Technical)**

**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**



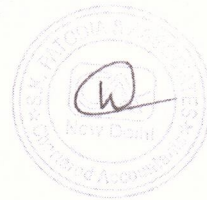
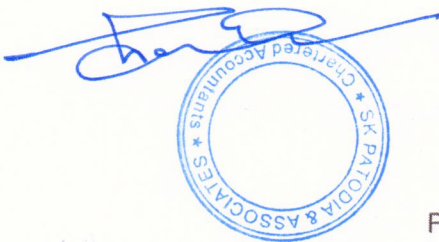
आयकर विभाग  
INCOME TAX DEPARTMENT  
S. K. PATODIA & ASSOCIATES

भारत सरकार  
GOVT. OF INDIA

28/05/2007

ABIFS7708N

07072007



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna.

2401

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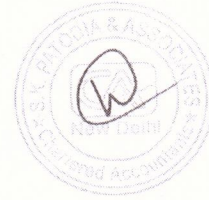
Government of India  
And  
Government of Delhi  
Form GST REG-25

**Certificate of Provisional Registration**

1.	GSTIN	07ABIFS7708N1ZI
2.	PAN	ABIFS7708N
3.	Legal Name	S. K. PATODIA & ASSOCIATES
4.	Trade Name	S.K. PATODIA AND ASSOCIATES
5.	Registration Details under Existing Law	
	Act	Registration Number
(a)	Service Tax Registration Number	ABIFS7708NST002
Date	26/06/2017	

This is a Certificate of Provisional Registration issued under the provisions of the Act.

*[Handwritten signature]*  
*[Circular stamp]*

Development Corporation Ltd., India  
8, Park Road, Madras 600 005  
(India)

8/14/2017

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA  
10, BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 124.

No. CAV/F/75-2013/BO1094

TO  
SKPATODIA & ASSOCIATES  
SHREE SHAKAMBHARI CORPORATE PARK  
156-158 CHAKRAVARTI ASHOK COMPLEX  
J.B. NAGAR  
MUMBAI - MAHARASHTRA

Subject : Empanelment status of your firm for 2017-2018

Dear Sir(s),

With reference to your application for empanelment, it is informed that your firm stands empanelled with this office for the year 2017-2018 with empanelment No. BO1094. This number may invariably be quoted in all future correspondence with this office.

Any Changes in particulars submitted by your firm should be intimated to this office within 30 days from the date of such changes.

Sr. Administrative Officer/CAV

(This is a Computer generated Letter)



Page 88 of 95

*23-1-2018*  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**  
*240*

1/1

*[Handwritten signature]*



Қазақстан Республикасының  
Білім және Ғылым Министрлігі  
Астана қаласы, Мәскеу көшесі, 108  
Телефон: (7172) 222-2222  
Факс: (7172) 222-2222  
e-mail: info@mon.gov.kz

[illegible]

*[Handwritten signature]*



*23-1-2018*

**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

1987-1988  
1989-1990  
1991-1992





40

**S K PATODIA & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

**Form 5: Bidder Profile**

S. No	Details	Description
1	Name of the Firm	S K Patodia & Associates
2	Registered Office address  Telephone Number Fax No Email id	Shree Shakambhari Corporate Park Plot No 156-158 Chakravarti Ashok Complex Near Cambridge School J B Nagar, Andheri-East Mumbai 400099 +91 99999 18430  harsh@skpatodia.in
3	Correspondence/ contact address	207-A, NDM 1, Netaji Subhash Palace, Pitampura, New Delhi- 110034
4	Details of Contact person  (Name, designation, address etc.)  Telephone Number  Fax Number  e-mail	Name : CA Harsh Kumar Sarawagi Designation : Partner Address : 207-A, NDM 1, Netaji Subhash Palace, Pitampura, New Delhi- 110034  +91 99999 18430  -  harsh@skpatodia.in
5	Is the firm a registered company? If yes, submit documentary proof.  Year and Place of the establishment of the	Yes ICAI Constitution enclosed.  Year :- 1.6.1992 Place :- Mumbai, Maharashtra
6.	Company Former name of the company, if any.	N.A.
7	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate	No
8	Is the firm registered for service	Yes.

**Head Office** : Choice House, Shree Shakambhari Corporate Park,  
Plot No. 156-58, J. B. Nagar, Andheri (East), Mumbai - 400 099.  
Tel. : +91 22 6707 9444 - Fax : +91 22 6707 9959 - Email : info@skpatodia.in

**Delhi Office** : 207-A, NDM-1, Netaji Subhash Place, Pitampura, New Delhi- 110 034.

**Offices** : Jaipur | Ahmedabad | Kolkata | Bengaluru | Hyderabad | Raipur | Patna | Bhopal | Ranchi | Chandigarh | Guwahati  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**

[www.skpatodia.in](http://www.skpatodia.in)

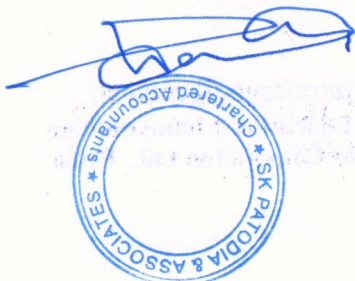
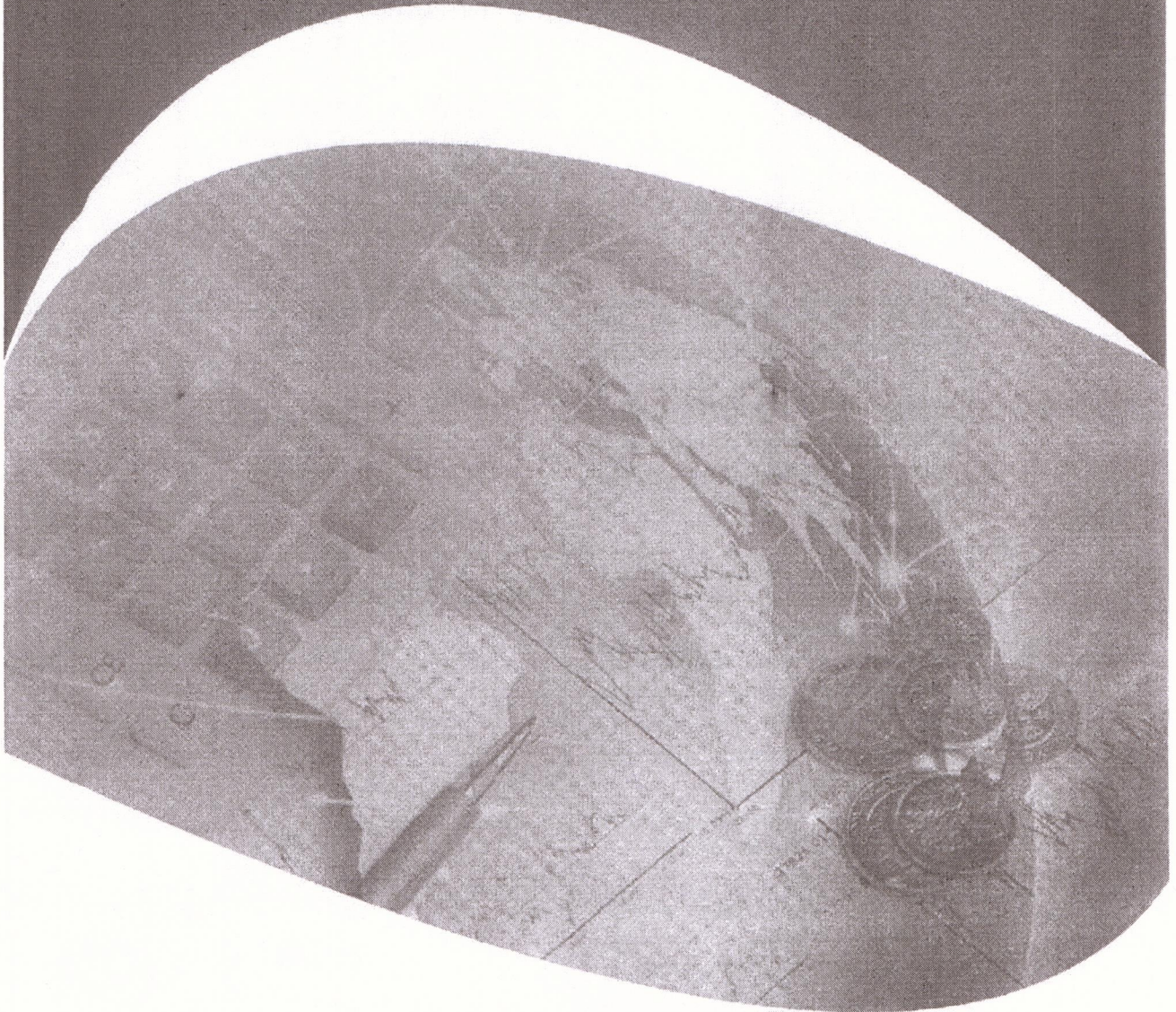
	tax/GST with Service Tax/GST department? If yes, Submit valid service tax/GST registration certificate	Service Tax & GST Registration certificates are enclosed
9	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate	Yes ESIC Registration and Provident Fund Registration certificates are enclosed
10	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the officers.  Total number of employees	Please refer to page no .....83.....  300
11	How many years has your organization been in business under your present name? What were your fields when you established your organization?  When did you add new fields (if any)?	<b>25 Years</b>  <b>Fields at the time of establishment: (1992)</b>  1. Attestation and audit 2. Bank Audits 3. Financial Management consultancy 4. Direct Tax Consultancy 5. Indirect tax consultancy 6. Regulatory Services  <b>New Filed:</b>  1. Information risk Management (2003) 2. Insurance advisory (2005) 3. Cross border transaction (2005) 4. Business setup outside India (2007)  <b>For further details firms profile may be referred.</b>
12	What type best describes your firm? (documentary proof to be submitted)  a. Manufacturer b. Supplier c. System Integrator d. Software Development e. Total solution provider (Design,	<b>Consultant , Service Provider</b>  Details of services 1. Attestation and audit 2. Bank Audits 3. Financial Management consultancy 4. Direct Tax Consultancy 5. Indirect tax consultancy 6. Regulatory Services 7. Information risk Management



	Supply, Integration, O&M) f. IT Company g. Consultant h. Service Provider (pl. specify details)	8. Insurance advisory 9. Cross border transaction 10. Business setup outside India																		
13	Number of Offices / Project Locations	<p align="center"><b>Name of project locations (state wise)</b></p> <table border="1"> <tr> <td>1. Chandigarh</td><td>10 West Bengal</td></tr> <tr> <td>2. Rajasthan</td><td>11. Andhra Pradesh</td></tr> <tr> <td>3. Delhi</td><td>12. Assam</td></tr> <tr> <td>4. Gujarat</td><td>13. Orissa</td></tr> <tr> <td>5. Madhya Pradesh</td><td></td></tr> <tr> <td>6. Karnataka</td><td></td></tr> <tr> <td>7. Maharashtra</td><td></td></tr> <tr> <td>8. Bihar</td><td></td></tr> <tr> <td>9. Chhattisgarh</td><td></td></tr> </table>	1. Chandigarh	10 West Bengal	2. Rajasthan	11. Andhra Pradesh	3. Delhi	12. Assam	4. Gujarat	13. Orissa	5. Madhya Pradesh		6. Karnataka		7. Maharashtra		8. Bihar		9. Chhattisgarh	
1. Chandigarh	10 West Bengal																			
2. Rajasthan	11. Andhra Pradesh																			
3. Delhi	12. Assam																			
4. Gujarat	13. Orissa																			
5. Madhya Pradesh																				
6. Karnataka																				
7. Maharashtra																				
8. Bihar																				
9. Chhattisgarh																				
14	Please give details of Key Technical and Administrative staff who will be involved in this project, their role in the project, their Qualifications & experience and the certification attained (documentary proof to be submitted)	Enclosed																		
15	List the major clients with whom your organization has been/ is currently associated.	Please refer to page no.....41.....																		
16	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	Nil																		
	In how many projects you were imposed penalties for delay? Please give details.	Nil																		
18	Have you ever been denied tendering facilities by any government/ Department/ Public sector Undertaking? (Give details)	Nil																		




**S K Patodia & Associates**  
**CHARTERED ACCOUNTANTS**



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

# Core Values

When you have a business relationship with us, you work with people who care about you and your success. That's because we keep our core values—the never-changing definition of who we are and what we stand for—and our core competencies—the ever-evolving definition of our capabilities—at the heart of everything we do.



## Our Core Values

### Integrity

Giving straightforward advice based solely on our desire to see you succeed.

### Trust

Establishing long-term relationships by earning your firm belief in our honesty.

### Caring

Showing concern for you and the relationship that leads to your success.

### Competence

The ability to solve problems by having an in-depth knowledge of your business.

### Continual Learning

Working to keep our knowledge of your industry and ours current.

## Our Core Competencies

### Teamwork

Combining our local advisors with our national experts to bring you the best of both worlds.

### Specialization

Concentrating in special areas to bring a complete understanding of your industry to our relationship.

### Strategic Vision

Using our knowledge to stay ahead of your needs, and keep you ahead of your competition.

### Technologically Adept

Complementing our people skills with a practical application of cutting-edge technology.

### Client Focus

Making our relationship with you and our desire for your success the center of everything we do.



24/10

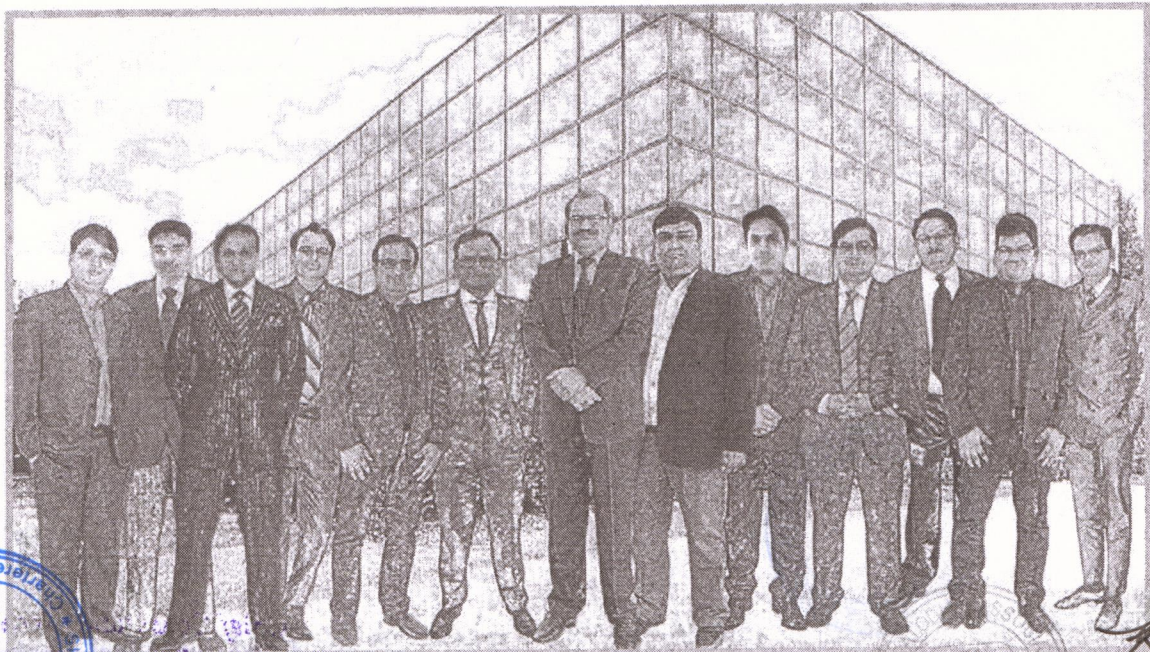
# Introduction

**S K Patodia & Associates (SKP)** was established in June 1992 by a young and dynamic professional CA Sunil Patodia with a vision to create new benchmarks in service delivery at professional level and has been synergic since then; as a result of tireless efforts the firm's strength has out flank and it has fourteen full- time partners as on date.

For over 25 years, **SKP** has provided high-quality financial and management services to a diverse and successful client base. As an innovative and highly professional chartered accounting and consulting firm, **SKP** serves as a valued advisor to over 1,000 clients by providing guidance on important strategic and operational matters.

As one of the leading national Chartered Accounting firms headquartered in the Mumbai, **SKP's** resource network stretches across the cities through its branches across India. It has alliance with leading accounting and consulting firms nationally and internationally so as to be at the end of your services across the globe.

**SKP** is uniquely positioned to impart quality, cost effective and professional advice to clients that include national and multinational corporates, private business houses, nonprofit organizations, governmental entities, emerging or start-up firms and successful individuals in multidimensional sphere of business operations.



# Our Services



Business Setup  
Outside India



Bank Audit



Information Risk  
Management



Attestation and  
Audit



Direct Tax



Indirect Tax



Management  
Consultancy



Cross Border  
Transaction



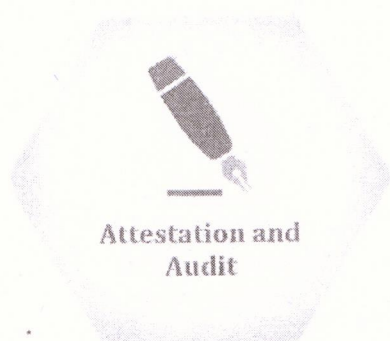
Regulatory  
Services



Insurance Services

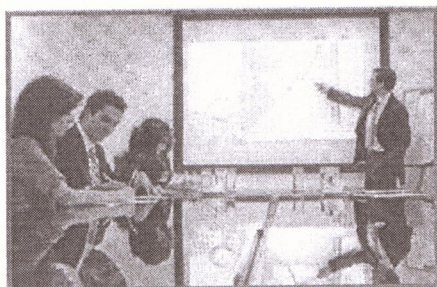


23-1-2016



## Attestation and Audit

Attestation, Assurance and accounting services are directed towards supporting stakeholders such as lenders and investors. In addition, these services assist the management looking at the global financial markets including overseas listings.



## What we do

### Audits

- Audits as per the requirement of the Companies Act, 1956/ 2013
- Audit of Restated Financial statements required for IPO as per SEBI Regulations
- Audits of IFRS / US GAAP financial statements, as per ISAs
- Tax Audit as per the requirement of the Income Tax Act, 1961

### IFRS/ Ind-AS/ US GAAP Convergence ( Assistance to Client)

- In analysis of impact on convergence to IFRS/ Ind-AS/ US GAAP
- In compilation / quantification of impact on convergence to IFRS/ Ind-AS/ US GAAP
- In deciding and designing solutions for implementation
- In training its staff - in preparation of IFRS / Ind-AS / US GAAP financial statements

### Special Purpose Management Certification

- For Tendering process
- For Regulatory requirements
- On request of third parties
- As part of our assurance services, Other necessary certification .

### Other Related Services

- Review of Financial Statements
- Agreed upon Procedures by Client
- Compilation of Financial information
- Valuation of Shares/Business

### SOX Attestation for SEC registered companies

- Audit of internal controls over the financial reporting process
- To Make integrated audit (internal control & Financial reporting), a smooth process.



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# Our Services



## Management Consultancy

Management consulting refers assisting to organisations in improving their performance, primarily through the analysis of existing organisational problems and development of plans for improvement. Organisations may draw upon the services of management consultants for a number of reasons, including gaining external (and presumably objective) advice and access to the consultants' specialised expertise.

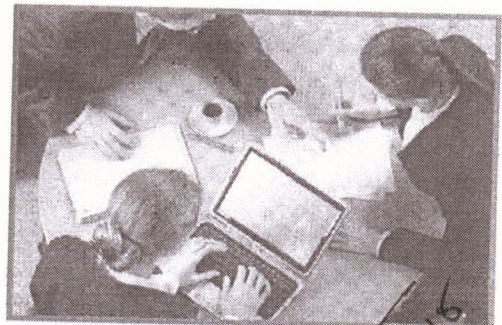
As a result of their exposure to and relationships with numerous organisations, SKP team is aware of industry "best practices", however transferability of such practices from one organisation to another may be limited by the specific nature of situation under consideration.

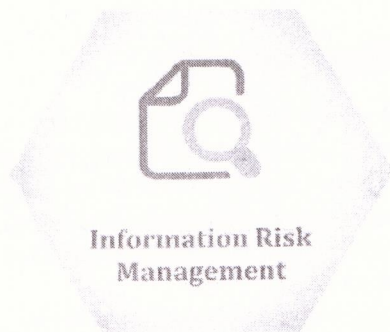
The Integrated Internal Audit approach addresses all aspects of the Company's operations such as Risk Management Process, Financial Audit, Compliance Review, Operational Audit and I.T Audit.



## What we do

- Corporate debt restructuring
- Restructuring and Redesigning of Internal Function including quality assessment of Internal audit function
- Governance and Internal Control Structures
- Risk Assessments and Business Process Re-engineering
- SWOT and other analysis and establishing BCPs.
- Benchmarking of Best Practices
- Business Acquisition Due Diligence
- Financial Due Diligence for assets reconstruction.
- Accounting, Financial and Cost Studies
- Operational Efficiency Reviews
- Forensic Studies
- Marketing and Advertising Reviews
- IT and Computer Controls Reviews
- Management Information Systems
- Business and Brand Valuation
- Seminars, Training Programs, Software SOPs (especially for Oracle, SAP and ERP)
- Internal Financial Control (IFC)





Information Risk  
Management

## Information Risk Management

Information Risk Management covers the creation, processing, transmission, storage, maintenance and security of information and information systems at large. It is utmost essential for any business organisation to understand the importance of information, the location of information at every office of the organisation, presence of information with different departments, hierarchy levels, users. The organisation shall have an assessment of the risks entailed in system and the impact on the business. Every IT system in a organization requires effective balance of controls and performance.

Our team deliver services wherein companies align IT investments with business goals, determine the associated risk and compliances of IT systems. We focus on effective integration of business processes into IT systems through consistent and active process design. We have a team of experts in the implementation and performance optimization of business enabling technology.

Our exposure and expertise in various industry lines enables us to benchmark and identify system and technology gaps that can cause performance imbalances. We help to improve, transform and build processes to manage compliance gaps and increase success of IT implementation.

## What we do:

- Alignment of Information Technology Process
- Assistance in IT system design and implementation
- Identity and Access Management
- Consultancy on designing Internal Controls
- Risk Assessment and Penetration Testing
- Business Continuity Management
- Undertaking complete system audit
- Information Security Framework Design and Review
- Continuous Control Monitoring



Chief Consultant (Technical)

Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna



# Our Services



Bank Audit

## Bank Audit

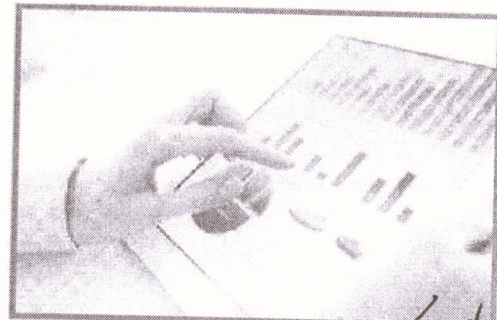
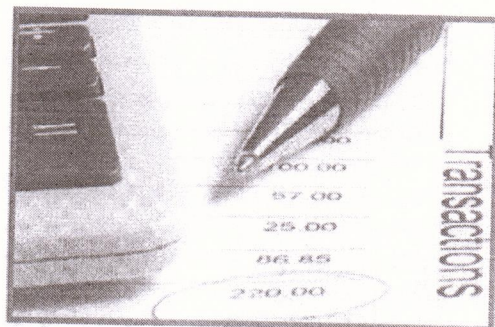
Bank Audit in its different forms introduced by Reserve Bank of India, by bank management or consequent to compliance of regulatory framework is aimed to protect the interest of bank and its stakeholders from possible frauds overriding the authorities, system flaws and human errors. Bank audits carries utmost importance for any banking organisation as it is key driver to timely detect irregularities which may have financial, operational or other damaging impact on bank.

Since more than two decades SKP has developed expertise in different categories of banking audits to fulfil the objective of individual category of audits. Our audit approach is focused on thorough understanding of organisational environment, operating systems at audit place and complexities of audit assignment. Our in-depth regulatory understanding helps in timely and effective execution of work involving complex laws and reporting systems.

Our expertise and exposure in almost all category of industry lines as a bank auditor where banks have financed these diverse industries enables us to benchmark and identify system and performance gaps which can cause damage by virtual deterioration in asset quality at banks.

## What we do:

- Audit under various banking and related statutory laws
- Continuous audit to ensure implementation of plans and policies, risk identification & mitigation and strengthening control systems
- Risk Assessment and substantial testing
- IT enabled audit to identify revenue leakages
- Continuous advances monitoring to give early alert signals(EAS)
- Audit of advance accounts to check business genuineness, asset quality and level of assets and liabilities



21/2



## Insurance Services

The Insurance industry in India has undergone transformational changes over the last 15 years. Liberalization has led to the entry of the largest insurance companies in the world, who have taken a strategic view on India being one of the top priority emerging markets. The industry has witnessed phases of rapid growth along with spans of growth moderation, intensifying competition with both life and general insurance segments having more than 50 competing companies, and significant expansion of the customer base. There have also been number of product innovations and operational innovations necessitated by increased competition among the players. Changes in the regulatory environment had path-breaking impact on the development of the industry. While the life insurance industry got affected by the introduction of cap in charges, the general insurance industry got impacted by price detariffication and Motor third party risk pooling arrangements.

While the insurance industry still struggles to move out of the shadows cast by the challenges and uncertainties of the last few years, the strong fundamentals of the industry augur well for a roadmap to be drawn for sustainable long term growth. The available headroom for development, sustainable external growth drivers, and competitive strategies would continue to drive growth in the gross written premiums.

## What we do

- Audit under various insurance and statutory laws
- Risk based Internal Audit for complete life cycle of the life or general insurance product
- Detailed fraud investigation in order to understand the modus operandi, affix responsibility and estimate the damage
- Implement/ customize fraud loss management exercise
- Support in developing a comprehensive fraud analytics solution which will look at aspects like conflict of interest and other red flags on a proactive basis
- Support the creation and implementation of a comprehensive anti-fraud policy in line with the regulatory requirement; and design and implement an anti-fraud training program to help foster an anti-fraud culture in the company
- Developing and testing the Internal Financial Controls (IFC)
- Branch Audits for various branches of the company
- Investment Risk and Management System (IRMS) Audit
- Concurrent Audit of Investment function
- IRDA Compliance Review



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**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

# Our Services



## Direct Tax

### Direct Tax

Continuous development and increasing complexities in economic environment leads legislators to bring rapid changes in tax laws. We are providing in-depth and well thought advice to our clients by analyzing the changes. Our professionals are equipped with updated regulations to provide trusted advice all time.

Whether are you thinking for a restructuring of your business or coming to terms with frequent changes in tax regulations, our professional team will admire you how to confront and navigate through those situations and provide with an accurate and deep insight to meet business needs.

We advise our clients on major developments in taxation regimes occurring periodically and their effect on business. Apart from this our multi-disciplinary tax team helps you in corporate tax advisory and overall tax planning.

### What we do:

#### Entry strategy with a tax and regulatory perspective Advisory and Opinion

- Corrective measures and best practices required under different Direct Tax Statutes
- Tax planning for corporate restructuring, amalgamation, demerger, slump sale, divestitures and other major corporate moves.
- Tax planning for profit and dividend repatriation.
- Legal opinion on Direct Tax Law and Procedures.
- Advising on withholding tax obligation.
- Compliance with Income Computation & Disclosure Standards (ICDS).

#### Representation for assessment, appeals, settlements and Advance rulings.

#### Compliance Outsourcing and Other

- Preparation and assistance in filing various Tax Returns
- Enhancement of ERP systems to meet statues requirements
- Assistance during departmental audits
- Assistance and representation for search and seizers cases
- Providing and obtaining certificates
- Entry strategy with a tax and regulatory perspective
- Representation for assessment, appeals, settlements and Advance rulings.



Indirect Tax

## Indirect Tax

Despite the various reforms carried out in the past few years, the prevailing Indirect tax regime in India is still in the state of evolution. It comprises plethora of laws, rules and regulations at the central and the state level. At its present structure, it poses unique challenges to National Tax functions and often have significant impacts – on cash flow, absolute costs and risk exposures. The Government is striving continuous changes in the Indirect Tax Laws to make it more assessee friendly.

SKP IDT Professionals with their wide experience and in-depth knowledge provide assistance in identifying potential risk areas and sustainable planning opportunities for indirect taxes in the overall business scenario. We provide you with effective processes to improve your day-to-day reporting for indirect tax, reducing attribution errors, reducing costs and ensuring indirect taxes are handled correctly.

We provide multi dimensional services in various Indirect Tax Laws viz. Service tax, Central Excise, Value Added Tax (VAT) and Sales tax, Customs and Foreign Trade Policy. Our team gives you the perspective and support to manage indirect taxes more effectively and efficiently.

## What we do:

### Strategic Consulting

- Structuring of contracts / transactions to optimize indirect tax incidence
- Reviewing contract documentation
- Systems design and set up of Standard Operating Procedures (SOPs)
- GST Impact analysis and Implementation

### Advisory and Opinions

- Legal opinion on Indirect Tax Law and Procedures & retainer ship.
- Corrective measures, best practices and planning under different IDT statutes
- Advising different alternatives for refunds
- Advice on foreign trade benefits

### Representation

- Representation before officials and appellate forums in litigation matters.

### Indirect Tax Review

- Comprehensive reviews of business operations to identifying compliance levels, assessing Indirect Tax risks, avenues for cost savings through tax planning
- IDT due diligence
- Pre- departmental audit review and assistance
- Periodical Compliance check and Assurance (IDT Compliance Audit)

### Compliance Outsourcing and Other Business Support

- Registration, Documentation (Invoices, Challan etc.) and assessment of payment liabilities
- Return filing and refund claiming
- Claim for refund & Rebates and other Indirect Tax benefits

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**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**



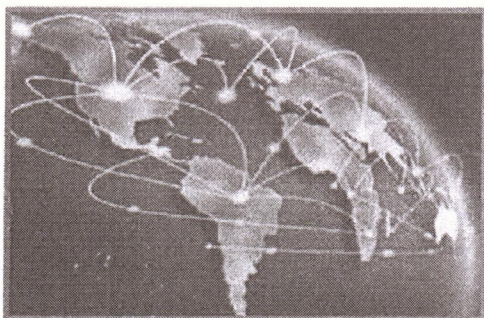
## Cross Border Transaction

Cross Border Transaction services means services related to transaction which involve two or more countries. In India there are two Acts which primarily seems to show concern when a person (Indian Resident or foreign Resident) undertakes cross border transactions viz.

- Foreign Exchange Management Act, 1999
- Income Tax Act, 1961

Apart from the above Acts, Reserve Bank of India frequently issues Circulars and Notifications to manage the foreign transaction rules.

Therefore it is imperative that a person needs to deal with both the above mentioned Acts to enter into a cross Border Transaction.



## What we do:

### FEMA Advisory & Compliances Services

- Planning for business set up in India for foreign residents and outside India for Indian residents with suitable option.
- Formation of Tax efficient entities
- Consultancy and compliances services related to repatriation of assets held in India
- Advising on operation of bank accounts of NRIs and other non residents
- Investment advisory services
- Formalities for recent immigration
- Drafting and executing wills, Power of attorney and other legal documents
- Advisory services with respect to FEMA on any other matter involving transaction outside India or in India

### Transfer Pricing Services

- Study of local/ multi jurisdictional documentation (including issuance of an Accountants Report) functions & risk analysis comparability analysis
- Planning & study (margins reviews for budgeting, new transaction planning)
- Cost sharing arrangements for inter-company transactions

### Taxation Advisory Services

- PAN/ tax exemption certificates obtainment, residential status determination and return filing
- Opinion on DTAA implication and tax consequences of law of land in international transactions.
- Tax structuring and suggesting tax consequences of sale of assets in India

# Our Services



## Business Setup Outside India

### Business Setup outside India

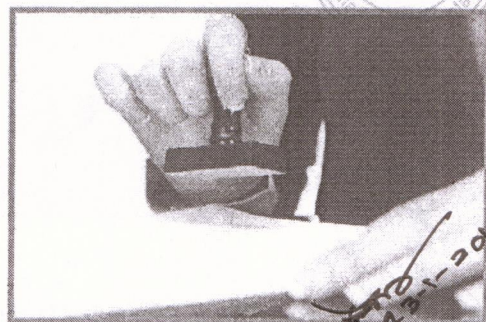
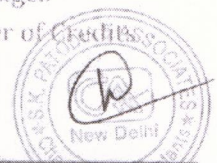
Doing business abroad and growing internationally is an essential part of any company's business expansion policy. It is governed by a company's aim to diversify its commercial activities across national frontiers and increase its competitiveness. Hence, planning of financial flows, legal compliance, compliance of regulatory frameworks in such corporations are done by taking into consideration the entire world as a single market.

To aid smooth expansion of clients' business, S.K Patodia & Associates provide a "TOTAL SOLUTIONS" under one roof to its global clients to avoid unwarranted hassles, inconvenience, and wastage of time.

We are complete solution provider for company formation service outside India wherein the client is just required to give his assent and rest of the formation formalities like Document drafting, Document submission to local authorities of respective countries, Document attestation, obtaining certificate of incorporation, obtaining required licences, Liaisoning etc. is smoothly taken care by our team.

### What we do:

- Incorporation of companies outside India taking into account legal and regulatory frameworks of the country concerned
- Auditing and attestation of Financial Statements of companies incorporated abroad
- Accounting of such company incorporated abroad
- Preparation of Financial Statements taking into account internationally accepted standards
- Business Management Consultancy for setting up business abroad
- Financial consulting for Trade Finances and Mortgages
- Discounting of Letter of Credits
- Estate Planning



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**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**



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## Regulatory Services

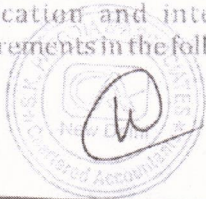
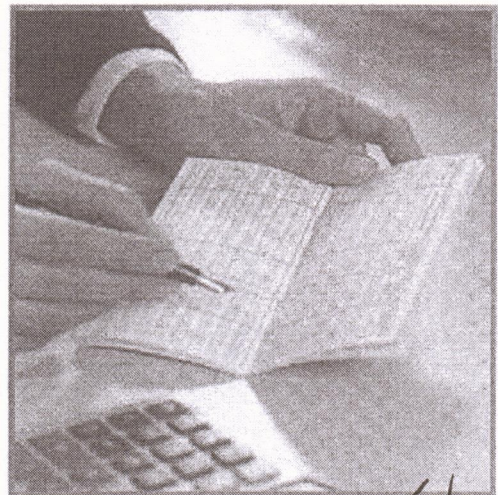
Recent economic developments have brought about significant changes, especially in the government and financial services sector. Keeping up with the pace of change stemming from regulatory and legislative reform can be a daunting task. The financial market players are faced with increased regulatory demands on national and international financial centers.

The Regulatory Services team offers professional services with respect to the implementation of and the adherence to the financial sector's regulatory framework. We maintain interdisciplinary skills and have extensive expertise at both the national and international level within our Audit, Tax and Advisory divisions. Our services are complete solutions that can be adapted and made available to your individual needs.

Our team of qualified financial professional team consisting Ex - Bankers, Chartered Accountants, MBAs and registered valuer who offers you a wide range of services as well as support with the application and interpretation of regulatory requirements in the following areas.

## What we do:

- Registration and compliance of industry specific statutes (especially telecom, Petroleum, FMCG, Food, Security and Manufacturing industry)
- Transition from cash based single entry accounting system to accrual based double entry accounting system for Urban Local Bodies
- Design and strengthen reform programs to catalyze private sector participation
- Transform performance of public institutions and sector efficiency. Help improve infrastructure service delivery
- Valuation & verification of fixed assets/ inventory for Government institution, large and small corporate, private equity fund house, insurance companies and stock exchange
- Process Automation ensuring establishing e-audit trail and responsibility allocation



# Contact Us

## SHREE SHAKAMBHARI CORPORATE PARK



### HEAD OFFICE

Shree Shakambhari Corporate Park,  
J. B. Nagar, Off Sahar Road, Andheri (East), Mumbai - 400 099  
Tel. No.: +91 22 6707 9444/999  
Fax: +91 22 6707 9959  
Webiste: [www.skpatodia.in](http://www.skpatodia.in) Email-id: [info@skpatodia.in](mailto:info@skpatodia.in)

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*22-1-2016*  
**Chief Consultant (Technical)**  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna.



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**Bihar State Educational Infrastructure  
Development Corporation Limited  
(A Govt. of Bihar Undertaking)**



*Selection of an Agency  
for  
Preparation of a Financial  
Management Manual  
For  
The Bihar State Educational  
Infrastructure Development  
Corporation Limited*

**S K Patodia & Associates**  
**CHARTERED ACCOUNTANTS**



*Chief Consultant (Technical)*  
**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**

245.

## Form1 : Checklist

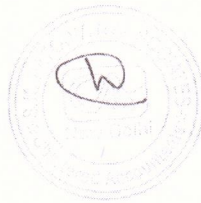
S. No.	Description of Contents	Page no's
1	Form 3 : Letter of Proposal	1
2	Form 4 : Self-Declaration – No Blacklisting Undertaking	2
3	Form 5 : Bidder's Profile	3-20
4	Form 6 : Power of Attorney	21
5	Form 7 : Covering Letter	21a
6	Form 8 : Bidder Experiences	22-29
7	Form 9 : Financial Information Summary	30
8	Financial Statements : 2013-16	31-36
9	Form 10 : Technical Competence & Experience of Bidder	37-50
10	Team Composition & Task Assigned	51-69
11	Copy of PAN card	70
12	ICAI Constitutional Letter	71-73
13	Service Tax Registration no. & GST Registration No.	74
14	ESIC Registration & Provident Fund Registration	75-82
15	Organizational Chart	83-87
16	CAG Empanelment Certificate	88
17	Copy of Experience Certificates / Work Order	89-95

*Chief Consultant (Technical)*

**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**

(A)

18	Copy of ITR (FY: 2013-16)	96-98
19	EMD ( Bid Security Copy)	99
20	Certificate from ACA	100



(B)



Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

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**Form 7: Covering Letter**

To:

Bihar State Educational Infrastructure Development Corporation Ltd.  
Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus  
Acharya Shiv Pujan Sahay Path,  
Patna, Bihar –Pin Code-800004

Subject: Submission of the financial bid for 'Selection of an Agency "PREPARATION OF A FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION LTD"

Dear Sir/Madam,

We, the undersigned, offer to provide the Implementation services for Preparation of a Financial Management Manual for BSEIDC Ltd. in accordance with your Request for Proposal dated 15.9.2017 and our Proposal (Technical and Financial Proposals is uploaded separately as per requirement of Tender).

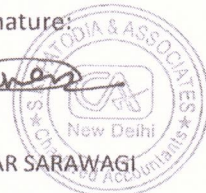
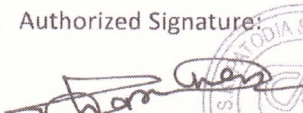
Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the Proposal, i.e. 30<sup>th</sup> April, 2017

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:



CA HARSH KUMAR SARAWAGI  
(Partner)  
S K Patodia & Associates  
Chartered Accountant

**Head Office** : Choice House, Shree Shakambhari Corporate Park,  
Plot No. 156-58, J. B. Nagar, Andheri (East), Mumbai - 400 099.  
Tel. : +91 22 6707 9444 - Fax : +91 22 6707 9959 - Email : info@skpatodia.in

**Delhi Office** : 207 A, NDM-1, Netaji Subhash Place, Pitampura, New Delhi- 110 034.

**Offices** : Jaipur | Ahmedabad | Kolkata | Bengaluru | Hyderabad | Raipur | Patna | Bhopal | Ranchi | Chandigarh | Guwahati

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**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

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# SK PATODIA & ASSOCIATES

## CHARTERED ACCOUNTANTS

### Form 10: Technical competence and experience of bidder

#### 1. Organizational Profile

M/s S. K. Patodia and Associates (SKP) is the brainchild of Mr. Sunil Patodia, Senior Most Partner. S K Patodia & Associates (SKP) was established in the year June 1992. As a result of tireless efforts the firm's strength has outflank and it has Fourteen full-time partners and a team strength of over 300 personnel as on date.

The firm is a vibrant group of young Chartered Accountants and professional consultants, intent on creating a single window for the entire array of Taxation, Accounting and financial services. We are a congregation of people comprising diverse mindsets, each relishing a special area of finance, business administration and/or business consulting with respect to venture capital, project finance, statutory as well as Government Advisory, management audits, investigations, due diligence, taxation, corporate restructuring or engineering strategies for growth.

Our Team has a wide variety of experience including international exposure in carrying out such assignments relating to designing of efficient Financial Management System, hand holding, capacity building and other related issues. We as a team understand the dynamics of business and professionalism. Our quality and service can simply be called a "great experience". The CA Firm is a combination of experienced and young Chartered Accountants and Professional Consultants.

#### SK PATODIA & ASSOCIATES IS :

- ❖ Recognized and regarded as one of the leading Firm for advisory and consulting services in the Government sector;
- ❖ A Firm promoted by sector specialists and established practitioners in the Government sector;
- ❖ An experience of serving Government and other departments for more than 20 years
- ❖ Actively working in the areas of Taxation, Financial and Institutional Reforms, improving the accounting and auditing practices, designing of rules and regulations, management information systems, capacity building, and infrastructure management and policy framework;
- ❖ Our team has prior experience of working with International Agencies such as USAID, DFID, The World Bank and ADB in the areas of financial / institutional reforms, Taxation, capacity building and urban development projects; and
- ❖ Equipped with a full time multi disciplinary team of experts in the Government sector with experience and knowledge of ground level realities, problems and issues.

**Head Office**

Choice House, Shree Shikambhari Corporate Park,

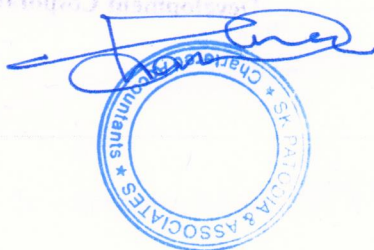
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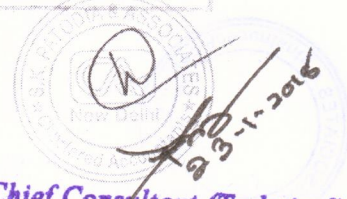
**Offices**

: New Delhi | Jaipur | Ahmedabad | Kolkata | Bengaluru | Raipur | Hyderabad | Patna | Bhopal | Ranchi | Chandigarh

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Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna





# SK Patodia & Associates

## CHARTERED ACCOUNTANTS

2.

### Our Core Competence

- ❖ **Expertise in almost every field of Professional Services:** We, having branches located in almost all the states with fourteen partners carrying expertise in almost all the fields of professional services including Direct Tax, Indirect Tax, Auditing and Attestation, Government Advisory, Regulatory Services etc. All the assignments allotted to the firm are handled by persons specialized in that particular field headed by a separate partner supervising the staff.
- ❖ **Implementation of Fund Based Accounting System as Nodal Firm:** structuring of financial management reforms for all ULBs in Chattisgarh, Bihar; operational review; study of best practices; structuring, implementing and handholding for ushering double entry accrual based accounting in ULBs; provision of software support for development of accounting software; pilot implementation in numerous ULBs; training needs assessment; development of training and capacity building strategy, training manual and undertaking training; development of detailed operational guidelines and state accounting policy.
- ❖ **Financial Reforms:** Consortium has pioneered in financial reforms and has carried out several landmark projects in the areas of municipal finance, financial appraisal and management of state and ULBs, economic development infrastructure financing fund, organizational development, legal documentation, training and capacity building, undertaking of future financial projections, and financial and economic analysis.
- ❖ **Capacity Building and Training:** capacity building of municipal staff in ULBs; Training of the staff, and conducting workshops to ensure stakeholder participation; training needs assessment; Advocacy, Human resource development.
- ❖ **Governance and Institutional Development:** staff audit and restructuring of organizations; grievance redressal systems; management information system; e-governance; enterprise development.
- ❖ **Revenue Enhancement and Resource Mobilization:** asset identification and facility audit; assessment of revenue earning potential; updating and reconciliation of records innovative resource mobilization; privatization of billing and collection; management and value-enhancement of assets.
- ❖ **Urban Reform (Local and State Government):** urban service delivery including water supply and sanitation; integrated urban development; land management reforms; property tax enhancement; tariff restructuring; and integrated municipal information systems.
- ❖ **Performance Monitoring and Evaluation:** performance monitoring and evaluation, benefit monitoring and evaluation, systems for project

**Chandigarh Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

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# SK PATODIA & ASSOCIATES CHARTERED ACCOUNTANTS

## 3. Our Services

**SK Patodia & Associates** is one of the few firms who have worked extensively with Government Sector - Central State, Local, PSUs etc in entire India. The organization and its team has extensive experience in field of policy, capacity building, institutional strengthening, accounting, costing and auditing services, government & public sector reforms, fiscal & economic viability studies, monitoring & evaluation, legal and regulatory framework

*The following are the main areas of expertise:*

- 1. Providing Outsourcing Services-Accounting and Taxation:** Firms are handling accounting function, direct and indirect tax work for its vast range of clients at all possible levels which include preparation of daily accounts, passing of vouchers, tax planning, filling of income tax returns, assessments, representation during assessment proceedings under various sections of the direct tax laws and appeals before all assessing authorities including and upto tribunal levels, provides consultancy on Service Tax and Sales Tax matters like registration, filing of returns and assessments.
- 2. Auditing:** Enriched experience of all types of audit-Statutory, Internal, Tax, verification audit at all levels of all types of organization -Government including Banks, Societies & Trusts and Private Sector including MNCs
- 3. Financial Sector Reforms:** Municipal finance covering preparation of manuals; diagnostic review of the processes budgetary reforms financial management; economic development; pooled banking; bond issues; public finance; debt and capital market management.
- 4. Governance and Institutional Development:** Staff audit and restructuring of organizations; grievance redressal systems; designing of KPIS, compliance of audit paras, management information system for finance departments; enterprise development; system study, capacity building and human resource development; training and advocacy.
- 5. Public Sector Reforms:** Review of policies and strategies; business optimization plans; enabling environment for closures and privatization; evaluating options of voluntary retirement scheme and one time settlements.
- 6. Social Sector Reforms: public participation:** Working with NGOs, Charitable societies for providing all accounting and auditing services; capacity building; and social development research studies.

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New Delhi | Jaipur | Ahmedabad | Kolkata | Bengaluru | Raipur | Hyderabad | Patna | Bhopal | Ranchi | Chandigarh

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# SK PATODIA & ASSOCIATES

## CHARTERED ACCOUNTANTS

**7. Legal Reforms:** Consortium teams of experts have handled numerous corporate matters such as amalgamation, merger, take over, winding up and other related matters of the Company Law. Firm has also under taken several assignments to get various Government approvals such as u/s 372, 269, 198(4), 620A of Companies Act, preparation of all financial rules and regulations etc. Further to this, Firm undertakes assignments of incorporation and represents its client in the office of ROC and Regional Director, Forex Consultancy, Department of Company Affairs, including registration of charges etc.

**8. Other Areas:** Firms also provides expertise in Leasing and Financing of Plant and Machinery and other assets, Syndication of Inter-corporate Deposits and Loans to the Body Corporate, Certification work and other accounting matters

**9. Monitoring and Evaluation:** Performance monitoring and evaluation, benefit monitoring and evaluation, systems for Project Monitoring.

#### 4. We are Empanelled with

- Comptroller And Auditor General of India (CAG)
- Cooperative Society, Maharashtra
- ICAI Multipurpose Empanelment under Category I
- Certified by ISO 14001:2004 & ISO 9001:2008
- Employees Provident Fund Organization
- Urban Local Bodies, Karnataka

**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

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# SK PATODIA & ASSOCIATES CHARTERED ACCOUNTANTS



## 5. Our Clients

S. No.	Client	Assignment
1	Bihar Urban Infrastructure Development Corporation Ltd. (BUIDCo)	Accounting & FM Services
2	Maharashtra State Financial Corporation (MSFC) - Employees Provident Fund	Finalisation of Accounts & Auditing
3	Maharashtra State Financial Corporation (MSFC)	Consultancy services - Assessment of Network of investee companies
4	Maharashtra State Financial Corporation (MSFC)	Consultancy services - Status report of IT Assessment and Refund
5	RailTel Corporation of India Ltd.	Consultancy services
6	Prasar Bharti	Preparation of Accounts & other related work
7	Care India Solutions for Sustainable Development	Auditing & Budget function in Public Health Engineering Department (PHED), Bihar
8	Bihar State Tourism Development Corporation Ltd.	Accounting & FM Services
9	Bureau of Indian Standards	Accounting & Advisory Services
10	Delhi Jal Board	Accounting & Advisory Services
11	Raipur Smart City Limited	Accounting Services
12	Software Technology Parks of India	Segregation of books of accounts of STPI HQ and its centres
13	Pension Fund Regulatory and Development Authority	Accounting work
14	Chhattisgarh State Power Distribution Company Limited	Accounting work
15	Chhattisgarh State Power Distribution Company Limited-Raipur	Accounting work

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23-1-2018

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## CHARTERED ACCOUNTANTS

16	Chhattisgarh State Power Generation Company Limited	CA Professionals
17	Nagar Nigam	Accounting work
18	Haryana State Technical Education Limited	Maintaining of Accounts
19	Dedicated Freight Corridor Corporation Of India	Maintaining of Accounts
20	M P State Tech e-Panchayat Society (MPSTEPS), Bhopal	Data Entry Operator
21	National Human Rights Commission	Audit and Reconciliation of Accounts
22	M P State Tech e-Panchayat Society (MPSTEPS) PRI, Bhopal	Concurrent Audit & Financial Audit
23	Ed CIL (India) Ltd. - RMSA (SSA)	Concurrent Audit
24	M P State Tech e-Panchayat Society (MPSTEPS) PRI, Bhopal	Concurrent Audit & Financial Audit
25	The New India Assurance Co. Ltd.	Concurrent Audit
26	The New India Assurance Co. Ltd.	Concurrent Audit
27	The New India Assurance Co. Ltd.	Concurrent Audit
28	Naregal Town Panchayath, Directorate of Municipal Administration, Karnataka	Financial Audit
29	Chickamagalur City Municipal Council, Directorate of Municipal Administration, Karnataka	Financial Audit
30	Nelmangala Town Municipal Council, Directorate of Municipal Administration, Karnataka	Financial Audit
31	National Insurance Company Ltd.	Concurrent Audit
32	Housing & Urban Development, Odisha (Rourkela Municipal Corporation)	Financial Audit
33	National Insurance Company Ltd.	Concurrent Audit
34	Mandsaur Janpad - Mid Day Meal Scheme	Financial Audit
35	Rashtriya Madhank Shiksha Abhiyan	Post Procurement Review
36	Ed CIL (India) Ltd. - RMSA (SSA) Phase IV	Concurrent Audit
37	Office of the Chief Medical and Health Officer	Concurrent Audit
38	National Insurance Company Ltd.	Concurrent Audit for Re-Insurance
39	SPUR Project Monitoring Unit (PMU), Bihar	Accounts Department
40	Directorate of Urban Administration & Development, Raipur, Chhattisgarh	Implementation of DEAS
41	Directorate of Urban Administration & Development, Raipur, Chhattisgarh	Implementation of DEAS

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41	Ministry of Urban Development, GOI, Delhi	Capacity Building for Urban Development - Implementation of DEAS
42	Srinagar Municipal Corporation	Implementation of DEAS
43	Municipal Corporation, Chandigarh	Implementation of DEAS
44	Jammu Municipal Corporation	Implementation of DEAS
45	Municipal Corporation, Chandigarh	Implementation of DEAS
46	Municipal Corporation, Panchkula	Implementation of DEAS
47	Gujarat Municipal Finance Board (GMFB)	Implementation of DEAS
48	Shakleshpura - Zilla Panchayath, Hassan, Karnataka	Implementation of DEAS
49	Holensipura - Zilla Panchayath, Hassan, Karnataka	Implementation of DEAS
50	Directorate of Municipal Administration PMC, Maharashtra	Implementation of DEAS
51	State Urban Development Authority (SUDA) Chhattisgarh	Implementation of DEAS
52	Directorate, Urban Admn & Development, Bhopal, MP 2015 - Cluster P	Implementation of DEAS
53	Directorate, Urban Admn & Development, Bhopal, MP 2015 - Cluster J	Implementation of DEAS
54	DMA, UDHD, Jharkhand	Implementation of DEAS
55	Municipal Corporation, Chandigarh	Preparation of Balance Sheet
56	Corporation of the City of Panaji, Goa	Preliminary review/study for implementation of DEAS
57	ICAI - Accounting Research Foundation	Roll Out of Accrual Accounting at Central Zonal Railway
58	Nagar Parishad - Godda	Preparation of AFR
59	Nagar Parishad - Pakur	Preparation of AFR
60	Nagar Parishad - Phusro	Preparation of AFR
61	Nagar Parishad - Medinagar	Audit Report
62	Directorate of Urban Administrative and Development MP, Bhopal	Audit Report
63	Ministry of Urban Development	Implementation of DEAS
64	Ujjain Municipal Corporation	Preparation of Balance Sheet under Accrual Based Double Entry System and working on TDS and GST.
65	RailTel Corporation of India Ltd.	Internal Audit

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23-11-2019

# S K PATODIA & ASSOCIATES

## CHARTERED ACCOUNTANTS

66	Bihar State Housing Board	Internal Audit
67	Bharat Sanchar Nigam Ltd. (BSNL)	Internal Audit
68	Directorate General Of Hydrocarbons	Internal Audit
69	Haryana Schol Shiksha Parishad	Internal Audit
70	HMT Machine Tools Ltd.	Internal Audit
71	Karnataka Co-operative Milk Producers' Federation Ltd.	Pre-audit
72	M. P. State Agro Industries Development Corp. Ltd.	Internal Audit
73	Maharashtra Electricity Regulation Commission (MERC)	Internal Audit & Tax Consultancy
74	Maharashtra Electricity Regulation Commission (MERC)	Internal Audit & Tax Consultancy
75	Mid Day Meal Scheme, Damoh, Madhya Pradesh	Internal Audit
76	Maharashtra Prathamik Shikshan Parishad	Internal Audit
77	National Hydroelectric Power Corporation Limited	Internal Audit
78	Bharat Sanchar Nigam Ltd. (BSNL)	Internal Audit
79	Bharat Sanchar Nigam Ltd. (BSNL)	Internal Audit
80	Tariff Authority for Major Ports	Internal Audit
81	Tariff Authority for Major Ports	Internal Audit
82	Western Coalfields Ltd.	Internal Audit
83	Western Coalfields Ltd.	Internal Audit
84	Central Institute of Plastics Engineering and Technology	Internal Audit
85	Maharashtra Prathamik Shikshan Parishad	Internal Audit
86	Central Warehousing Corporation	Internal Audit
87	Hindustan Aeronautics Limited	Internal Audit
88	General Insurance Corporation of India	Internal Audit
89	National Hydroelectric Power Corporation Limited	Internal Audit
90	National Hydroelectric Power Corporation Limited	Internal Audit

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**Development Corporation Ltd., Patna**



# SK Patodia & Associates

## CHARTERED ACCOUNTANTS

91	Maharashtra State Warehousing Corporation - Pune HO	Internal Audit
92	UTI Asset Management Company Ltd.	Internal Audit
93	Bihar Medical Services & Infrastructure Corporation Limited	Internal Audit
94	National Highways Authority of India	Internal Audit
95	Maharashtra State Warehousing Corporation - Dronagiri CFS	Internal Audit
96	Western Coalfields Ltd.	Internal Audit
97	Software Technology Parks of India	Internal Audit
98	Maharashtra Electricity Regulation Commission (MERC)	Internal Audit & Tax Consultancy
99	International Institute of Information Technology	Internal Audit
100	Punjab Municipal Infrastructure Development Corporation	Internal Audit & Financial Consultancy
101	Bharat Sanchar Nigam Ltd. (BSNL)	Internal Audit
102	M. P. Paschim Kshetra Vidyut Vitaran Co. Ltd.	Internal Audit
103	Central Institute of Plastics Engineering and Technology	Internal Audit
104	SBI Life Insurance Company Ltd	Internal Audit
105	RailTel Corporation of India Ltd.	Internal Audit
106	Rajasthan State Pathya Pustak Mandal	Internal Audit & Physical Verification
107	M.P. Paschim Kshetra Vidyut Vitaran Co. Ltd.	Internal Audit
108	Central Warehousing Corporation	Internal Audit
109	Food Corporation of India	Internal Audit & Physical Verification
110	Chhattisgarh State Warehousing Corporation	Internal Audit
111	UTI Asset Management Company Ltd.	Internal Audit
112	Security Printing & Minting Corporation of India Limited	Internal Audit
113	General Insurance Corporation of India	Internal Audit
114	Indian Institute of Management, Raipur	Internal Audit
115	South Asian University	Internal Audit

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2/10



31-01-2018



# SK PATODIA & ASSOCIATES

## CHARTERED ACCOUNTANTS

116	PEC Limited	Internal Audit
117	Maharashtra Prathamik Shikshan Parishad	Internal Audit
118	Maharashtra Prathamik Shikshan Parishad	Internal Audit
119	India Institute of Technology, Guwahati	Internal Audit
120	Chhattisgarh State Warehousing Corporation	Internal Audit
121	Punjab State Power Corporation Limited	Internal Audit
122	International Institute of Information Technology - Raipur	Internal Audit
123	Western Coalfields Ltd.	Appointment of Internal Auditor
124	Chhattisgarh State Power Holding Company Limited	Appointment of Internal Auditor of CSPHCL
125	National Thermal Power Corporation Limited	Internal Audit of Mouda Super Thermal Power Project
126	Power Grid Corporation Of India Limited	Appointment of Internal Auditor
127	National Highways Authority of India	Internal Audit
128	M P Paschim Kshetra Vidyut Vitaran Co. Ltd.	Internal Audit
129	SBI Life Insurance Company Ltd	Internal Audit
130	M.P. Paschim Kshetra Vidyut Vitaran Co. Ltd. NEEMUCH	Internal Audit
131	M.P. Paschim Kshetra Vidyut Vitaran Co. Ltd. UJJAIN	Internal Audit
132	Maharashtra State Electricity Distribution Co. Limited	Internal Audit
133	Software Technology Parks of India	Internal Audit
134	Gujarat National Law University	Internal Audit
135	Gujarat State Road Development Corporation Ltd.	Tax Audit and Advisors
136	Gujarat State Road Development Corporation Ltd.	Tax Audit and Advisors
137	RailTel Corporation of India Ltd.	Tax Audit
138	Indian Rare Earths Ltd.	Tax audit
139	Godavari Marathwada Irrigation Development Corporation	Tax audit & Tax Consultancy
140	State Project Facilitation Unit (SPFU) - DTE, Rajasthan	Statutory Audit

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# S K Patodia & Associates

## CHARTERED ACCOUNTANTS

141	Bihar State Milk Co-Op Federation Limited	Statutory Audit
142	Housing & Urban Development Corporation Ltd., Shillong	Certification of Accounts
143	Jharkhand Shiksha Pariyojna Parishad	Statutory Audit
144	Office of the State Level Nodal Agency Assam Integrated Watershed Management Programme	Statutory Audit
145	National Health Mission - Assam	Statutory Audit
146	State Project Facilitation Unit (SPFU) - DTE, Rajasthan	Statutory Audit
147	Society For Elimination of Rural Poverty	External Audit
148	Indian Council of Agricultural Research	Physical verification of fixed assets and other related works
149	Indian Council of Agricultural Research	Physical verification of fixed assets and other related works
150	Maharashtra Electricity Regulatory Commission (MERC)	Financial Consultants
151	Indian Oil Corporation Ltd.	Physical verification of claims from Servo Stockists in Gujarat
152	Indian Oil Corporation Ltd.	Physical verification of claims from Servo Stockists in Gujarat
153	Mahanagar Gas Ltd.	Claim audit
154	Maharashtra Natural Gas Ltd.	Claim audit
155	OTC Exchange of India Ltd.	Valuation and verification of assets & liabilities
156	Inter-connected Stock Exchange of India Ltd.	Valuation and verification of assets & liabilities
157	Maharashtra Electricity Regulatory Commission (MERC)	Consultancy for IT exemption
158	Office of the Director of Census Operations, Bihar, MoHA, Gol	Filing of TDS returns
159	Airports Authority of India	Amritsar airport - audit of Duty Free Sales
160	Indian Oil Corporation Ltd.	Physical verification of claims from Servo Stockists in Gujarat
161	Dedicated Freight Corridor Corporation of India Limited	Opinion on Service Tax
162	Indian Oil Corporation Ltd.	Service Tax Audit
163	Indian Oil Corporation Ltd.	Physical verification of assets
164	Employee's Provident Fund Organisation (Nesco Ltd.)	Third Party Audit
165	Employee's Provident Fund Organisation (Patel Engineering Ltd.)	Third Party Audit

**Head Office**

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## CHARTERED ACCOUNTANTS

### 6 List of Our Government Clients in India

#### Government Clients

Experience insight's Government work.

Ministry of Urban  
Development

Government of  
Chhattisgarh

Government of  
Madhaya Pradesh

Government of  
Rajasthan

Government of Bihar

Government of

Government of J&K

Government of Orissa

Government of Gujarat

Government of  
Karnataka

Government of  
Maharashtra

### 7. Our Professional Team

We at S K Patodia & Associates is a group of professionals with 14 Partners , almost 50 qualified professionals other than partners and more than 200 semi qualified and other staff serving different kind of entities throughout the country.

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# SK PATODIA & ASSOCIATES CHARTERED ACCOUNTANTS

CA



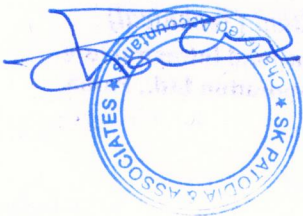
The details of Partners have been mentioned below for your reference:

S.No.	Name of Partners	Membership No.	Date of becoming member of ICAI	Experience
1	Mr.Sunil Patodia	45489	23-Aug-91	25 Years
2	Mr.Vishnu Kant Saraf	47755	05-Nov-93	22 Years
3	Mr.Sunder Sunmukhani	71812	01-Apr-85	31 Years
4	Mr.Ajay Kejriwal	114773	11-Apr-03	13 Years
5	Mr.Rakesh Agarwal	115135	22-May-03	13 Years
6	Mr.Arun Kumar Poddar	134572	14-Dec-09	6 Years
7	Mr. Sandeep Shyamsunder Mandawewala	117917	29-Jul-04	12 Years
8	Mr.Prabesh Agarwal	302042	24-Feb-12	4 Years
9	Mr. Dhiraj Rajendra lalpuria	146268	30-Mar-12	4 Years
10	Mr.Vikas Tambi	408970	08-Mar-08	8 Years
11	Mr. Vikas Bagla	501895	01-Apr-03	13 Years
12	Mr.Lokesh Kumar Shah	513602	08-May-09	7 Years
13	Mr.Harsh Sarawagi	513618	08-May-09	7 Years
14	Mr.Sharwan Agarwal	513558	20-Apr-09	7 Years

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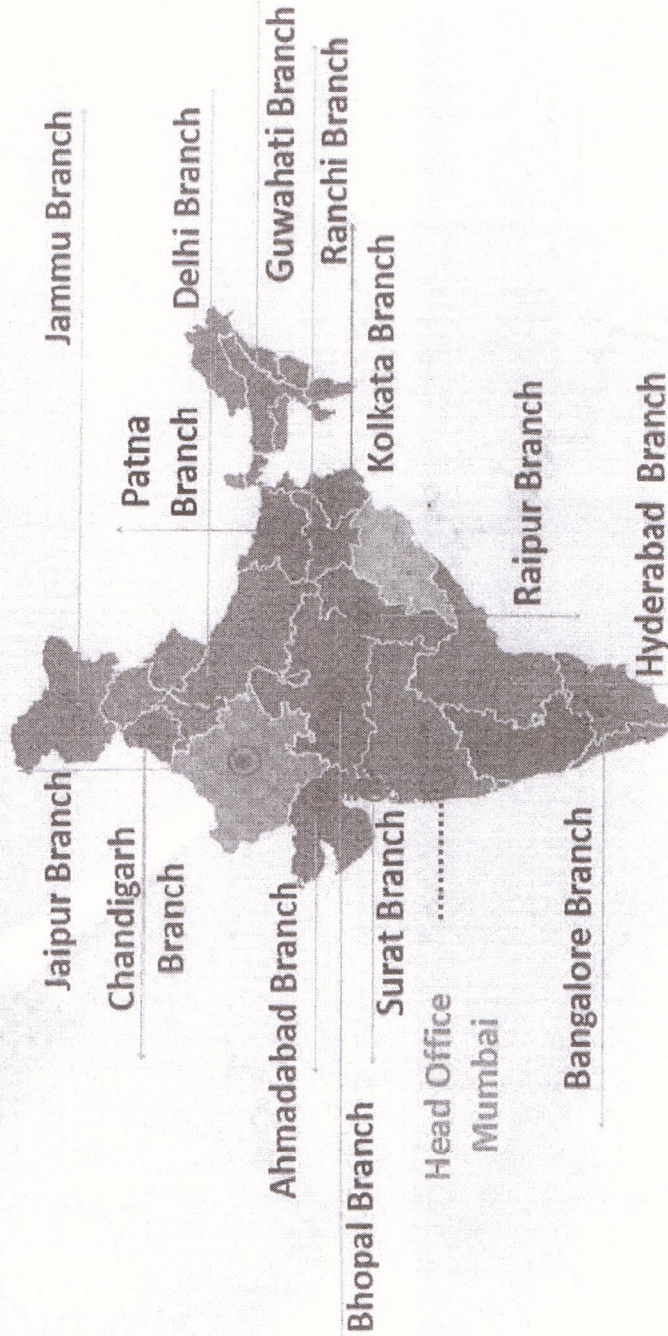


# SK PATODIA & ASSOCIATES CHARTERED ACCOUNTANTS

8. Our Office location

Head Office

Shree Shakambhari Corporate Park, Plot No. 156 - 158,  
Chakrvarthi Ashok Complex, J B Nagar, Andheri (E), Mumbai 400 099



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Tel.:022-33671400 / 33671500  
E-mail:Website: http://www.icaai.org

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the undermentioned firm of Chartered Accountants is registered under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988 made thereunder. The name/s of the Proprietor/Partner therein is/are given below:

Regn. No. (F.R.N)  
Name of the Firm  
H.O. Address

112723W  
M/s. S K PATODIA & ASSOCIATES  
SHREE SHAKAMBHARI CORPORATE PARK  
PLOT NO 156-58 CHAKRAVARTI ASHOK COMPLEX  
NEAR CAMBRIDGE SCHOOL J B NAGAR  
ANDHERI-EAST  
MUMBAI 400099  
SCO - 46, SECTOR 42C, CHANDIGARH 160020

Address(es) of Branch Offices

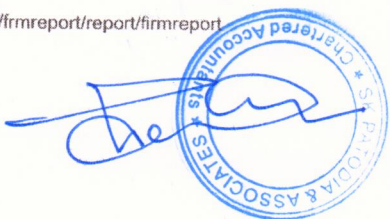
229 SECOND FLOOR, GANPATI PLAZA, M I ROAD, JAIPUR 302001  
504 5TH FLOOR SAPPHIRE COMPLEX, NEAR ISCON ARCADE, BESIDE YES BANK, C G ROAD NAVRANGPURA, AHMEDABAD 380006  
603 SUMATI PALACE, OPP ALANKAR JEWELLERS, NEAR BORING ROAD CROSSING, BORING ROAD, PATNA 800001  
FIRST FLOOR, SAGAR BIZPLEX, NEAR NIKKON SHOW ROOM, BORA SERVICE (LACHITNAGAR), G S ROAD, GUWAHATI 781007  
605 8-B 6TH FLOOR, V V VINTAGE BOULEVARD, RAJBHAVAN ROAD, SOMAJIGUDA, HYDERABAD 500082  
CHOICE HOUSE PLOT NO. Z-2, M P NAGAR ZONE 1, NEAR HDFC WHOLESALE BRANCH, BHOPAL 462011  
207 A, N D M - 1, NETAJI SUBHASH PALACE, PITAMPURA, NEW DELHI 110034  
BALDEO BHAWAN 3RD FLOOR, SHRADHANAND ROAD, UPPER BAZAR, RANCHI 834008  
2ND FLOOR SHOP NO. 2000, SY NO. 03 TRADE HOUSE, B/H VRUSHABH PETROL PUMP, RING ROAD, SURAT 395010  
B-212 DAWA BAZAR, NEAR SHIPRA RESIDENCY, TEEN BATTI CHOURAHA, UJJAIN 456006  
SHOP NO. 1 VEDANTA APARTMENT, KOHINOOR COLONY, RAJEEV NAGAR, NASHIK 422009  
1ST FLOOR JAGDISH APARTMENT, PLOT NO. 61, C A ROAD, AMBEDKAR SQUARE, NAGPUR 440008  
35 C R AVENUE, FIRST FLOOR, ROOM NO 107, KOLKATA 700012  
SHREE THULASI TOWERS 672/43, 2ND FLOOR, 11TH MAIN ROAD 4TH BLOCK, JAYANAGAR, BENGALURU 560011

Year Of Establishment  
Date from which it is continuing as a Partnership Firm  
Constitution of the Firm as on

01/06/1992  
01/06/1992  
23/08/2017

Particulars of Partners

Member Name	Membership Number	Admission Date	*Deemed Date	FCA Date	ACA Date	Individual Practice/	Paid Asst. in same firm
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Development Corporation Ltd., Patna

			as Partner/ Proprietor				Association with Other Firm/Occupation
MR. PATODIA SUNIL KUMAR	FCA	045489	01/06/1992	23/08/1991	16/09/1996	23/08/1991	
MR. SARAF VISHNU KANT	FCA	047755	01/10/2008	05/11/1993	06/08/1999	05/11/1993	
MR. SUNDAR SANKHANI	FCA	071812	27/10/2008	27/10/2008	12/04/1990	01/04/1985	
MR. AJAY RAJENDRA KEJRIWAL	FCA	114773	01/10/2008	11/04/2003	29/04/2008	11/04/2003	
MR. RAKESH AGARWAL	FCA	115135	21/08/2013	03/06/2013	19/12/2013	22/05/2003	
CA. SANDEEP SHYAMSUNDER MANDAWEWALA	ACA	117917	14/07/2015	05/06/2015		29/07/2004	
MR. ARUN KUMAR PODDAR	FCA	134572	01/07/2011	28/04/2011	02/05/2016	14/12/2009	01/12/2010 01/07/2011
MR. DHIRAJ RAJENDRA LAL PURIA	FCA	146268	14/07/2015	14/07/2015	09/06/2017	30/03/2012	23/04/2012 13/07/2015
MR. PRABESH AGARWAL	ACA	302042	21/08/2013	24/02/2012		24/02/2012	25/03/2013 20/08/2013
CA. VIKAS TAMBI	FCA	408970	01/04/2008	08/03/2008	21/03/2013	08/03/2008	
MR. BAGLA VIKAS	FCA	501895	01/10/2008	01/04/2003	17/07/2009	01/04/2003	
MR. SHARWAN KUMAR AGGARWAL	FCA	513558	01/07/2009	20/04/2009	22/04/2014	20/04/2009	
MR. LOKESH KUMAR SHAH	FCA	513602	01/07/2009	08/05/2009	20/05/2014	08/05/2009	
MR. HARSH KUMAR SARAWAGI	FCA	513618	01/07/2009	08/05/2009	20/05/2014	08/05/2009	

**Particulars Of Paid Assistants :**

Member Name	Membership Number	Admission Date as Paid Asst.	FCA Date	ACA Date	FT/PT	Individual Practice/ Association with Other Firm/Occupation	Paid Asst. in same firm From To
MR. PRAVESH GADIA	FCA	066482	08/04/2016	29/11/2013	25/01/2008	FT	
MRS. JALPA AMIT GAGLANI	FCA	110082	18/08/2016	23/11/2006	10/08/2001	FT	
MS. URVI PRADIPBHAI KANABAR	ACA	122717	21/07/2010		22/02/2006	FT	
MS. RACHANA SUMERSINGH CHAUDHARY	ACA	124476	15/02/2012		08/08/2006	FT	
MS. SHILPA NATHMAL KHETAN	ACA	135989	01/11/2011		26/05/2010	FT	
MR. NAVNEET SURESH BAMJI	ACA	141949	25/04/2013		07/09/2011	FT	
MS. DISHA DHARMENDRA MADHANI	ACA	142801	01/11/2011		19/10/2011	FT	
MR. ANSHUL ASHOK SHAH	ACA	142840	05/12/2011		07/10/2011	FT	
MR. RAHUL DHARAM JAIN	ACA	143342	01/12/2011		09/11/2011	FT	

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**Development Corporation Ltd., Patna**

8/23/2017

ssp.icaai.org/firmreport/report/firmreport

MS - EEPALI VASANT PRAHA JAIN	ACA	146772	18/05/2012	01/04/2012	FT	
MS - EEEPIKA SUSILKUMAR AGARWAL	ACA	147918	01/11/2013	12/04/2012	FT	
MR - IKAS ASHOK SAINI	ACA	151215	01/09/2013	23/07/2012	FT	
MR - REMAL JANAK SHAH	ACA	154338	10/04/2013	12/02/2013	FT	
MR - WAPNIL SHIKHAR JAIN	ACA	162361	27/04/2015	19/09/2014	FT	
MS - AKHI ASHOK BHUTADA	ACA	162971	12/09/2015	03/11/2014	FT	
MR - RATYADEEP DHING	ACA	168790	04/01/2016	09/10/2015	FT	
MR - NILESH KUMAR LIKHANIA	ACA	170216	29/01/2016	29/01/2016	FT	
MR - PADHAKANT MAHESH SARAF	ACA	173524	14/03/2017	25/07/2016	FT	
MR - PAMAKANT NANDELAL VISHWAKARMA	ACA	173710	08/09/2016	02/08/2016	FT	
MS - SHALINI GANESH AGARWAL	ACA	175338	01/12/2016	03/10/2016	FT	
MR - SURABH ASHOKKUMAR BHUTADA	ACA	176210	10/12/2016	03/11/2016	FT	
MR - TUSHAR MOHAN VINERKAR	ACA	176456	06/02/2017	30/11/2016	FT	
MS - SAVITA AGRAWAL	ACA	177933	01/04/2017	23/02/2017	FT	
MS - SHEHA SUREKA	ACA	303819	10/04/2013	29/08/2012	FT	
CA. MAHESH KUMAR BIRLA	ACA	410349	10/12/2014	01/04/2009	FT	
CA. BHAWANA MODI	ACA	420185	20/06/2013	10/09/2012	FT	
CA. AMIT KUMAR SAINI	ACA	421568	10/04/2013	06/02/2013	FT	
CA. NITIN KEJRIWAL	ACA	433309	06/02/2017	08/09/2016	FT	
CA. MAHENDRA KUMAR AGARWAL	ACA	433615	23/11/2016	14/09/2016	FT	
MR. RAKESH GARG	ACA	520253	28/08/2011	23/08/2011	FT	Partner in M/s. G P R V & COMPANY (028700N)

**Details of Merger**

1. Firm Registration No. : 130524W  
Firm Name : M/s. SUMER SINGH & ASSOCIATES  
Constitution Date : 04/12/2009

Merger Date : 20/09/2012

**Partners/Proprietor of Merged Firm**

1. CA. SUMER SINGH

MRN No.

Join Date

406944

04/12/2009

2. Firm Registration No. : 015658C  
Firm Name : M/s. UMESH PRASAD & ASSOCIATES  
Constitution Date : 20/12/2010

Merger Date : 10/08/2011

**Partners/Proprietor of Merged Firm**

1. CA. UMESH PRASAD

MRN No.

Join Date

402156

20/12/2010

**Details of DeMerger**

1. Firm Registration No. : 015658C  
Firm Name : M/s. UMESH PRASAD & ASSOCIATES  
Constitution Date : 20/12/2010

DeMerger Date : 16/10/2014

V. Sagar  
(Secretary)

http://ssp.icaai.org/firmreport/report/firmreport

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Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

240

Handwritten text and a circular stamp in the bottom left corner. The text is mostly illegible but appears to contain a date and some administrative markings.

A circular official stamp with a signature across it, located in the bottom right corner. The text within the stamp is partially legible and appears to be in a non-Latin script.



**Sub-Regional Office**  
EMPLOYEES' STATE INSURANCE CORPORATION  
Panch Deep Bhavan P9, Road 7, Andheri (East), Mumbai

C-11 Regd. with a.d.

To  
M/s.S K Patodia and Associates

Dated : 12/06/2016

Shree Shakambhari Corporate Park,  
156-158 Chakravarty Ashok Society, J B Nagar,  
Andheri (East), 400099

**Sub : Implementation of the E.S.I. act, 1948 and Registration of Employees of the Factories and Establishments under Section 1(3)/1(5) of the ESI Act, as amended.**

Dear Sir(s),

1. It is informed that under section 1(3) of the ESI Act, 1948 is applicable to all factories covered under the Act within the area where your factory is situated.
2. It is further informed that the appropriate Government has extended the provisions of the Act to other establishments Under Section 1(5) of the Act in this area
3. Under Section 2 A of the Act such a factory/establishment is required to register itself under the Act and Chapter IV thereof casts a responsibility on the principal employer thereof to get his employees registered and pay contributions in respect of these employees covered under the Act.
4. On the basis of the particulars in respect of your factory/establishment submitted by you/ on the basis of the report of the inspection conducted by the Social Security Officer, who inspected your establishment on -NA-, your establishment falls within the purview of Section 1(5) of the Act with effect from 01/05/2016. In case, however, subsequent facts reveal that your establishment was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act from such earlier date.
5. It is requested to take immediate steps for registration of your employees by submitting declaration forms online, payment of contribution, maintenance of records etc. from the date of coverage of your factory/establishment under the act.
6. You are also requested to submit employer's registration form (form 01) on line, as required under the provisions of sec.2-A of the ESI Act , 1948 read with regulation 10-B of the ESI(General), Regulations, 1950(only in case your Code No. is allotted as a result of Survey by a Social Security Officer of ESI Corporation).
7. For the sake of convenience your factory/establishment has been allotted code No **35000374370001017** which may kindly be used in all communications sent to this office and on all forms at the place indicated for the purpose. The Branch Office of the Corporation situated at **Panchdeep Bhavan, Plot No.7, Road no. 7, M.I.D.C. Marol, Andheri (East), Mumbai** has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above Branch Office who will render necessary help in the matter.



*(W)*  
  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**  
*24.6.*

8. A State wise list of ESI Dispensaries is available on our website [www.esic.nic.in](http://www.esic.nic.in) under the link Directories which can be downloaded. It is requested that publicity may be given about the Employees' State Insurance Dispensaries to enable your employees to choose their E.S.I. Dispensaries

9. The Corporation officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the ESI Act, 1948 and I am confident of prompt and timely compliance under the provisions of the ESI Act and Regulations on your part.

10. All the Branches of State Bank of India are authorized to accept the ESI Contribution.

11. The brochures/leaflets containing benefits available under the scheme and obligation of the employer etc are available on our website [www.esic.nic.in](http://www.esic.nic.in) under the link Publications which may be downloaded for wide publicity for the smooth functioning of the Scheme

12. Please indicate your Code No. on all correspondences to avoid delay

13. **This is a computer generated letter and does not require any signature.**

Yours faithfully,

Asstt./Dy. Director

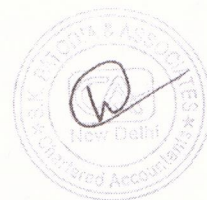
Encl. : As state above

Copy for information and necessary action to:

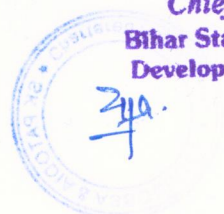
Name of the principal employer : Sachin Bopche

No. of employees : 117

ENSURE - TO INSURE ALL ELIGIBLE WORKERS WITH ESI FOR TOTAL SOCIAL SECURITY

  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**





### PROVIDENT FUND CODE NUMBER INTIMATION LETTER

Validity of this letter is of three wage months from date of issue. Based on remittance, inspection and submission of all documents, certificate of coverage will be made available in ECR Login.

No: 2877372365MHMAL

Date: 09-07-2016

To,

M. ARUN KUMAR PODDAR  
PARTNER  
S. K. PATODIA & ASSOCIATES  
SHREE SHAKAMBHARI CORPORATE PARK,, PLOT NO 156-58 CHAKRAVARTI ASHOK CO  
MUMBAI ANDHERI EAST, MUMBAI (SUBURBAN)  
MAHARASHTRA - 400099

Sub: Allotment of Code Number to establishment M/s S. K. PATODIA & ASSOCIATES under Employees' Provident Fund and Miscellaneous Provisions Act, 1952-regarding.

Sir,

Based on the information submitted online by you, your establishment is registered with Employees' Provident Fund Organisation with the following code number :

**Code Number : KDMAL1492378**

This code number is allotted based on the following declarations by you:

1. Name of Establishment : S. K. PATODIA & ASSOCIATES
2. PAN of establishment : ABIFS7708N
3. Date on which employment strength crossed 19 : 01-05-2016
4. Section under which covered : 0001(3)(b)
5. Primary Activity : CHARTERED OR REGD. ACCOUNTANTS
6. Ownership Type : PARTNERSHIP FIRMS
7. The address proof of the establishment is **1. any license/certificate/number issued by any Govt. authority**

8. The proof of date of set up 28-05-2007 is **Others**.

9. As at the time of application, your establishment is having the following licenses and registrations:

S.No.	TYPE	NUMBER	DATE	ISSUED BY	ISSUED AT PLACE	REMARKS
a	Others	ABIFS7708NSD003	20-12-2011	CENTRAL BOARD OF EXCISE AND CUSTOMS	MUMBAI	SERVICE TAX REGISTRATION

10. As on date of your application, your establishment is not registered with ESIC .

The office under which you have to comply is :

**REGIONAL OFFICE  
KANDIVALI**

Bhavishya Nidhi Bhavan, Plot No.222, Sector No.3, Charkop Market, Charkop Poisar Road, 400067  
ro.kandivali@epfindia.gov.in

Please note that This intimation letter is generated with the Owners' Details in Form 5A and the intimated letter will be valid only if the Form 5A is attached with it.

**Important information:**

Application Number : 2877372365  
Code Number : KDMAL1492378

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**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

1 By virtue of the sections 1(3)(a) and 1(3)(b) of the Act, it applies on an establishment on its own volition and you as an employer, are required to comply with the provisions of the Act accordingly. The obligations/duties/responsibilities cast upon you as an employer of this establishment and penalties, on account of non-compliance with the same, are explained on our website [www.epfindia.gov.in](http://www.epfindia.gov.in) and there is a link on ECR (Electronic Challan cum Return) portal also for the same. You are required to go through them carefully.

A Starter's Kit for compliance under the Act is available for download from the ECR portal a link to which is provided from the [epfindia.gov.in](http://epfindia.gov.in) home page.

2 Remittance of dues under the provisions of the Act is to be made only through a Challan generated through the ECR (Electronic Challan cum Return) portal. (The process for registration on the portal, preparation of the ECR txt file and related information is available on the website and the portal).

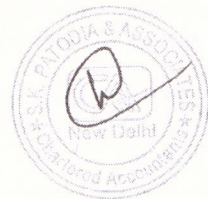
3 In case this letter is produced as a proof of the code number of the establishment, before any person including any Inspector from EPFO, the Form 5A generated through the portal at the time of registration should be a part of this letter. The remittance details of the establishment will be available on the EPFO website through the link "Establishment Search" where from March 2012 wages onwards, all payments with the names of employees are available on the link in cases of remittances made after uploading the ECR.

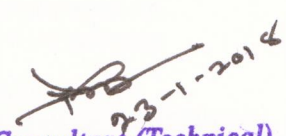
4 Please quote the Code Number for all the future correspondence with EPFO.

This is a system generated letter and needs no signature.

Employees' Provident Fund Organisation

Encl: Form 5A Dated: 09-07-2016



  
23-1-2016  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

1. Particulars of persons mentioned above who are in charge and responsible for conduct of business of the establishment.

Name	Date of Birth	Status	Father's Name	Residential Address	Date From Which In Position
(a)	(b)	(c)	(d)	(e)	(f)
Mr. ARUN KUMAR PODDAR	15-06-1984	PARTNER	KUMAR	FLAT NO.1901, IVY NAHARS AMRIT	01-07-2011

Date:

Signature of employer\_\_\_\_\_

Name of Employer\_\_\_\_\_

Designation of Employer\_\_\_\_\_

Seal of Establishment

Mobile number\_\_\_\_\_

NOTE Any change in the information given above should be intimated in writing to the Regional Commissioner within fifteen days of such change by registered post and in prescribed manner.







Date: 03.10.2017

## WORK EXPERIENCE CERTIFICATE

This is to certify that M/s *S K Patodia & Associates*, Chartered Accountant was allotted the work of "Development and Implementation of Finance and Accounts Manual" (including one year handholding and capacity building to our existing staff under newly developed system) for our company "*Choice International Ltd*"

The assigned task was successfully completed by them and accepted by us.

Thanks & Regards.

**For Choice International Limited**



**Manoj Singhania**

**VP Accounts & Finance**



**Choice International Limited**

Choice House, Shree Shakambhari Corporate Park, Plot No 156-158, J.B. Nagar, Andheri (East), Mumbai - 400 099.  
Tel.: +91-22- 6707 9999 Email ID: info@choiceindia.com Page 89 of 95

**Chief Consultant (Technical)**

**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**

23-1-2018



# The Byke Hospitality Limited

CIN No.: L67190MH1990PLC056009

Date: 5<sup>th</sup> October 2017

TO WHOMSOEVER IT MAY CONCERN

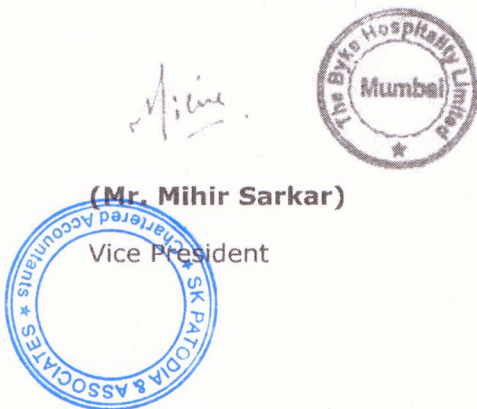
M/s S K Patodia & Associates, Chartered Accountant has provided below mentioned services to our group including 6 resorts situated in India:

1. Designing and development of financial management system for our group including our 6 (six) resorts situated in India
2. Development of Finance and account manual including financial rule book for our group.
3. Designing of Monthly Management Information System (MIS)

The assigned work was successfully completed by S K Patodia & Associates.

Thanks & Regards.

For Byke Hospitality Ltd.



(Mr. Mihir Sarkar)

Vice President



**Chief Consultant (Technical)**

**Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna**

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**Address:** The Byke Suraj Plaza, Saibaba Vihar Complex, Ghodbunder Road, Anand Nagar,  
Thane West, Thane – 400615.

**E-mail :** Booking Id : info@thebyke.com | Corporate Id : investors.care@thebyke.com

**Website:** www.thebyke.com



Vakrangee Limited "Vakrangee House", Plot No. 66, Marol Co-op. Industrial Estate, Off. M. V. Road, Andheri (E), Mumbai – 400 059  
W: www.vakrangee.in CIN: L65990MH1990PLC056669  
Phone: 022 28503412 Fax No. 022 28502017

Date: 05.10.2017

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. S K Patodia & Associates, Chartered Accountant was allotted the work of Financial Management System Manual and Monthly Management Information System (MIS) designing and development for our company.

The assigned task was successfully completed by them and accepted by us.

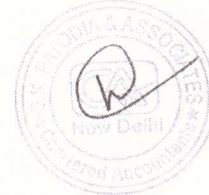
We wish you success in future endeavours.

**Note:** This letter is issued in response to your request.

**For Vakrangee Limited**



**Dinesh Nandwana**  
Managing Director & CEO




**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

1<sup>st</sup> April 2014

TO WHOMSOEVER IT MAY CONCERN

**Work Completion Certificate**

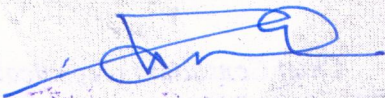
With reference to your email, we certify that the M/s. S K Patodia & Associates Chartered Accountants was appointed for "Development and Designing of Financial Management System Manual and MIS" for our company. All the activities as mentioned in the Letter of Acceptance have been completed with due timeline and appropriate deliverables against the same has been received.


This certificate has been issued on their specific request.

Thanking you,  
Yours sincerely,  
For Navkar Corporation Limited



**Jayesh Mehta**  
Whole Time Director



  
**Chief Consultant (Technical)**  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna

CIN: U63000MH2008PLC187146

Regd. Office: 205-206, 2nd Floor, J.K. Chambers, Sector-17, Vashi, Navi Mumbai - 400 703  
T. +91-22-2765 8223 • 2765 8235 | F. +91-22-2765 8236 • 2765 8239

Admin Office: Survey No. 89/93/95/97, at Somathane Village, Kon-Savia Road, Taluka-Panvel, Dist. Raigad, Maharashtra - 410206, India  
T. +91-2143-682625/100 lineal • +91-2143-262025-32 | F. +91-2143-262042 • +91-2143-262011 | E. admin@navkarcts.com

Date: 05<sup>th</sup> October 2017TO WHOM IT MAY CONCERN

This is to certify that **M/s. S K Patodia & Associates**, Chartered Accountants having its register office at Shree Shakambhari Corporate Park, Plot No. 156 - 158, Chakrvarti Ashok Complex, J B Nagar, Andheri (E), Mumbai 400 099 has completed the "Development and Designing of Financial Management System Manual and MIS". Total work order amounted to Rs. 3,50,000.00 (exclusive of applicable taxes). The work is completed within time period and as per other applicable terms and condition.

Yours truly,

For e-Zest Solutions Limited



**Amol Pande**  
Director






e-Zest Solutions Limited.

Registered Office: 2nd & 3rd floor, Anand Nilay Business Center, Near Karve Statue, Karve Road, Kothrud  
Pune - 411029, Maharashtra INDIA / info@e-zest.net / www.e-zest.net  
CIN: U72100PN2000PLC144013

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23-1-2018  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**






## WORK EXPERIENCE CERTIFICATE

This is to certify that M/s *S K Patodia & Associates*, Chartered Accountant was allotted the work of "Development Finance and Accounts Manual and Management information system" for our company "*Choice Consultancy Services Pvt. Ltd*"

The assigned task was successfully completed by them and accepted by us.

Thanks & Regards.

For Choice Consultancy Services Pvt. Limited

  
Manger (Accounts & Finance)



  
23-1-2018  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

Choice Consultancy Services Private Limited.

**M/S S.K. PATODIA & ASSOCIATES.**  
Chartered Accountants  
Chamber No. 301, D R Chambers,  
12/56 Desh Bandhu Gupta Road,  
Karel Bagh,  
New Delhi - 110005  
Phone: 011 47344 100  
91 09999 18430  
Email: harsh@skpatodia.in

**Subject:** Letter of Intent - conversion of accounts from Single Entry Accounting System to Accrual Based Double Entry Accounting System, for the year 2007-08 & 2008-09, in Municipal Corporation, Chandigarh.

**Reference:** Your tender dated 14.12.2009, on the subject cited above.

You are hereby allotted the work of conversion of accounts from Single Entry Accounting System to Accrual Based Double Entry Accounting System, for the year 2007-08 & 2008-09, in Municipal Corporation, Chandigarh, on payment of Rs. 16,31,000/- (Rupees sixteen lakh thirty one thousand only). Requirement of Tally Software (licenses thereof) will be assessed during execution of work assigned and the payment for this will be made as per schedule mentioned in above referred tender.

Before issuance of work order, you are requested to submit an agreement (copy enclosed) and deposit bank guarantee of Rs. 1,50,000/- (Rupees one lakh fifty thousand only) valid for 18 months in favour of Commissioner MCC.

You are requested to complete the formalities within 15 days of receipt of this letter, otherwise it will be deemed you are not interested. Execution of work order & earnest money will be forfeited.

Yours faithfully,  
JJA AS above

Encl. No. M/C/OAO-SO/B&L/2010/4011

A copy is forwarded to the Secretary, Local Govt., Chandigarh, for their information.

Joint Commissioner,  
Municipal Corporation,  
Chandigarh

Dated: 15.12.2009

Joint Commissioner,  
Municipal Corporation,  
Chandigarh

Dated: 15.12.2009

Encl. No. M/C/OAO-SO/B&L/2010/4011

A copy is forwarded to the following for information and action:

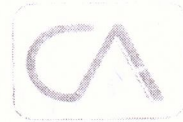
Chief Auditor, MCC



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

Chief Executive (Regional)  
Rural Skills Enhancement Programme  
Talent Development Corporation Ltd, Freetown





Date: 19.06.2017

## Certificate of Turnover

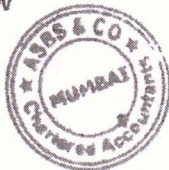
I, Mr. Sushil Goyal Partner of M/s. ASBS & Co., Chartered Accountants situated at B-405, Shubham Centre No. 2 Chakala, Andheri (East), Mumbai – 400099; do hereby declare that the turnover of M/s. S K Patodia & Associates, Chartered Accountants for the last four financial years is as follows:

(Amount in INR)

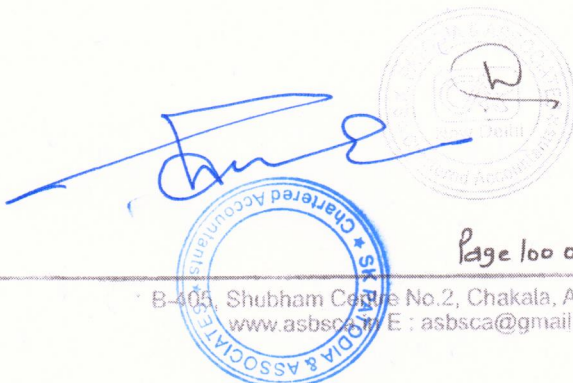
Year	Turnover
2016-17	18,02,05,000 (Provisional)
2015-16	10,39,84,139
2014-15	7,03,15,374
2013-14	6,52,56,514

For And Behalf of

ASBS & Co.  
Chartered Accountants  
F.R.No.: 13592W



CA Sushil Goyal  
Partner  
Mem. No. : 154193



Page 100 of 100

B-405, Shubham Centre No.2, Chakala, Andheri (East), Mumbai - 400099  
www.asbsca.com E : asbsca@gmail.com T.: +91 22 65216912

Chief Consultant (Technical)  
Bihar State Educational Infrastructure  
Development Corporation Ltd., Patna





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**S K Patodia & Associates**  
**CHARTERED ACCOUNTANTS**

**Form 4: Self-declaration – No Blacklisting undertaking**

To,

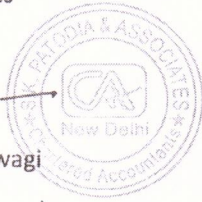
Bihar State Educational Infrastructure Development Corporation Ltd.  
Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus  
Acharya Shiv Pujan Sahay Path,  
Patna, Bihar –Pin Code-800004

In response to the Tender/ NIT Ref. No. 24/2017-18 dated 15<sup>th</sup> of September, 2017 for 'Selection of An Agency PREPARATION OF A FINANCIAL MANAGEMENT MANUAL FOR THE BIHAR STATE EDUCATION INFRASTRUTURE DEVELOPMENT CORPORATION LTD.', as a Partner of S.K Patodia & Associates, I/ We hereby declare that presently our firm S.K Patodia & Associates, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

On behalf of S.K. Patodia & Associates  
Chartered Accountants

CA Harsh Kumar Sarawagi  
(Partner)  
Authorized Signatory  
Seal of the Organization:



Date: 13<sup>th</sup> October, 2017  
Place: New Delhi

**Head Office** : Choice House, Shree Shakambhari Corporate Park,  
Plot No. 156-58, J. B. Nagar, Andheri (East), Mumbai - 400 099.  
Tel. : +91 22 6707 9444 Fax : +91 22 6707 9959 - Email : info@skpatodia.in

**Delhi Office** : 207 A, NDM-1, Netaji Subhash Place, Pitampura, New Delhi- 110 034.

**Offices** : Jaipur | Ahmedabad | Kolkata | Bengaluru | Hyderabad | Raipur | Patna | Bhopal | Ranchi | Chandigarh | Guwahati

[www.skpatodia.in](http://www.skpatodia.in)

23-1-2018  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

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5 E. 58th St. New York, N.Y. 10022-1097  
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http://www.uchicago.edu

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70  
**S K PATODIA & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

**Form 8: Bidder Experience**

S. No.	Name of Company	Turnover of Company (in lakhs)
1	Choice International Limited	13,039.46
2	The Byke Hospitality Limited	26,997.68
3	Vakrangee Limited	394,894.72
4	Navkar Corporation Limited	35,516.08
5	e-Zest Solutions Limited	8,146.09
6	Choice consultancy services Pvt Ltd	5,177.99
7	Chandigarh Municipal Corporation	26,484.32



**Head Office** : Choice House, Shree Shakambhari Corporate Park,  
Plot No. 156-58, J. B. Nagar, Andheri (East), Mumbai - 400 099.

**Delhi Office** : 207 A, NDM-1, Netaji Subhash Place, Pitampura, New Delhi- 110 034.

**Offices** : Jaipur | Ahmedabad | Kolkata | Bengaluru | Hyderabad | Raipur | Patna | Bhopal | Ranchi | Chandigarh | Gurgaon | Udaipur

[www.skpatodia.in](http://www.skpatodia.in)

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**Bihar State Educational Infrastructure  
Development Corporation Ltd, Patna**

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**Assignment no. 1**

1	Assignment name:	Development & Implementation of Finance & Accounts Manual			
2	Country:	India			
3	Location within country:	Mumbai, Maharashtra			
4	Name of Client:	Choice International Ltd.			
5	Address:	Choice House, Shree Shakambhari Corporate Park , Plot no. 156-158, J.B. Nagar , Andheri (East) , Mumbai - 400099			
6	Start date (month/year):	Jan/2014			
7	Completion date (month/year):	Dec/2014			
8	Name of associated Chartered Accountants/Cost Accountants, if any	Nil			
9	Duration of assignment (months):	12 months			
10	Total No. of staff-months of the assignment	S.N.	Designation	Man	Total Man Month
		1	Team Leader	1	3
		2	Accounting expert	1	12
		3	Sr. Accountant	3	36
		Total			51
11	Details of services rendered relevant to this project	Scope of Work includes: <ul style="list-style-type: none"><li>• Preparation of Financial Management Manual</li><li>• Implementation of manual and day to day accounting for 1 year</li><li>• Consulting Services</li><li>• One year handholding &amp; Capacity building to existing staff under newly developed system.</li></ul>			



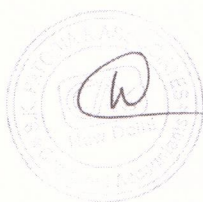
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**Assignment no. 2**

1	Assignment name:	Designing , Development & Maintenance of Financial Management System			
2	Country:	India			
3	Location within country:	Thane, Maharashtra			
4	Name of Client:	The Byke Hospitality Ltd.			
5	Address:	The Byke Suraj Plaza, Saibaba Vihar Complex, Ghodbunder Road, Anand Nagar , Thane West, Thane - 400615			
6	Start date (month/year):	Nov/ 2014			
7	Completion date (month/year):	Oct/2015			
8	Name of associated Chartered Accountants/Cost Accountants, if any	NIL			
9	Duration of assignment (months):	12 months			
10	Total No. of staff-months of the assignment	S.N.	Designation	Man	Total Man Month
		1	Team Leader	1	8
		2	Accounting expert	3	36
		3	Sr. Accountant	3	36
		Total			80
11	Details of services rendered relevant to this project	Scope of work includes: <ul style="list-style-type: none"> <li>• Designing &amp; Development of Financial Management System</li> <li>• Preparation of Financial statements including Data Feeding for the FY 2016-17 along with updating of Fixed Assets register and CWIP.</li> <li>• Development of Finance &amp; Accounts manual including financial rule book for the group.</li> <li>• Designing of Monthly Management Information System (MIS)</li> <li>• Framing rules &amp; policies</li> </ul>			

**Assignment no. 3**

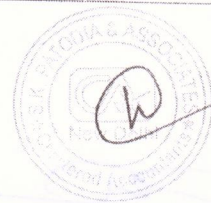
1	Assignment name:	Development of Financial Management System Manual & Designing Monthly Management Information System (MIS)			
2	Country:	India			
3	Location within country:	Mumbai, Maharashtra			
4	Name of Client:	Vakrangee Ltd.			
5	Address:	Vakrangee Limited "Vakrangee House" Plot No. 66, Marol Co-op. Indl. Estate, Off. M. V. Road, Marol, Andheri (East), Mumbai 400059			
6	Start date (month/year):	01.9.16			
7	Completion date (month/year):	31.12.16			
8	Name of associated Chartered Accountants/Cost Accountants, if any	NIL			
9	Duration of assignment (months):	4 months			
10	Total No. of staff-months of the assignment	S.N.	Designation	Man	Total Man Month
		1	Team Leader	1	4
		2	Accounting expert	1	4
		3	Sr. Accountant	2	8
		Total			16
12	Details of services rendered relevant to this project	Scope of work includes: <ul style="list-style-type: none"><li>• Preparation of Financial Management Manual.</li><li>• Designing of Monthly Management Information System (MIS)</li><li>• Post implementation support &amp; Guidance of accounting work.</li></ul>			



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Assignment no. 4

1	Assignment name:	Development & designing of Financial management System Manual & MIS and A financial consultant for the company			
2	Country:	India			
3	Location within country:	Mumbai, Maharashtra			
4	Name of Client:	Navkar corporation Limited			
5	Address:	Survey No. 89/93/95/97 at Somathane Village, Kon-Savla Road, Taluka-Panvel, Dist Raigad -Maharashtra 410206.			
6	Start date (month/year):	01.4.2013			
7	Completion date (month/year):	30.6.2013			
8	Name of associated Chartered Accountants/Cost Accountants, if any	NIL			
9	Duration of assignment (months):	3 months			
10	Total No. of staff-months of the assignment	S.N.	Designation	Man	Total Man Month
		1	Team Leader	1	3
		2	Accounting expert	2	6
		3	Sr. Accountant	2	6
		Total			15
11	Details of services rendered relevant to this project	Scope of work includes: <ul style="list-style-type: none"> <li>• Preparation of Financial management manual.</li> <li>• Designing Monthly Management Information System</li> <li>• Planning for their financial futures by offering information and guidance on topics that include taxes, investments and insurance decisions. .</li> <li>• Review of procurement of Goods/Services.</li> <li>• Framing rules &amp; policies for smooth financial working.</li> </ul>			



23-1-2016

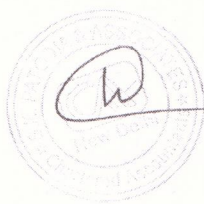
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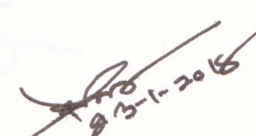
**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**

240.

**Assignment no. 5**

1	Assignment name:	Development & designing of Financial management System Manual & MIS			
2	Country:	India			
3	Location within country:	Pune, Maharashtra			
4	Name of Client:	e-Zest solutions Limited			
5	Address:	2nd & 3rd Floor, Anand Nilay Business Center, Near karve Statue, Karve Road, Kothrud, Pune-411029, Maharashtra			
6	Start date (month/year):	01.7.2016			
7	Completion date (month/year):	31.12.2016			
8	Name of associated Chartered Accountants/Cost Accountants, if any	NIL			
9	Duration of assignment (months):	6 months			
10	Total No. of staff-months of the assignment	S.N.	Designation	Man	Total Man Month
		1	Team Leader	1	3
		2	Accounting expert	1	6
		3	Sr. Accountant	1	6
		Total			15
11	Details of services rendered relevant to this project	<p>Scope of Work Includes:</p> <ul style="list-style-type: none"> <li>• Designing &amp; Development of Financial Management System</li> <li>• Development of Finance &amp; Accounts manual</li> <li>• Designing of Monthly Management Information System (MIS)</li> <li>• Framing rules &amp; policies for betterment of Organization.</li> </ul>			



  
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**Assignment no. 6**

1	Assignment name:	Development & Implementation of Finance & Accounts Manual			
2	Country:	India			
3	Location within country:	Mumbai, Maharashtra			
4	Name of Client:	Choice consultancy services pvt ltd			
5	Address:	Plot no. 156-158, J.B. Nagar , Andheri (East) , Mumbai - 400099			
6	Start date (month/year):	Jan/2015			
7	Completion date (month/year):	April/2015			
8	Name of associated Chartered Accountants/Cost Accountants, if any	Nil			
9	Duration of assignment (months):	04 months			
10	Total No. of staff-months of the assignment	S.N.	Designation	Man	Total Man Month
		1	Team Leader	1	2
		2	Accounting expert	1	4
		3	Sr. Accountant	1	4
		Total			10
11	Details of services rendered relevant to this project	Scope of Work includes: <ul style="list-style-type: none"> <li>• Preparation of Financial Management Manual</li> <li>• Development of computerized Management information System (MIS)</li> </ul>			




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23-1-2015

**Assignment no. 7**

1	Assignment name:	Conversion of accounts from single entry accounting system to accrual based double entry accounting system for FY 2007-08 & 2008-09.			
2	Country:	India			
3	Location within country:	Chandigarh			
4	Name of Client:	Chandigarh Municipal Corporation			
5	Address:	New Deluxe Building, Jan Marg, Sector 17, Chandigarh, 160017			
6	Start date (month/year):	01.6.2011			
7	Completion date (month/year):	30.11.2011			
8	Name of associated Chartered Accountants/Cost Accountants, if any	NIL			
9	Duration of assignment (months):	18 months			
10	Total No. of staff-months of the assignment	S.N.	Designation	Man	Total Man Month
		1	Team Leader	1	10
		2	Accounting expert	3	36
		3	Sr. Accountant	5	60
		Total			106
11	Details of services rendered relevant to this project	<b>Scope of Work:</b> <ul style="list-style-type: none"><li>• Conversion of Accounts from single entry to double entry system.</li><li>• Preparation of Accounts &amp; Finance Manual and implementation of the same.</li></ul>			



23-11-2016  
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### Team Composition and Task Assigned

Sr. No.	Name of Staff	Area of expertise	Position Assigned (Year of Experience)	Task Assigned
1	CA Sumit Jhunjhunwala	He has been in the profession since past 11 years. He has been instrumental in putting together a leadership team with diverse skill sets and a common goal of offering holistic solutions to clients. Expert in handling projects of Government Accounting at Central, State and Cluster level, Block Level and other Micro Levels, author of two state Municipal Accounting / Training Manual.	Team Leader (11 Years)	Overall responsibility of completion of project within stipulated timeframe. Ensure proper co-ordination between department and team. Monitor and evaluate the activities of the team as per scope of work and issue guidance to the team. He will meet the officials of the Department on interval basis for discussing the status of the project.
2	CA Harsh Sarawagi	He has been in the profession since 2009 and has good exposure in Regulatory services. He provides consultancy to various companies and state government officials for accounting and functional reforms under the JNNURM mission initiated by the Government of India in more than 100 Urban Local Bodies in different states of India.	Dy. Team Leader (9 Years)	Overall supervision, checking and finalization of work being done by team. Ensure accuracy, adequacy, completeness, correctness and reliability of modules. Discuss the draft with department remove point of confusions and assist in finalizing the same and preparation of BSEIDC financial management manual.
3	CA Ajay Agarwal	He has been in the profession since 2013 and holds his expertise in regulatory services and Public Financial Management. He also had wide exposure in field of public finance management and provided his valuable services for various Central, State and Cluster level, Block Level and other Micro Levels.	Financial Management Specialist (4 years)	Overall study of relevant act and carry out field level activities where ever required. To assist dy team leader and team leader in gathering necessary information from various departmental officers.



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### CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	Team Leader
<b>Name of Expert:</b>	CA Sumit Jhunjhunwala
<b>Date of Birth:</b>	08th June, 1983
<b>Country of Citizenship/Residence</b>	India

#### Education:

<b>Examination</b>	<b>Year</b>	<b>Post qualification Experience</b>
B. Com	2004	13 Years
CA	2006	11 Years

#### Employment record relevant to the assignment:

<b>Period</b>	<b>Employing organization and your title/position. Contact for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
2015-2017	<b>Project Monitoring consultant for implementation of accrual based double entry accounting system including asset accounting in 169 urban local bodies of Chhattisgarh.</b>  <b>State Urban Development Authority (SUDA) Chhattisgarh</b>  <b>Position held: Team Leader</b>	Chhattisgarh, India	<ul style="list-style-type: none"> <li>• Conduct theoretical and practical trainings for accountants, and other related staffs of ULBs for sustainable implementation of DEAS.</li> <li>• To ensure that all transaction accounting process, period end procedures are being complied; along with maintenance of subsidiary registers and books of accounts.</li> <li>• Study the documentation and archive need of every ULBs Recommend suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> <li>• Establish audit trail after suitable business process re-engineering</li> </ul>
2014	<b>Development and implementation of Finance and Accounts Manual</b>  <b>Choice International Limited</b>  <b>Position Held: Team Leader</b>	Maharashtra	<ul style="list-style-type: none"> <li>• Preparation of finance and accounting manual including financial rules for the company</li> <li>• Study the documentation and archive need of every department, suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> <li>• Establish audit trail after suitable business process re-engineering</li> </ul>
2014-	<b>Designing and development of financial</b>	Maharashtra	<ul style="list-style-type: none"> <li>• Designing and development of financial management system for group including</li> </ul>

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2015	<p>management system for group including 6 resorts in India.</p> <p>The Byke Hospitality Ltd.</p> <p>Position Held: Team Member</p>	a	<p>resorts in India.</p> <ul style="list-style-type: none"> <li>Study the documentation and archive need of every department, suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> </ul>
2016	<p>Financial Management System Manual and Monthly Management Information System (MIS): designing and development</p> <p>Vakrangee Limited</p> <p>Position Held: Team Member</p>	Maharashtra a	<ul style="list-style-type: none"> <li>Development of financial management system manual</li> <li>Development of computerized management information system</li> <li>Necessary handholding and capacity building of financial staff.</li> <li>Study the documentation and archive need of every department, suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> </ul>
2015-2017	<p>Migration of Single Entry System to AB-DEAS, Preparation of OBS, Preparation of FAR, Valuation of F.A. and handholding support for cluster-J</p> <p>Directorate, Urban Administration &amp; Development, Bhopal, MP</p> <p>Position held: Team Leader</p>	Bhopal, India	<ul style="list-style-type: none"> <li>Identification, classification, valuation and verification of fixed assets, preparation of opening balance sheet,</li> <li>Conversion of accounts under double entry accounting system, training to municipal staff and preparation of budget.</li> </ul>
2015-2017	<p>Migration of Single Entry System to AB-DEAS, Preparation of OBS, Preparation of FAR, Valuation of F.A. and handholding support for cluster-P</p> <p>Directorate, Urban Administration &amp; Development, Bhopal, MP</p>	Bhopal, India	<ul style="list-style-type: none"> <li>Identification, classification, valuation and verification of fixed assets, preparation of opening balance sheet,</li> <li>Conversion of accounts under double entry accounting system, training to municipal staff and preparation of budget.</li> </ul>



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	<b>Position held:</b> Team Leader		
2014-2017	<p><b>State level project monitoring unit for implementation of accrual based double entry accounting system including asset accounting in 118 urban local bodies</b></p> <p><b>Urban Development and Housing Department, Government of Bihar with DFID, Government of United Kingdom</b></p> <p><b>Position held:</b> Team Leader</p>	Bihar, India	<ul style="list-style-type: none"> <li>• Rapid Assessment of existing finance &amp; accounting system; Monitoring and guidelines to field level agencies in Identification, Valuation and preparation of fixed assets register;</li> <li>• Guidelines to prepare opening balance sheet; Monitoring and guidelines to field level agencies to update manual registers like property tax register, receivables registers, payable registers, loan register etc;</li> <li>• Designing of chart of accounts, MIS format, financial statement template and other reporting framework; Preparation of abridged Bihar Municipal Accounting Manual and Rules.</li> <li>• Integration of subsidiary module with accounting module;</li> <li>• Complete switch over on computerized accounting system;</li> <li>• Monthly on the job the classroom training to regular employees;</li> <li>• Preparation of Budgets for the financial years 2015-16 and 2016-17.</li> </ul>
2014-17	<p><b>State level project monitoring unit for implementation of accrual based double entry accounting system including asset accounting in 243 urban local bodies</b></p> <p><b>Directorate of Municipal Administration, Maharashtra</b></p> <p><b>Position held:</b> Team Leader</p>	Maharashtra, India	<ul style="list-style-type: none"> <li>• Rapid Assessment of existing finance &amp; accounting system; Monitoring and guidelines to field level agencies in Identification, Valuation and preparation of fixed assets register;</li> <li>• Guidelines to prepare opening balance sheet; Monitoring and guidelines to field level agencies to update manual registers like property tax register, receivables registers, payable registers, loan register etc;</li> <li>• Designing of chart of accounts, MIS format, financial statement template and other reporting framework; Preparation of abridged Bihar Municipal Accounting Manual and Rules.</li> <li>• Integration of subsidiary module with accounting module;</li> <li>• Complete switch over on computerized accounting system;</li> <li>• Monthly on the job the classroom training to regular employees;</li> </ul>



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*23-1-2018*

2012-2016	<p><b>Implementation of accrual based double entry accounting system in five urban local bodies selected by MOUD, Government of India with assistance of World Bank</b></p> <p><b>Ministry of Urban Development, Govt. of India</b></p> <p><b>Position held: Team Leader</b></p>	<p>Delhi, India</p> <ul style="list-style-type: none"> <li>• Preparation of Budgets for the financial years 2015-16 and 2016-17.</li> <li>• Assessment of existing finance &amp; accounting system; Preparation of fixed assets register and opening balance sheet; Selection of software.</li> <li>• Designing of chart of accounts, MIS format, financial statement template and other reporting framework; Integration of subsidiary module with accounting module;</li> <li>• Preparation of financial statement for the year 2012-13 to 2015-16; Parallel run for last six month; complete switch over on computerized accounting system;</li> <li>• Monthly on the job classroom training to regular employees; Training and quarterly orientation meeting to senior people.</li> </ul>
2013-2016	<p><b>Conversion of accounts from single entry accounting system to accrual based double entry accounting system and Implementation of effective accrual based double entry accounting system for the year 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15 in Municipal Corporation, Chandigarh</b></p> <p><b>Municipal Corporation Chandigarh</b></p> <p><b>Position held: Team Leader</b></p>	<p>Chandigarh, India</p> <ul style="list-style-type: none"> <li>• Data Entry of transactions of all sub division, division, circle, range, department of Municipal Corporation Chandigarh for the financial year 2007-08</li> <li>• Generation of financial statement for the financial year 2007-08 department wise.</li> <li>• Data Entry of transactions of all sub division, division, circle, range, department of Municipal Corporation Chandigarh for the financial year 2008-09</li> <li>• Generation of financial statement for the financial year 2008-09 department wise.</li> <li>• Imparting of 60 Hrs. class rooms and on job training to MCC Employee.</li> <li>• Generation of financial statement for the year 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15</li> </ul>



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2012	<b>Updating of Accounting Manual</b>  <b>Chandigarh Municipal Corporation</b>  <b>Position Held: Author</b>	Chandigarh, India	<ul style="list-style-type: none"> <li>Updating of Municipal Accounting Manual for Chandigarh Municipal Corporation</li> </ul>
2011-2014	<b>Implementation of accrual based double entry accounting system in 12 urban local bodies of Chhattisgarh state (Group 3)</b>  <b>Directorate of urban development and administration</b>  <b>Position held: Team Leader</b>	Chhattisgarh, India	<ul style="list-style-type: none"> <li>Identification, classification, valuation and verification of fixed assets, preparation of opening balance sheet,</li> <li>Conversion of accounts under double entry accounting system, training to municipal staff and preparation of budget.</li> </ul>
2011-2012	<b>Accounting under double entry accounting system in Gujarat Municipal Finance Board for the year 2010-11, re-allotted for 2011-12 and 2012-13</b>  <b>Gujarat Municipal Finance Board</b>  <b>Position held: Team Leader</b>	Gujarat, India	<ul style="list-style-type: none"> <li>Data Entry of all transaction in Tally 9.0;</li> <li>Finalization of quarterly financial statement.</li> <li>Submission of annual financial statements;</li> </ul>
2010-2011	<b>Implementation of double entry accounting system.</b>  <b>Municipal Corporation Panchkula</b>  <b>Position held: Team Leader</b>	Panchkula, India	<ul style="list-style-type: none"> <li>Review and assessment of current accounting system;</li> <li>Data Entry of transactions entered in financial year 2009;</li> <li>Generation of financial statement for the financial year 2009-10</li> </ul>
2010-2012	<b>Implementation of double entry accounting system in Srinagar Municipal Corporation</b>  <b>Srinagar Municipal</b>	Srinagar, India	<ul style="list-style-type: none"> <li>Identification, Verification, listing, valuation and determination of all the fixed assets, infrastructure assets, investments, current assets, long term liabilities, current liabilities and net worth as on 01/04/2009</li> </ul>



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	<b>Corporation</b>  <b>Position held:</b> Team Leader		<ul style="list-style-type: none"> <li>• Preparation of Opening Balance Sheet as on 01/04/2009;</li> <li>• Preparation of Fixed Assets Register, Investment Register and liability register along with opening balance sheet,</li> <li>• Organizing Concurrent training sessions and handholding exercise.</li> </ul>
2010	<b>Preparation of Accounting Manual</b>  <b>Jammu &amp; Srinagar Municipal Corporation</b>	Jammu & Srinagar, India	<ul style="list-style-type: none"> <li>• Author of Jammu Municipal Accounting Manual and Sri Nagar Municipal Accounting Manual</li> </ul>
2009-2012	<b>Implementation of double entry accounting system in Jammu Municipal Corporation</b>  <b>Jammu Municipal Corporation</b>  <b>Position held:</b> Team Leader	Jammu, India	<ul style="list-style-type: none"> <li>• Identification, Verification, listing, valuation and determination of all the fixed assets, infrastructure assets, investments, current assets, long term liabilities, current liabilities and net worth as on 01/04/2009</li> <li>• Preparation of Opening Balance Sheet as on 01/04/2009;</li> <li>• Preparation of Fixed Assets Register, Investment Register and liability register along with opening balance sheet,</li> <li>• Organizing Concurrent training sessions and handholding exercise.</li> </ul>
1990-2017	<b>Statutory audit, tax audit and VAT audit for Corporate.</b>  <b>Position held:</b> Consultant/ Sr. Accountant	Delhi, India	<ul style="list-style-type: none"> <li>• Accounting Services, Statutory audit, Tax audit and VAT Audit.</li> </ul>

• **Membership in Professional Associations and publications:**

FCA (ICAI)

**Language Skills (indicate only languages in which you can work):**

1. English- Excellent
2. Hindi - Excellent

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of award of contract.



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**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**

Harsh Sarawagi

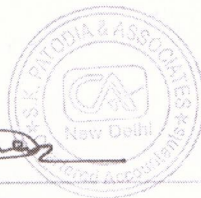


19<sup>th</sup> June, 2017

Authorized  
Representative

Signature

Date



  
23-1-2016  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

## CURRICULUM VITAE (CV)

Position Title and No.	Dy. Team Leader
Name of Expert:	CA Harsh Sarawagi
Date of Birth:	10 <sup>th</sup> May, 1987
Country of Citizenship/Residence	India

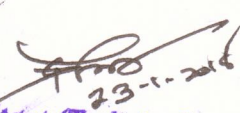
## Education:

Degree obtained	Name of Institute	Year
B. COM	University of Rajasthan	2006
C. A.	ICAI	2008
DISA	ICAI	2010

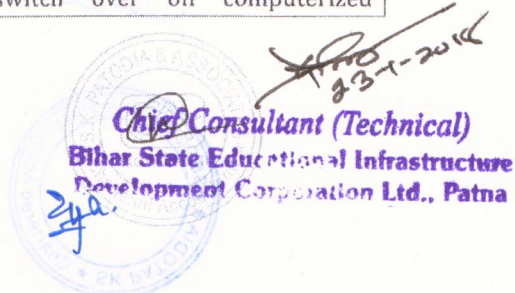
## Employment record relevant to the assignment:

Period	Employing organization and your title/position. Contact for references	Country	Summary of activities performed relevant to the Assignment
2016-2017	<p><b>Migration of Single Entry System to AB-DEAS, Preparation of OBS, Preparation of FAR, Valuation of F.A. and handholding support for cluster-P</b></p> <p><b>Directorate, Urban Admn&amp; Development, Bhopal</b></p> <p><b>Position held: Municipal Finance Specialist</b></p>	Bhopal, India	<ul style="list-style-type: none"> <li>Conversion of accounts under accrual based double entry accounting system and preparation of financial statement for all division/ range/ department/ sub division and offices of MCC.</li> </ul>
2014	<p><b>Development and implementation of Finance and Accounts Manual</b></p> <p><b>Choice International Limited</b></p> <p><b>Position Held: Team Member</b></p>	Maharashtra	<ul style="list-style-type: none"> <li>Preparation of finance and accounting manual including financial rules for the company</li> <li>Study the documentation and archive need of every department, suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> <li>Establish audit trail after suitable business process re-engineering</li> </ul>



  
 23-1-2016  
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**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

2014-2015	<p><b>Designing and development of financial management system for group including 6 resorts in India.</b></p> <p><b>The Byke Hospitality Ltd.</b></p> <p><b>Position Held:</b> Team Member</p>	Maharashtra	<ul style="list-style-type: none"> <li>• Designing and development of financial management system for group including 6 resorts in India.</li> <li>• Study the documentation and archive need of every department, suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> </ul>
2016	<p><b>Financial Management System Manual and Monthly Management Information System (MIS): designing and development</b></p> <p><b>Vakrangee Limited</b></p> <p><b>Position Held:</b> Team Member</p>	Maharashtra	<ul style="list-style-type: none"> <li>• Development of financial management system manual</li> <li>• Development of computerized management information system</li> <li>• Necessary handholding and capacity building of financial staff.</li> <li>• Study the documentation and archive need of every department, suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> </ul>
2014-2016	<p><b>State level project monitoring unit for implementation of accrual based double entry accounting system including asset accounting in 118 urban local bodies of Bihar</b></p> <p><b>Urban Development and Housing Department, Government of Bihar with DFID, Government of United Kingdom</b></p> <p><b>Position held:</b> Municipal Finance Specialist</p>	Bihar, India	<ul style="list-style-type: none"> <li>• Rapid Assessment of existing finance &amp; accounting system Monitoring and guidelines to field level agencies in Identification, Valuation and preparation of fixed assets register</li> <li>• Guidelines to prepare opening balance sheet; Monitoring and guidelines to field level agencies to update manual registers like property tax register, receivables registers, payable registers, loan register etc</li> <li>• Designing of chart of accounts, MIS format, financial statement template and other reporting framework;</li> <li>• Preparation of abridged Bihar Municipal Accounting Manual and Rules</li> <li>• Integration of subsidiary module with accounting module; complete switch over on computerized</li> </ul>



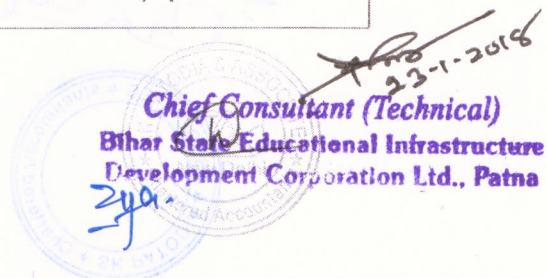
2013	<p>Development &amp; designing of Financial management System Manual &amp; MIS and A financial consultant for the company</p> <p>Navkar corporation Limited</p> <p><b>Position held:</b> Team Leader</p>	Mumbai, Maharashtra	<p>accounting system.</p> <ul style="list-style-type: none"> <li>• Preparation of Financial management manual.</li> <li>• Designing Monthly Management Information System</li> <li>• Planning for their financial futures by offering information and guidance on topics that include taxes, investments and insurance decisions. .</li> <li>• Review of procurement of Goods/Services.</li> <li>• Framing rules &amp; policies for smooth financial working.</li> </ul>
2014-2016	<p><b>Implementation of accrual based double entry accounting system in five urban local bodies selected by MOUD, Government of India with assistance of World Bank</b></p> <p><b>Cuttack Municipal Corporation</b></p> <p><b>Position held:</b> Municipal Finance Specialist</p>	Cuttack, India	<ul style="list-style-type: none"> <li>• Assessment of existing finance &amp; accounting system;</li> <li>• Preparation of fixed assets register and opening balance sheet;</li> <li>• Designing of chart of accounts, MIS format, financial statement template and other reporting framework;</li> <li>• Integration of subsidiary module with accounting module;</li> <li>• Preparation of financial statement for the year 2012-13 to 2015-16;</li> <li>• Parallel run for last six month;</li> <li>• Complete switch over on computerized accounting system;</li> </ul>
2014-2016	<p><b>Implementation of accrual based double entry accounting system in five urban local bodies selected by MOUD, Government of India with assistance of World Bank</b></p> <p><b>Yamuna Nagar Municipal Corporation</b></p> <p><b>Position held:</b> Municipal Finance Specialist</p>	Yamuna Nagar, India	<ul style="list-style-type: none"> <li>• Assessment of existing finance &amp; accounting system;</li> <li>• Preparation of fixed assets register and opening balance sheet;</li> <li>• Designing of chart of accounts, MIS format, financial statement template and other reporting framework;</li> <li>• Integration of subsidiary module with accounting module;</li> <li>• Preparation of financial statement for the year 2012-13 to 2015-16;</li> <li>• Parallel run for last six month;</li> <li>• Complete switch over on computerized accounting system;</li> </ul>



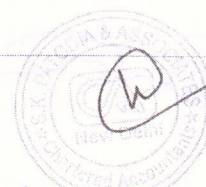
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**



2013-2014	<p>Accounting and support to improve financial and accounting system, internal control and other related module and firm appointed as "Financial Management and Technical Support Consultancy"</p> <p><b>Bihar Urban Infrastructure Development Corporation Limited</b></p> <p><b>Position held:</b> Accounting Specialist</p>	Bihar, India	<ul style="list-style-type: none"> <li>• Design, Standardization, Implementation and monitoring of accounting system and practice to ensure compliance with GAAP/Principles as well as requirement of the companies act, 1956/Income tax act/Accounting standards, Directives of Reserve Bank of India and other relevant enactments and notifications.</li> <li>• Review of BUIDCo accounting &amp; Financial management system and suggestions for modifications /improvement measure to ensure compliance with its policies, Plan, Procedures etc.;</li> <li>• Preparation and finalization of annual accounts and financial performance indicators in accordance with applicable accounting standards</li> <li>• Building and strengthening of Internal controls &amp; Auditing system and conducting various prescribed reconciliation procedures;</li> <li>• Carrying out other financial and advisory and management services as needed;</li> <li>• Data entry of vouchers in latest version of tally;</li> <li>• Maintenance of statutory books of accounts and others</li> </ul>
2013-2014	<p>Statutory audit of books of accounts and fund utilized including compliance of prescribed guidelines</p> <p><b>Nelmangala City Municipal Council</b></p> <p><b>Position held:</b> Team Leader</p>	Nelmangala, India	<ul style="list-style-type: none"> <li>• Statutory audit of books of accounts, fund utilized and compliance of prescribed guidelines</li> </ul>
2011-2013	<p>Conversion of books of accounts under accrual based double entry accounting system</p> <p><b>Gujarat Municipal Finance</b></p>	Gujarat, India	<ul style="list-style-type: none"> <li>• Conversion of books of accounts under accrual based double entry accounting system in given timeline, guidelines and formats including updating of statutory register of Billimora and Vajjalpore MC.</li> </ul>



	<b>Board</b>		
	<b>Position held:</b> Senior Accountant		
2011-2012	<b>Implementation of accrual based double entry accounting system and training to municipal staff for municipal corporation Panchkula</b>  <b>Panchkula Municipal Corporation</b>  <b>Position held:</b> Municipal Finance Specialist	Panchkula, India	<ul style="list-style-type: none"> <li>• Conversion of accounts under accrual based double entry accounting system.</li> </ul>
2010-2011	<b>Implementation of accrual based double entry accounting system for 12 urban local bodies of Chhattisgarh State.</b>  <b>Kawardha Municipal Council</b>  <b>Position held:</b> Municipal Finance Specialist	Chhattisgarh, India	<ul style="list-style-type: none"> <li>• Identification, verification, classification and valuation of fixed assets,</li> <li>• Preparation of fixed assets register and opening balance sheet, financial statement,</li> </ul>
2010-2011	<b>Implementation of accrual based double entry accounting system for 12 urban local bodies of Chhattisgarh State</b>  <b>Pandaria Nagar Panchayat</b>  <b>Position held:</b> Municipal Finance Specialist	Chhattisgarh, India	<ul style="list-style-type: none"> <li>• Identification, verification, classification and valuation of fixed assets,</li> <li>• Preparation of fixed assets register and opening balance sheet, financial statement,</li> </ul>
2010-2011	<b>Implementation of accrual based double entry accounting system for 12 urban local bodies of Chhattisgarh State</b>  <b>Chhuikhadan Nagar</b>	Chhattisgarh, India	<ul style="list-style-type: none"> <li>• Identification, verification, classification and valuation of fixed assets,</li> <li>• Preparation of fixed assets register and opening balance sheet, financial statement,</li> </ul>

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Development Corporation Ltd., Patna

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23-1-2018

	<b>Panchayat</b>		
	<b>Position held:</b> Municipal Finance Specialist		
2010-2011	<b>Implementation of accrual based double entry accounting system for 12 urban local bodies of Chhattisgarh State</b>  <b>Directorate of urban administration and development</b>  <b>Position held:</b> Municipal Finance Specialist	Chhattisgarh, India	<ul style="list-style-type: none"> <li>• Identification, verification, classification and valuation of fixed assets,</li> <li>• Preparation of fixed assets register and opening balance sheet, financial statement,</li> </ul>

• **Membership in Professional Associations and publications:**

FCA (ICAI), DISA

**Language Skills (indicate only languages in which you can work):**

1. English- Excellent
2. Hindi - Excellent

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of award of contract.

CA Harsh Sarawagi

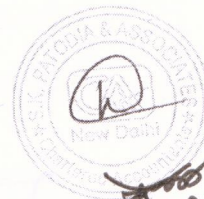



13<sup>th</sup> October, 2017

Authorized Representative

Signature

Date

**Chief Consultant (Technical)**

**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**




## CURRICULUM VITAE (CV)

Position Title and No.	Financial Management Specialist
Name of Expert:	CA Ajay Agarwal
Date of Birth:	15 <sup>th</sup> July, 1993
Country of Citizenship/Residence	India

## Education:

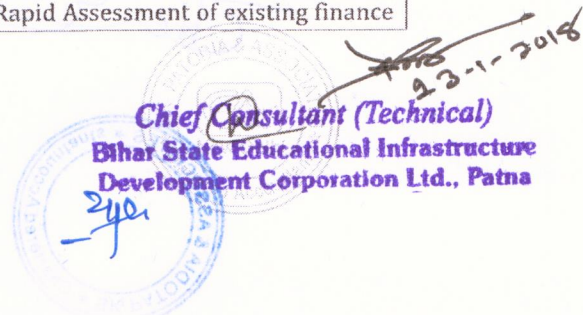
Degree obtained	Name of Institute	Year
B. Com	University of Rajasthan	2012
CA	ICAI	2013

## Employment record relevant to the assignment:

Period	Employing organization and your title/position. Contact for references	Country	Summary of activities performed relevant to the Assignment
2015-2017	<p><b>Project Monitoring consultant for implementation of accrual based double entry accounting system including asset accounting in 169 urban local bodies of Chhattisgarh.</b></p> <p><b>State Urban Development Authority (SUDA) Chhattisgarh</b></p> <p><b>Position held: Accounting Specialist</b></p>	Chhattisgarh, India	<ul style="list-style-type: none"> <li>To ensure that all transaction accounting process, period end procedures are being complied; along with maintenance of subsidiary registers and books of accounts.</li> <li>Study the documentation and archive need of every ULBs</li> <li>Recommend suitable suggestion for effective physical documentation and if required for e-documentation also suggests and implements suitable internal control system.</li> </ul>
2015-2017	<p><b>Migration of Single Entry System to AB-DEAS, Preparation of OBS, Preparation of FAR, Valuation of F.A. and handholding support for cluster-J</b></p> <p><b>Directorate, Urban Administration &amp;</b></p>	Bhopal, India	<ul style="list-style-type: none"> <li>Preparation of Opening Balance Sheet, Identification, Verification, listing, valuation and determination of all the fixed assets, infrastructure assets, investments, current assets, long term liabilities, current liabilities and net worth,</li> <li>Preparation of Fixed Assets Register, Investment Register and liability register along with opening balance sheet</li> </ul>



	<p><b>Development, Bhopal, MP</b></p> <p><b>Position held:</b> Accounting Specialist</p>		
2015-2017	<p><b>Migration of Single Entry System to AB-DEAS, Preparation of OBS, Preparation of FAR, Valuation of F.A. and handholding support for cluster-P</b></p> <p><b>Directorate, UAD, Bhopal, MP</b></p> <p><b>Position held:</b> Financial Management Specialist</p>	Bhopal, India	<ul style="list-style-type: none"> <li>• Preparation of Opening Balance Sheet, Identification, Verification, listing, valuation and determination of all the fixed assets, infrastructure assets, investments, current assets, long term liabilities, current liabilities and net worth,</li> <li>• Preparation of Fixed Assets Register, Investment Register and liability register along with opening balance sheet</li> </ul>
2015-2017	<p><b>State level project monitoring unit for implementation of accrual based double entry accounting system including asset accounting in 118 urban local bodies</b></p> <p><b>Urban Development and Housing Department, Government of Bihar with DFID, Government of United Kingdom</b></p> <p><b>Position held:</b> Accounting Specialist</p>	Bihar, India	<ul style="list-style-type: none"> <li>• Rapid Assessment of existing finance &amp; accounting system; Monitoring and guidelines to field level agencies in Identification, Valuation and preparation of fixed assets register;</li> <li>• Guidelines to prepare opening balance sheet; Monitoring and guidelines to field level agencies to update manual registers like property tax register, receivables registers, payable registers, etc</li> <li>• Designing of chart of accounts, MIS format, financial statement template and other reporting framework; Preparation of abridged Bihar Municipal Accounting Manual and Rules.</li> </ul>
2013	<p>Development &amp; designing of Financial management System Manual &amp; MIS and A financial consultant for the company</p> <p>Navkar corporation Limited</p> <p><b>Position held:</b> Team Member</p>	Mumbai, Maharashtra	<ul style="list-style-type: none"> <li>• Preparation of Financial management manual.</li> <li>• Designing Monthly Management Information System</li> <li>• Planning for their financial futures by offering information and guidance on topics that include taxes, investments and insurance decisions..</li> <li>• Review of procurement of Goods/Services.</li> <li>• Framing rules &amp; policies for smooth financial working.</li> </ul>
2014-	<p><b>State level project monitoring</b></p>	Maharashtra,	<ul style="list-style-type: none"> <li>• Rapid Assessment of existing finance</li> </ul>



17	<p>unit for implementation of accrual based double entry accounting system including asset accounting in 243 urban local bodies</p> <p>Directorate of Municipal Administration, Maharashtra</p> <p>Position held: Financial Management Specialist</p>	India	<p>&amp; accounting system; Monitoring and guidelines to field level agencies in Identification, Valuation and preparation of fixed assets register;</p> <ul style="list-style-type: none"> <li>Guidelines to field level agencies to update manual registers like property tax register, receivables registers, payable registers, loan register etc;</li> <li>Designing of chart of accounts, MIS format, financial statement template and other reporting framework; Preparation of abridged Bihar Municipal Accounting Manual and Rules.</li> </ul>
2014-2016	<p>Implementation of accrual based double entry accounting system in five urban local bodies selected by MOUD, Government of India with assistance of World Bank</p> <p>Kurukshetra Municipal Corporation</p> <p>Position held: Accounting Specialist</p>	Kurukshetra, India	<ul style="list-style-type: none"> <li>Assessment of existing finance &amp; accounting system; Preparation of fixed assets register and opening balance sheet; Selection of software.</li> <li>Designing of chart of accounts, MIS format, financial statement template and other reporting framework; Integration of subsidiary module with accounting module;</li> <li>Preparation of financial statement for the year 2012-13 to 2015-16; Parallel run for last six month; complete switch over on computerized accounting system;</li> </ul>
2014-2016	<p>Implementation of accrual based double entry accounting system in five urban local bodies selected by MOUD, Government of India with assistance of World Bank</p> <p>Puri Municipal Corporation</p> <p>Position held: Accounting Specialist</p>	Puri, India	<ul style="list-style-type: none"> <li>Assessment of existing finance &amp; accounting system; Preparation of fixed assets register and opening balance sheet; Selection of software.</li> <li>Designing of chart of accounts, MIS format, financial statement template and other reporting framework; Integration of subsidiary module with accounting module;</li> <li>Preparation of financial statement for the year 2012-13 to 2015-16; Parallel run for last six month; complete switch over on computerized accounting system;</li> </ul>
2014-2015	<p>Designing and development of financial management system for group including 6 resorts in India.</p>	Maharashtra	<ul style="list-style-type: none"> <li>Designing and development of financial management system for group including 6 resorts in India.</li> <li>Study the documentation and archive need of every department, suitable suggestion for effective</li> </ul>



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Bihar State Educational Infrastructure Development Corporation Ltd., Patna,

24/11/13

	<b>The Byke Hospitality Ltd.</b>  <b>Position Held:</b> Team Member		physical documentation and if required for e-documentation also suggests and implements suitable internal control system.
2012 - 2013	<b>Conversion of accounts from single entry accounting system to accrual based double entry accounting system</b>  <b>Municipal Corporation Chandigarh</b>  <b>Position held:</b> Team Member	Chandigarh, India	<ul style="list-style-type: none"> <li>• Conversion of accounts under accrual based double entry accounting system.</li> <li>• Preparation of financial statement for all division/ range/ department/ sub division and offices of MCC</li> </ul>
2011-2012	<b>Conversion of books of accounts under accrual based double entry accounting system and updating of statutory registers</b>  <b>Gujarat Municipal Finance Board</b>  <b>Position held:</b> Accounting Specialist	Gujarat, India	<ul style="list-style-type: none"> <li>• Conversion of books of accounts under accrual based double entry accounting system in given timeline, guidelines and formats including updating of statutory registers.</li> <li>• Supervision of finalization of accounting and preparation of financial statements.</li> </ul>
2010-2012	<b>Implementation of double entry accounting system.</b>  <b>Srinagar Municipal Corporation</b>  <b>Position held:</b> Team Member	Srinagar, India	<ul style="list-style-type: none"> <li>• Introduction and implementation of accrual based double entry accounting system.</li> <li>• Supervision including preparation of fixed assets register, opening balance sheet, continuous updating of FAR.</li> </ul>
2009-2012	<b>Implementation of double entry accounting system</b>  <b>Jammu Municipal Corporation</b>  <b>Position held:</b> Financial Management Specialist	Jammu, India	<ul style="list-style-type: none"> <li>• Introduction and implementation of accrual based double entry accounting system.</li> <li>• Supervision including preparation of fixed assets register, opening balance sheet, continuous updating of FAR.</li> </ul>

• **Membership in Professional Associations and publications:**

ACA (ICAI)



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure Development Corporation Ltd., Patna**



**Language Skills (indicate only languages in which you can work):**

1. English- Excellent
2. Hindi - Excellent

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of award of contract

Harsh Sarawagi


13<sup>th</sup> October, 2017Authorized  
Representative

Signature

Date




*[Handwritten signature]*



Development Corporation  
Bldg. 2000, EDSA  
Cebu City, Cebu  
Philippines

**CENTRAL BOARD OF EXCISE AND CUSTOMS**  
Ministry of Finance - Department of Revenue

SDR      PRA      REF      REG      HELP      RET      REP

Service Tax Registration - Form ST-2      Logged in as user000000      Sign Out

FORM ST-2

[Certificate of registration under Section 69 of The Finance Act, 1994 (32 of 1994)]

Shri/Ms. **S. K. PATODIA & ASSOCIATES**, SHREE SHAKAMBHARI CORPORATE PARK PLOT NO 156 157 158 J B NAGAR ANDHERI EAST MUMBAI 400099 having undertaken to comply with the conditions prescribed in Chapter V of the Finance Act, 1994 read with the Service Tax Rules, 1994, and any orders issued thereunder is hereby certified to have been registered with the Central Excise Department. The Service Tax Code and other details are mentioned hereunder.

Name: **S. K. PATODIA & ASSOCIATES**

Address: **SHREE SHAKAMBHARI CORPORATE PARK PLOT NO 156 157 158 J B NAGAR ANDHERI EAST MUMBAI 400099**

PAN No: **ABIPS7708N**

Name as in PAN: **S. K. PATODIA & ASSOCIATES**

Nature of registration: **Registration of a single premise**

Service Tax Code (Registration Number): **ABIPS7708NS0005**

Taxable Services: **CHARTERED ACCOUNTANTS**

**ADDRESS OF BUSINESS PREMISES**

Name of Premises: **SHREE SHAKAMBHARI CO**      Flat / Door / Block: **PLOT NO 156, 157, 158**

Building: **RPORATE PARK**      No.: **8**

Road / Street: **J. B. NAGAR**      Village / Area / Lane: **SAHAR**

Block / Taluk / Sub-Division / Town: **ANDHERI EAST**      Post Office: **99**

City / District: **MUMBAI**      State / Union Territory: **MAHARASHTRA**

PIN: **400099**      Phone Number-1: **02267079444**

Phone Number-2:      Fax Number-1: **02267079494**

Fax Number-2:      Email Address: **skpatodiaassociates@gmail.com**

Premises Code: **5C0304A001**

S.No.	Types of Services	Accounting Codes	
		Tax Collection	Other Receipts (Interest / Penalty)
1	CHARTERED ACCOUNTANTS	00440092	00440093
2	EDUCATION CESS	00440298	00440299
3	SECONDARY AND HIGHER EDUCATION CESS	00440426	00440427

**NOTE:**

- In case the registrant starts providing any other taxable service (other than those mentioned above), he shall intimate the department.
- In case the registrant starts billing from other premises (other than those mentioned above), he shall intimate the department.
- These intimations and any other information which registrant wishes to bring to the notice of the department can be submitted online by the registrant after logging on to web-site.
- This registration certificate is not transferable.
- List of Accounting Codes is Enclosed. These may invariably be furnished in the challan at the time of making payment of service tax.

Date of Issue of Original ST-2: **20/12/2011**

CC (by e-mail) To -  
(1) The Pay And Accounts Officer (SERVICE TAX-I MUMBAI)  
(2) The Superintendent of Central Excise (GROUP-IV)

Name and Signature of the Central Excise Officer:  
**S. S. RAORANE**  
अधीक्षक/Supintendent  
सेवाकर-I, मण्डल-III, मुंबई  
Service Tax-I, Dn-III, Mumbai

Close      Print

Copyright Information: 2007



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## Organizational Chart of S K Patodia &amp; Associates

		Branches	Branch In Charges
Mumbai (Head Office)		New Delhi	Sharwan Aggarwal
		Chandigarh	Vijay Aggarwal
		Jaipur	Vikas Tambi
		Ahemdabad	Kalpesh Madhani
		Bhopal	Piyush Matolia
		Banglore	Pawan Khemka
		Patna	Ajay Aggarwal
		Ranchi	Naveen sharma
		Kolkata	Piyush Aggarwal
		Raipur	Mohit sarawagi
		Hyderabad	Jay Prakash Goyal
		Guwahati	Prabesh Agarwal
		Nagpur	Kirti Agarwal
		Ujjain	Manav Singh
		Surat	Ayush Agarwal



Chief Consultant (Technical)  
 Bihar State Educational Infrastructure  
 Development Corporation Ltd., Patna



Name of Brach	Name of Branch Head	Address	Phone No. & M.No.
New Delhi	Sharwan Aggarwal	207-A, NDM 1, Netaji Subhash Palace, Pitampura, New Delhi- 110034	9999918450
Chandigarh	Vijay Agarwal	SCO - 46, Sector 42c, Chandigarh- 160020	02228477003/04
Jaipur	Vikas Tambiji	229 Second Floor, Ganpati Plaza, M I Road, Jaipur 302001	045450/4045451
Ahmadabad	Kalpesh Madlani	504, 5th floor, Sapphire Complex, Near Iscon Arcade, Beside Yes Bank, C G Road, Navrangpura, Ahmedabad- 380006	94286 07590
Patna	Ajay Agarwal	603 Sumati Palace, Opp. Alankar jewellers, near boring road crossing, boring road, Patna 800001	7858893609
Guwahati	Prabesh Agarwal	First floor, Sagar bizplex, near Nikkon show room, BoraService (Iachit Nagar), GS road, Guwahati- 781007	3612450984
Hyderabad	Jay Prakash Goyal	605 8-b 6th floor, vintage boulevard, Rajbhavan road, somajiguda, Hyderabad 500082	98190 93986
Bhopal	Piyush Matolia	Choice House Plot No.Z-2, M P Nagar Zone 1, Near HDFC Wholesale Branch, Bhopal 462011	8234941835
Ranchi	Naveen Sharma	Baldeo Bhawan 3rd floor, Shradhanand Road, Upper Bazar, Ranchi 834008	80921 51594
Nashik	Yogesh Fatehpuria	Shop no.1 Vedanta Apartment, Kohinoor colony, Rajeev Nagar, Nashik 422009	8302080917



2/2/2018

Nagpur	Kirti Agarwal	1st floor Jagdishapartment, plot no.61, c a road, ambedkarsquare, Nagpur 440008	9022978099
Kolkata	Piyush Agarwal	35 CR avenue, first floor, room no 107, Kolkata 700012	80137 69839
Bengaluru	Pawan Khemka	Shree tulsi towers 672/43, 2nd floor, 11th main road 4 <sup>th</sup> block, Jayanagar, Bengaluru 560011	01594274255
Raipur	Mohit Sarawagi	Second Floor, Arihant Complex, Near Pachpedi Naka, Raipur- 492001	9752424540
Ujjain	Manav Singh	B-212 Dawa Bazar, Near Shipra Residency, TeenBatti Chouraha, Ujjain – 456 006	9993982628
Surat	Ayush Agarwal	2nd Floor Shop No.2000, Sy No.03 Trade House, Vrushabh Petrol Pump, Ring Road, Surat 395010	9833344727

#### Details of Partners

S. No.	Name	Age	ICAI Membership No.	Whether pass DISA/CISA	Whether FCA or ACA
1	Mr. Patodia Sunil Kumar	49	45489	-	FCA
2	Mr. Saraf Vishnu Kant	49	47755	-	FCA
3	Mr. Sundar Sanmukhani	58	71812	-	FCA
4	Mr. Ajay Rajendra Kejriwal	38	114773	DISA	FCA
5	Mr. Rakesh Aggarwal	37	115135	-	FCA
6	Mr. Sandeep Shyamsunder Mandawewala	38	117917	-	ACA



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 Development Corporation Ltd., Patna

7	Mr. Arun Kumar Poddar	33	134572	-	ACA
8	Mr. Dhiraj Rajendra Lalpuria	33	146268	-	ACA
9	Mr. Prabesh Agarwal	30	302042	-	ACA
10	Mr. Vikas Tambi	37	408970	-	FCA
11	Mr. Vikas Bagla	43	501895	-	FCA
12	Mr. Sharwan Kumar	32	513558	DISA	FCA
13	Mr. Lokesh Kumar Shah	31	513602	-	FCA
14	Mr. Harsh Kumar Sarawagi	30	513618	DISA	FCA

**Details of Paid Qualified Assistants**

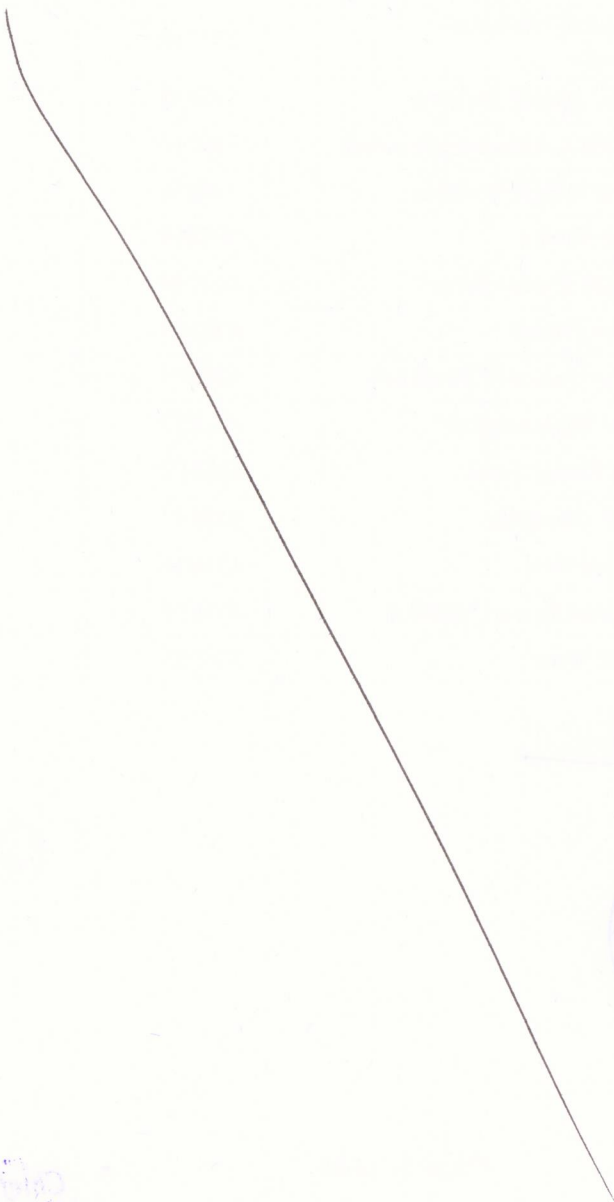
S. No.	Name	Membership No.	Membership Status
1	Mr. Pravesh Gadia	066482	FCA
2	Mrs. Jalpa Amit Gaglani	110082	FCA
3	Ms. Urvi Pradipbhai Kanabar	122717	FCA
4	Ms. Rachana Sumersingh Choudhary	124476	FCA
5	Ms. Shilpa Nathmal Khetan	135989	ACA
6	Mr. Navneet Suresh Bajaj	141949	ACA
7	Ms. Disha Dharmendra Madhani	142801	ACA
8	Mr. Anshul Ashok Shah	142840	ACA
9	Mr. Rahul Dharam Jain	143342	ACA
10	Ms. Deepali Vasant Prabha Jain	146772	ACA
11	Ms. Deepika Sushil Kumar Agarawal	147918	ACA



12	Ms. Manisha Kishor Bhonsle	148063	ACA
13	Mr. Vikas Ashok Saini	151215	ACA
14	Mr. Hemal Janak Shah	154338	ACA
15	Mr. Swapnil shikhar Jain	162361	ACA
16	Ms. Rakhi ashok Bhutada	162971	ACA
17	Mr. Pratyadeep dhing	168790	ACA
18	Mr. Nilesh kumar Likhmania	170216	ACA
19	Mr. Radhakant Mahesh Saraf	173524	ACA
20	Mr. Ramakant Nanhelal vishwakarma	173710	ACA
21	Ms. Shalini ganesh Agarwal	175338	ACA
22	Mr. Saurabh Ashokkumar bhutada	176210	ACA
23	Mr. Tushar mohan Vinerkar	176456	ACA
24	Ms. Sneha Sureka	303819	ACA
25	CA. Mahesh Kumar Birla	410349	ACA
26	CA. Bhawna Modi	420185	ACA
27	CA. Gaurav Rakesh Choudhary	420917	ACA
28	Ca. Deepti Raghuwanshi	421037	ACA
29	CA. Amit Kumar Saini	421568	ACA
30	Ca. Sachin khandelia	428557	ACA
31	Ca. Nitin kejriwal	433309	ACA
32	Ca. Mahendra kumar Agarwal	433615	ACA
33	Mr. Rakesh Garg	520253	ACA



25-1-2016  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**  
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**INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT**

[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-3, ITR-4S (SUGAM), ITR-4, ITR-5, ITR-6, ITR-7 transmitted electronically with digital signature]

Assessment Year

**2014-15**

PERSONAL INFORMATION AND THE DATE OF ELECTRONIC TRANSMISSION	Name <b>S.K.PATODIA &amp; ASSOCIATES</b>				PAN <b>ABIFS7708N</b>		
	Flat/Door/Block No	Name Of Premises/Building/Village			Form No. which has been electronically transmitted <b>ITR-5</b>	Status <b>Firm</b>	
	<b>SHREE SHAKAMBHARI CORPORATE PARK</b>	<b>CHAKRAVORTI ASHOK SOCIETY</b>					
	Road/Street/Post Office <b>J.B.NAGAR</b>	Area/Locality <b>ANDHERI(E)</b>					
	Town/City/District <b>MUMBAI</b>	State <b>MAHARASHTRA</b>	Pin <b>400099</b>				
	Designation of AO(Ward/Circle) <b>DC/AC CEN CIR 29 MUMBAI</b>				Original or Revised <b>ORIGINAL</b>		
	E-filing Acknowledgement Number <b>394376711271014</b>				Date(DD/MM/YYYY) <b>27-10-2014</b>		
	1	Gross total income				1	4320546
	2	Deductions under Chapter-VI-A				2	0
	3	Total Income				3	4320550
3a	Current Year loss, if any				3a	0	
4	Net tax payable				4	1335050	
5	Interest payable				5	0	
6	Total tax and interest payable				6	1335050	
COMPUTATION OF INCOME AND TAX THEREON	7	Taxes Paid	a	Advance Tax	7a	0	
			b	TDS	7b	5381400	
			c	TCS	7c	0	
			d	Self Assessment Tax	7d	0	
			e	Total Taxes Paid (7a+7b+7c +7d)	7e	5381400	
	8	Tax Payable (6-7e)				8	0
	9	Refund (7e-6)				9	4046350

This return has been digitally signed by SUNIL PATODIAin the capacity of PARTNERhaving PAN AAXPP0203B from IP Address 114.143.244.170 on 27-10-2014 at MUMBAI

Dsc SI No & issuer 1393979504CN=(n)Code Solutions CA 2014, OID.2.5.4.51="301, GNFC Infotower", STREET="Bodakdev, S G Road, Ahmedabad", ST=Gujarat, OID.2.5.4.17=380054, OU=Certifying Authority

**DO NOT SEND THIS ACKNOWLEDGEMENT TO CPC, BENGALURU**



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**INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT**

[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-2A, ITR-3, ITR-4S (SUGAM), ITR-4, ITR-5, ITR-6, ITR-7 transmitted electronically with digital signature]

Assessment Year

**2015-16**

PERSONAL INFORMATION AND THE DATE OF ELECTRONIC TRANSMISSION	Name			PAN		
	S. K. PATODIA & ASSOCIATES			ABIFS7708N		
	Flat/Door/Block No	Name Of Premises/Building/Village		Form No. which has been electronically transmitted	ITR-5	
	Shree Shakambhari Corporate Park	Chakravorti Ashok Society				
	Road/Street/Post Office	Area/Locality				
	J.B.Nagar	Andheri(E)		Status Firm		
	Town/City/District	State	Pin	Aadhaar Number		
	Mumbai	MAHARASHTRA	400099			
	Designation of AO(Ward/Circle) DC/AC CEN CIR 4(2) MUMBAI			Original or Revised ORIGINAL		
	E-filing Acknowledgement Number 843702281300915			Date(DD/MM/YYYY) 30-09-2015		
COMPUTATION OF INCOME AND TAX THEREON	1	Gross total income			1	4367973
	2	Deductions under Chapter-VI-A			2	0
	3	Total Income			3	4367970
	3a	Current Year loss, if any			3a	0
	4	Net tax payable			4	1349703
	5	Interest payable			5	0
	6	Total tax and interest payable			6	1349703
	7	Taxes Paid	a	Advance Tax	7a	0
			b	TDS	7b	4675059
			c	TCS	7c	0
			d	Self Assessment Tax	7d	0
			e	Total Taxes Paid (7a+7b+7c +7d)	7e	4675059
8	Tax Payable (6-7e)			8	0	
9	Refund (7e-6)			9	3325360	
10	Exempt Income	Agriculture		10		
		Others				

This return has been digitally signed by SUNIL PATODIAin the capacity of PARTNERhaving PAN AAXPP0203B from IP Address 114.143.244.170 on 30-09-2015 at MUMBAIDsc SI No & issuer 1393979504CN=(n)Code Solutions CA 2014, OID.2.5.4.51="301, GNFC Infotower", STREET="Bodakdev, S G Road, Ahmedabad", ST=Gujarat, OID.2.5.4.17=380054, OU=Certifying Authority**DO NOT SEND THIS ACKNOWLEDGEMENT TO CPC, BENGALURU**

*Chief Consultant (Technical)*  
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Development Corporation Ltd., Patna

**INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT**

[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-2A, ITR-3, ITR-4S (SUGAM), ITR-4, ITR-5, ITR-6, ITR-7 transmitted electronically with digital signature]

Assessment Year

**2016-17**

PERSONAL INFORMATION AND THE DATE OF ELECTRONIC TRANSMISSION	Name <b>S.K.PATODIA &amp; ASSOCIATES</b>		PAN <b>ABIFS7708N</b>			
	Flat/Door/Block No	Name Of Premises/Building/Village		Form No. which has been electronically transmitted <b>ITR-5</b>		
	<b>Shree Shakambhari Corporate Park</b>	<b>Chakravorti Ashok Society</b>				
	Road/Street/Post Office	Area/Locality		Status <b>Firm</b>		
	<b>J.B.Nagar</b>	<b>Andheri(E)</b>				
	Town/City/District	State	Pin	Aadhaar Number		
	<b>Mumbai</b>	<b>MAHARASHTRA</b>	<b>400099</b>			
	Designation of AO(Ward/Circle) <b>DC/AC CEN CIR 4(2) MUMBAI</b>			Original or Revised <b>ORIGINAL</b>		
	E-filing Acknowledgement Number <b>511040951171016</b>		Date(DD/MM/YYYY) <b>17-10-2016</b>			
	COMPUTATION OF INCOME AND TAX THEREON	1	Gross total income			1
2		Deductions under Chapter-VI-A			2	0
3		Total Income			3	5341490
3a		Current Year loss, if any			3a	0
4		Net tax payable			4	1650520
5		Interest payable			5	0
6		Total tax and interest payable			6	1650520
7		Taxes Paid	a	Advance Tax	7a	0
			b	TDS	7b	7225221
			c	TCS	7c	0
			d	Self Assessment Tax	7d	0
			e	Total Taxes Paid (7a+7b+7c +7d)	7e	7225221
8	Tax Payable (6-7e)			8	0	
9	Refund (7e-6)			9	5574700	
10	Exempt Income	Agriculture		10		
		Others				

This return has been digitally signed by **SUNIL PATODIA**

in the capacity of **PARTNER**

having PAN **AAXPP0203B** from IP Address **49.248.213.18** on **17-10-2016** at **MUMBAI**

Dsc SI No & issuer **1396912676CN=(n)Code Solutions CA 2014,2.5.4.51=#13133330312c20474e464320496e666f746f776572,STREET=Bodakdevi, S G Road, Ahmedabad,ST=Gujarat,2.5.4.17=#1306333830303534,OU=Certifying Authority,O=Gujarat Narmada Valley Fertilizers and Chemicals**

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Page 98 OF 100



**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**

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THE UNIVERSITY OF THE STATE OF NEW YORK  
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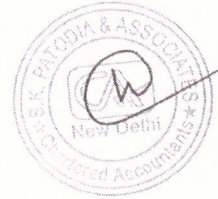
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**S K PATODIA & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

**Form 9: Financial Information Summary**

S. NO	Name of the Bidder	Turn Over ( Rs Crores)			Total of 3 Financial Years
		2013-14	2014-15	2015-16	
1	Overall Turnover of Company	65256514	70315374	103984139	239556027
2	Turnover From Survey Activities	788298.69	1698819.44	3271341.01	5758459.14

Note: Please enclose balance sheet and profile & Loss statement (enclosed)



**Head Office** : Choice House, Shree Shakambhari Corporate Park,  
Plot No. 156-58, J. B. Nagar, Andheri (East), Mumbai - 400 099  
Tel. : +91 22 6707 9444 - Fax : +91 22 6707 9959 - Email : info@skpatodia.in

**Delhi Office** : 207 A, NDM-1, Netaji Subhash Place, Pitampura, New Delhi- 110 034.

**Offices** : Jaipur | Ahmedabad | Kolkata | Bengaluru | Hyderabad | Raipur | Patna | Bhopal | Ranchi | Chandigarh | Guwahati

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23-1-2018  
**Chief Consultant (Technical)**  
**Bihar State Educational Infrastructure**  
**Development Corporation Ltd., Patna**  
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