



JHARKHAND EXPLORATION AND MINING CORPORATION LIMITED (JEMCL)

(A Government of Jharkhand Undertaking)

झारखण्ड सरकार का एक उपक्रम

CIN:U14200JH2022SGC017995



TENDER NOTICE

Invitation of quotation for Accounting Services By CA Firms for JEMCL

Jharkhand Exploration and Mining Corporation Limited (JEMCL), a Govt. of Jharkhand Undertaking is inviting a quotation in sealed envelope from practicing CA Firms who has practical knowledge of Accounting and Tally-Prime Software along with preparation of Financial Statement as per Schedule – III of the Companies Act 2013, having practice in this field for **02** years or more for providing Accounting services. He will be responsible for maintaining Books of Accounts of the company.

This quotation shall be valid for **01** year and may be extended for further periods depending on performance basis.

The sealed quotation for **Annual Rate** is invited by: **23.06.2023** at registered office of JEMCL at ‘**JSFC Building, 4th Floor, Kadru, Ranchi-834002**’. The retainership will be awarded on L1 and experience basis. Interview may be conducted, if required.

The scope of the work will be as follows:

1. Setting up and configuring Tally Prime accounting software to meet the Company’s requirements.
2. Designing and implementing chart of accounts, general ledger structure, and other necessary accounting frameworks.
3. Entry of data and maintaining Books of Accounts of the Company.
4. To provide data to retainership firm to File GST/IT/MCA Returns and advise statutory compliances.
5. Supervision of Accounting and Book-Keeping activity carried out by the company and providing guidance to the accounting team to act as per law.
6. Reconciliation of Ledgers along with confirmation of the respective parties at regular intervals.
7. Bank Reconciliation on monthly basis.
8. Providing support to the accounting team on Tally Prime usage and best practices.
9. Recommending process improvements and implementing efficient workflows within the software.

Note:

- *The application form and Price Bid format duly prescribed by JEMCL are attached herewith.*
- *Selected firms/candidates will use their own laptops/PCs/networks to complete their assigned work.*
- *No T. A. shall be admissible for the interview (if called for interview).*
- *Interested candidates may send their application on **A-4 size** plain paper and the filled in application form must reach by hand or by post at the registered office of JEMCL as mentioned above by **23.06.2023 till 05:00 PM**.*
- *Managing Director reserves the right of rejecting any or all the application or not to award/assign any retainership at any stage without assigning reasons whatsoever.*
- *In case of any disputes/litigation, the settlement shall be done only under jurisdiction of Ranchi Court in Ranchi, Jharkhand.*

Sd/-

Company Secretary

JEMCL, Ranchi.

**Regd. Add: JSFC BHAWAN, NEAR KADRU PETROL PUMP KADRU, MAIN ROAD RANCHI, JHARKHAND
834002 Email id:jemcl2021@gmail.com; Ph.- 0651-350-1912, Website-https://jemcl.jharkhand.gov.in**

Application Form

(Retainership of CA Firms for various works under IT/GST/JPT and Companies Acts for JEMCL, Ranchi)

Applied for: Retainership of.....

1. Full name of Firm/Candidate (In CAPITALS)
2. Address
- Dist..... State..... Pin
- Tele/Mob E-mail ID
3. Nationality.....
4. Details of Experience of the CA Firm

Paste recent
passport size
photograph of
the candidate or
head of the firm
(don't staple)

Firm									
Name of the Firm	Address	Completed years in practice		Number of partners, their qualifications & years of experience (attach separate sheet)	Number of CAs/ articles	Experience of firm in internal audit/statutory audit of government agencies/PSUs/financial institutions/other sectors and return filling experience under statutory provisions of IT/GST/JPT/Companies Acts etc. (attach separate sheet)	Number of clients of the firm (Approx.)	Average Turnover of the firm (Approx.)	Number of Branches/ Offices in Jharkhand (attach separate sheet)
		Years	Months						

5. Registration No of the Firms:
6. GSTN of the Firm:
7. Specialization (if any):
8. Relevant documents such as Educational qualification, Training, Experience, short terms course, turn over certificates etc. should be attached.

Declaration

I/We hereby, undertake that the information given in this application is true and correct. I/We also fully understand that if at any stage it is found that an attempt has been made by me/us to willfully conceal or misrepresent the facts, my/our candidature may be summarily rejected or my/our retainership terminated.

Date:
Place:

Signature of the candidate/head of the Firm

PRICE BID

Retainership of CA Firms for various works under IT/GST/JPT and Companies Acts for JEMCL, Ranchi

Sl. No.	Description of Work	Annual Rate (in Rs.)
1.	Maintaining Books of Accounts of the Company along with tally entry.	
2.	Preparation of Financial Statements (quarterly and Annually) as per Accounting standards and providing data for various statutory returns on time.	
3.	Maintaining Bank reconciliation statements along with various registers such as Stock register, Asset register, purchase Register, payment Register etc	
4.	Giving advice/consultation/other Accounting services regarding compliance of Financial Rules, CVC Guidelines, JFR, and other government rules, procedures, and regulations and timely compliance as per relevant acts	
5.	Liasoning & appearing on behalf of JEMCL in respective departments in case of any notice/compliance related matters	

Note: The retainership to the Firm will be awarded on **L1** and experience basis. Interview may be conducted, if required.

Date:
Place:

Signature of the candidate/head of the Firm