



Jharkhand State Mineral Development Corporation Ltd.

(A Govt. of Jharkhand Undertaking)

Khanij Nigam Bhawan, Doranda

Ranchi – 834002.



CIN- U14290JH2002SGC012170

E-mail- contact@jsmdc.in

Website : www.jsmdc.in

Phone No. 0651-2491841/2491842

Fax No. – 0651/2491916

NIT no: 05/2021-22

Dated 11.10.2021

Sub: - Tender Notice for engagement of Chartered Accountants (CA) Firm

Jharkhand State Mineral Development Corporation Limited, Ranchi hereby invites CA Firms to provide supervision/ reconciliation/ auditing services for overall revenue collection, Monthly/Annual Accounts, Statutory compliances, Taxation and pre-audit in all Accounting units and field offices.

Kindly visit the website of e-procurement portal of government of Jharkhand (<https://jharkhandtenders.gov.in>)

Last date of submission of this Notice Inviting Tender is 01.11.2021 at 2:00 PM and the bid opening of the tender shall be done on 02.11.2021 at 4:00 PM.

Sd/-

General Manager (Finance)

Jharkhand State Mineral Development Corporation Ltd.

Regd. Office: Khanij Nigam Bhawan, Nepal House Area,
Doranda, Ranchi – 834002.

SELECTION AND APPOINTMENT OF CA FIRM
NIT No: 05/2021-22 Dated 11.10.2021

Bid Data Sheet

Name of the Work	Engagement of Chartered Accountants (CA) Firm to provide supervision/ reconciliation/ auditing services for overall revenue collection, Monthly/Annual Accounts, Statutory compliances, Taxation and pre-audit in all Accounting units and field offices of JSMDC	
Mode of submission of Bid	Online submission on e-procurement portal of government of Jharkhand (https://jharkhandtenders.gov.in)	
Earnest Money Deposit	EMD of an amount Rs. 10,000/- (Rupees Ten thousand only) in the form of account transfers vide RTGS/ NEFT to the JSMDC account of following amount:	
Account details for NEFT/ RTGS transfer	Account No.	528902010015771
	Account Name	JSMDC LTD EMD AC
	IFSC Code	UBIN0552895
	Bank name	Union Bank of India
	Branch name	Bihar State Mineral Development Corporation, Doranda
Tender publication date	11.10.2021	
Last date of submission of pre-Bid queries	18.10.2021	
Date of Pre-Bid Conference	20.10.2021 (at 15.00 Hrs. at JSMDC Head office, Ranchi)	
Last Date/Time for submission of Bids	01.11.2021 at 14:00 Hrs	
Bid opening date	02.11.2021 at 16:00 Hrs	
Bid submission address	General Manager (Finance) Jharkhand State Mineral Development Corporation Ltd. Khanij Nigam Bhawan, Doranda, Ranchi – 834002, Jharkhand, India	
JSMDC	+91 651 2491842/ 2490430	

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Helpline no.	
Online Portal Helpline No.	(+91) 7004964481

Definitions

“Annual Value of contract” means monthly lump-sum fees quoted by Preferred Firm multiplied with 12.

“CA Firm” shall have the meaning assigned to it in section 4 of the Indian Partnership Act, 1932 , and includes, - (i) the limited liability partnership as defined in clause (n) of subsection (1) of section 2 of the Limited Liability Partnership Act, 2008; or (ii) the sole proprietorship, registered with the Institute];

Performance Security means an amount in terms of Bank Guarantee which is equivalent to 5% of the annual Value of the Contract

“Preferred Firm” means Qualified Firm who has quoted least Price offer.

“Qualified Firm” means firm qualifying/ meeting the Selection Criteria and other terms and conditions stipulated in this NIT.

“Turnover” means the gross amount of revenue recognised in the profit and loss account on account of services rendered by an entity during a financial year

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1. Introduction

Jharkhand State Mineral Development Corporation Limited (hereinafter referred as JSMDC) having its registered office in Ranchi, Jharkhand and has operations in the entire state of Jharkhand. JSMDC intends to appoint CA Firms through competitive bidding for carrying out jobs related to supervision and auditing of revenue and accounting system by deployment of qualified and semi qualified CA and other assistants at JSMDC (HQ) and all District/Area/Circle offices located at different locations in the State of Jharkhand.

2. Scope of Work

The scope of work for engagement of CA Firms for carrying out the following jobs by deployment of qualified and semi qualified CA and other assistants are as follows:

A. Supervision and Auditing of JSMDC Revenue and Accounting System: -

Support in reconciliation of timely Revenue collection and Supervision in Preparation of Accounts on quarterly and Annual basis for all completed periods during the period of assignment, from the books maintained at Head Office and District Office (including accounts of division which is merged in circle accounts). The work will include following under the scope:

Part-I: Work Description

1. Providing support in timely reconciliation of royalty, taxes, statutory levies and other income . Providing adequate manpower support as and when required for the scope of work.
2. Reconciliation of royalty due and received along with supervising revenue leakage if any.
3. Scope includes supervision in preparation and generation of management information/ reports as and when required by the respective units at Head Office, District/Area or Circle level.
4. Complete auditing of data entries made in relevant records along with identification of discrepancies and suggestion for rectification thereof:
 - i. Review booking of Income and Expenses to ensure compliance with respect to proper accounting head
 - ii. Review and supervision of day- to - day accounting transaction of payment, receipt and other miscellaneous expenses on timely basis.
 - iii. Review and scrutiny of all ledger accounts at regular intervals.
 - iv. Checking and reconciliation of recovery and payment of advance to employees including transfer cases and accounting thereof.

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- v. Review and rectification of issue and receipt entry of Debit notes.
- vi. Review and rectification of Accounting related to F.D./Flexi Bank Deposits, interest entries to be made along with tax deducted at source.
- vii. Verification of the correctness of Annexures to the Report/Statements.
- viii. Verifying Journal entries related to;
 - a) Capitalization
 - b) Depreciation
 - c) Provision of Gratuity, Pension, Leave Encashment and EPF and ESIC as and when required.
 - d) Provision for Expenses (Salaries and Administrative Expenses, computer billing and project offices of JSMD C) etc.
 - e) Reversing previous year provision (Salaries and Administrative Expenses except Electricity Expense)
 - f) Debit Note (receipt and Issue)
 - g) Collection of GPF deduction/schedule of all employee of JSMD C as and when required.
 - h) Preparation of NPS contribution and subscription details of all employee (Officer & Staff) and calculate the total NPS liabilities in respect to each and every employee as and when required.
- ix. Assisting and advising in Compliances with the requirements under the Companies Act, 2013.

B. Performing following reconciliation functions

To assist in the required reconciliation process of inter unit transaction and other transaction of JSMD C.

C. Review and verification with regard to Collection of following statements

- i) Cash Certificate as per physical Cash and books of Accounts.
- ii) Bank reconciliation including reconciliation of Fixed/Flexi deposits and balance confirmations
- iii) Debit Notes

D. Audit related assistant

- i) To assist JSMD C at the time of Statutory Audit/Supplementary audit by CAG of India during the course of Audit.
- ii) Coordination with internal and statutory auditor, support in addressing audit quires/ observation as and when required.

E. Others:

- i) Review and verification of party wise ledger of all dealers/settlers and transporters.

- ii) Review and verification of District wise Revenue Compilation database.

F. Review of work carried out in Tally

Review and verification of accounting and preparation of Financial Statements will be carried out in Tally.

G. Statutory Compliances and Consultancy

- i. Review and verification of all types of returns and revised returns with respect to TDS, GST, wherever, applicable. Providing guidance and suggestion related to all Statutory provisions and taxation related compliances.
- ii. Assisting/ guiding JSMDCL in Income Tax, Commercial Tax, GST assessment etc. as and when required and as applicable and timely suggestions about mandatory compliances
- iii. Assistance in Drafting and filing of petition, appeals, revisions, memorandum, opinion in the matter of different taxes as and when required.
- iv. To appear before the Board of Directors, Committee of the Board, Auditors etc. as and when required.
- v. Any other work which may arise related to matters above.
- vi. CA Firm shall depute at least two competent resource (CA/ candidate pursuing Article ship) at the Head Office of JSMDCL in Ranchi, who shall assist JSMDCL in the mentioned scope of work on day-to-day basis. Deployed manpower should have experience of working in mineral/ mining or allied industries.

H. Half Yearly Reporting & Annual reporting in Key Findings

The CA firm shall provide Half Yearly and Annual Reporting. The reports shall include summary of the key findings, implications and recommendations to enable the JSMDCL to take timely action.

I. Other activities

The CA Firm will undertake any other works incidental to or related to auditing of revenue and accounting process. In addition, the CA Firm shall undertake any work which may arise from time to time in auditing of revenue and accounting process during the period of contract.

The CA Firm shall comply with all applicable statutory requirements of relevant acts/rules/regulations/orders/guidelines and schemes framed thereunder from time to time.

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3. Selection Criteria

S No.	Eligibility Criteria	Minimum Criteria
1.	Registration with the appropriate authority	Registered with CA Institute.
2.	The structure of the Firm	Partnership Firm
3.	CAG Empanelment	Firm must be empaneled with CAG.
4.	Presence in Jharkhand	Head Office/ branch office in Ranchi, Jharkhand
5.	The minimum existence of the Firm	Existence: 10 years at least
6.	Number of partners and paid qualified staffs	At least 6 CA partners and 2 associated Company Secretary
7.	Minimum FCA (Fellow Chartered Accountants)	At least 5 partners should be FCA (out of which 3 FCA should have working offices in Jharkhand).
8.	Minimum Average Annual turnover (MAAT) during the preceding three financial years (2017-18, 2018-19 and 2019-2020).	Minimum Average Annual turnover (MAAT) during the preceding three financial years (2017-18, 2018-19 and 2019-2020) of Rs 25 lacs per annum (Proof of the same to be Annexed)

Note:

Participating Firms shall submit documentary proof in support of each criteria enlisted above.

4. Procedure for submission of bid

- a) Firms shall strictly follow the instructions given in Annexure-A. The bid should be in two parts (A & B) in two separate parts, Part-A (Techno-Commercial Part) and Part –B (Financial Part).
- b) **Part-A (Techno-Commercial Part)** should contain the EMD of an amount Rs. 10,000/- (Rupees Ten thousand only) in the form of account transfers vide RTGS/ NEFT to the JSMDC as provided in bid sheet along with the filled format of Annexure –B and D, documents as mentioned in Annexure-A and Power of Attorney.
- c) **Part–B (Financial Part)**

The Firm shall quote a monthly fee for the work. Price quoted should be Lump sum amount. This part shall contain “Price” as per enclosed format only. **The format for Price Part shall be filled and submitted as per Annexure E.**

The GST payable over the monthly fees and other charges will be paid separately as applicable. In addition, reimbursement will be made for expenses incurred in case of approved travel from one accounting unit to another unit for the purpose of execution of the work as per the policies of JSMDC.

4.1. Earnest Money Deposit

Firms shall submit an Earnest Money Deposit (EMD) EMD of an amount Rs. 10,000/- (Rupees Ten thousand only) in the form of account transfers vide RTGS/ NEFT to the JSMDC account as provided in Bid Sheet.

Proposals, which are submitted without EMD shall be treated as non-responsive and will be rejected by JSMDC.

For unsuccessful Firm, the EMD shall be refunded after conclusion of Tender process. For successful Firm it shall be refunded after submission of performance security and signing of the contract.

4.2. Forfeiture of EMD

The following shall cause the forfeiture of EMD

- i. If the Firm modifies/ withdraws its Bid proposal except as per the provisions specified in the Tender document;
- ii. If the Firm withdraws its Bid proposal before the expiry of the validity period of the Bid proposal;
- iii. If the Firm fails to provide the performance security or fails to execute the agreement within the stipulated time or any extension thereof provided by

JSMDC;

- iv. If any information or document furnished by the Firm turns out to be misleading or untrue in any material respect;
- v. If the Firm does not accept the Work Order unconditionally within fifteen (15) days of issue of Work Order or the period as extended by JSMDC.

5. Evaluation of tender

- i. The Firm meeting the techno commercial requirements shall be shortlisted and shall be declared as the Qualified Firms.
- ii. The Price Part of the Qualified Firms shall be opened and the Firm quoting the lowest price(L1) shall be declared as the preferred Firm.
- iii. In case multiple bidders submit same bid at L1 price "Financial Bid tie", then, the Preferred Bidder shall be selected as per the Tie Breaker process mentioned below:

The bidders having tie will be asked to submit the "Financial Bid" again and the quoted amount should be lower or equal to the lowest price quoted. The bidder quoting the Lowest amount in this process shall become the preferred bidder. In case, there is again a tie, the same process shall be repeated.

6. Award of Contract

- i. The Work Order shall be issued by JSMDCL to the Preferred Firm and the Preferred Firm shall accept the Work Order within 15 days from the issue date of work order. On acceptance of the Work Order the Preferred Firm shall be declared as successful Firm.

7. Contract Agreement

The successful Firm has to execute the agreement with the GM (Finance) in the non-judicial stamp paper of Rs. 100.00 (Rs. One Hundred) only within 15 days from the receipt of work order.

8. Period of Assignment

Period of work will be for Three Years (3) from the date of signing of agreement and can be extended further based on the satisfactory performance of CA Firm. In case of an unsatisfactory performance their services will be discontinued at the sole discretion of JSMDC during the period of assignment and it can be awarded to other Firms.

9. Performance Security (PS)

- a) The Preferred Firm shall submit to JSMDC a Performance Security for an amount equivalent to 5% of the annual Value of the Contract. Such Annual Value of the Contract will be notified by JSMDC in the issued work order.
- b) The Agreement shall be signed only after submission of Performance Security.

10. Period of Validity of Bid

- i. The price offered in the Financial Bid shall remain fixed during the period of contract. Escalation may be allowed in extended period of contract at mutual consent of JSMDc and CA Firm. EMD must be valid for a minimum period of 180 Days from the date of opening of the tender.
- ii. JSMDc reserves the right for seeking extension of validity of offered rates from the successful Firm/Preferred Firm. Acceptance of such request during actual offer is however optional to the Firm. The price validity will remain unaltered irrespective of any reason.
- iii. Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

11. Late Proposals

- i. Any proposal received after the deadline for submission of proposals, as referred above shall not be accepted.

12. Pre-Bid Queries

- i. In case of any queries regarding the tendering process, the same may be sent to below address:

The General Manager (Finance)
Jharkhand State Mineral Development Corporation Ltd.
Khanij Nigam Bhawan, Doranda, Ranchi - 834002
E-mail: contact@jsmdc.in

- ii. Firms shall send their queries vide email to contacts@jsmdc.in on or before 11.00 am on 18.10.2021
- iii. Queries received after 18.10.2021 shall not be considered.

13. Issuance of Clarifications, Corrigendum and Amendment

- a) JSMDc may at its own initiative or in response to a clarification requested by a Firm, amend the provisions of RFP by issuing corrigendum (s) / amendment(s) to the Firms. Any amendment / clarification/ corrigendum shall be uploaded on the e-procurement portal of government of Jharkhand (<https://jharkhandtenders.gov.in>)
- b) The clarification (s)/ corrigendum (s) / amendment(s) issued by JSMDc will be binding on the Firms and it will be assumed that the information contained therein have been taken into account by the Firms in their Proposal.
- c) The bidders shall be responsible for downloading the corrigendum/ clarification , if any, and submit their bids in accordance with the complete NIT.
- d) No separate intimation in respect of corrigendum will be sent to Firms who downloaded the tender document.

- e) Thus, Firms are requested to check the e-procurement portal of government of Jharkhand (<https://jharkhandtenders.gov.in>) regularly to ensure that they don't miss any corrigendum uploaded against the said tender after downloading the tender document.
- f) JSMDC may, at its sole discretion, extend the Bid Submission Date.

14. Payment terms

- i. The Successful Firm shall submit monthly invoice for the assignment along with Progress Report of the work.
- ii. Fees Payment shall be made within 90 days from date of receipt of valid invoice after completion of the work. Statutory fees if any will be reimbursed at actual rate.

15. Event of default and Termination

- a) An event of default is said to have occurred under the following conditions:
 - i. Firm fails to provide its services within 15 days of issuance of work order by JSMDC.
 - ii. Firm has materially defaulted and failed to comply with the terms and conditions of the tender.
 - iii. Firm do not comply with the requirements under this tender and JSMDC instructions issued from time to time
- b) In case of an event of default, the following recourse is available to JSMDC and Firm or both as the situation may warrant:
 - i. In course of occurrence of Event of Default as mentioned in clause 15 (a) , JSMDC may seek the Liquidated Damages as per clause 16 from Firm till the employment of required personnel or may terminate the Agreement. However, a lower LD or no LD can be considered at the sole discretion of Managing Director, JSMDC in case the delay does not occur on account of Agency.
 - ii. In course of occurrence of Event of Default as mentioned in Section 15 (a) JSMDC may take such decision which comforts the situation or JSMDC may terminate the Agreement.

16. Liquidated Damages (LD)

The Liquidated Damages become payable from the date of occurrence of event of default as mentioned in Section 15 (a) till the completion, at following rates:

- i. In case of delay in supply of personnel or services beyond one month from due date as per the requisition letter from JSMDC, LD would be 10% of the monthly fee.
- ii. In case of non – compliance of any of the tender conditions and/or any

instructions of JSMDCLTD would be applicable upto maximum 10%. The MD, JSMDCL shall be the final authority to take the decision on this matter and decision taken by of MD, JSMDCL shall be final and binding on the Firm.

17. Termination of Agreement

a) Termination by JSMDCL

- i. In the case of occurrence of Event of Default as mentioned in Section 15 (a) (i) continued for more than 2 months, JSMDCL may terminate this Agreement invoking entire Performance Security provided by the Firm.
- ii. In case of the occurrence of Event of Default as mentioned in Section 15 (a) (ii) JSMDCL may terminate this Agreement immediately invoking entire Performance Security.
- iii. JSMDCL, on request and submission of sufficient proof by the Agency, may consider if the lapse is beyond the control of the Firm and accordingly decide whether to levy the applicable liquidated damages / terminate the agreement or not.
- iv. JSMDCL reserves the right to terminate this Agreement, in the event that the Successful Firm
 - i. becomes insolvent or goes into liquidation or receivership or if any act is done or event occurs which has a similar effect to any of the foregoing acts or events.
 - ii. is in breach of any Applicable Law or regulation affecting Work.
 - iii. assigns the Agreement to another party without the prior written approval of JSMDCL.
 - iv. sublets the entire scope of work of this Agreement, However, before such termination, opportunity of hearing may be given to The Successful Firm and decision of managing director of JSMDCL shall be binding in this regard.

Notwithstanding anything stated in this tender, JSMDCL may terminate this Agreement at its sole discretion without assigning any reason and having any liability whatsoever for any damages to The Successful Firm. In the event of such termination, The Successful Firm cannot have any claim against JSMDCL. However, the Performance Security of The Successful Firm shall be returned within 1 months of such termination.

All obligations hereunder incurred prior to and which by their nature would continue beyond the cancellation, termination, or expiration of this Agreement shall survive such termination.

b) Termination by The Successful Firm

- (i) The Successful Firm may opt to terminate the Agreement by providing a prior notice of thirty (30) days. The termination effected by The Successful Firm would result in JSMDCL invoking the Performance Security.

- (ii) Termination due to Force Majeure: If a delay or failure by a Party to perform its obligations due to Force Majeure exceeds 3 (three) continuous months, the other Party may terminate this Agreement by giving a notice in writing to the Affected Party. In case of termination of Agreement due to Force Majeure, the Performance Security shall be returned to The Successful Firm .

18. Related Party

Related Parties should not quote for the tender separately. If it is noticed that related Parties submitted separate quotation, the same shall be liable to be rejected. Parties are considered to be related if one or more partner / member are common.

19. Taxes

- i. TAX:
Taxes inclusive of surcharge and any other tax if applicable shall be deducted at source.
- ii. GST:
GST shall be paid extra as applicable on the date of actual render of service and billing on JSMDC has been made in terms of guidelines stipulated in the GST rules. Any changes in Taxation will be applicable as per prevailing statutory provisions.

20. Secrecy

The successful Firm shall not at any time during the tenure of contract or thereafter disclose any information furnished to them by JSMDC or any drawings, designs, reports and other documents and information prepared for this work, without the prior written approval of the JSMDC except in so far as such disclosure is necessary for the performance of the Party's work and service hereunder.

21. Travelling, Boarding & Lodging Expenses

The fees should be inclusive of travelling expenses. However, Boarding and lodging will be provided to employees of the Firm subject to availability free of cost at Project site (out of Ranchi).

22. Disputes and Arbitrations

In case of any dispute or differences arising out of breach and /or violation relating to the terms of this agreement, the said disputes or differences shall be referred to the sole arbitrator to be appointed at the sole discretion of the Managing Director,

Jharkhand State Mineral Development Corporation. The seat and venue of the Arbitration shall be at Ranchi only and the proceedings shall be governed by Arbitration and Conciliation Act, 1996.

23. Black-Listing of the Firm

- i. In the last five (05) years from the date of issuance of this tender, the Firm or its Partners should not have been blacklisted by any government organization;
- ii. There should not be any order/declaration of insolvency, judgment or order of punishment/sentence by any court of law or any judicial/quasi-judicial proceeding in force at the time of submission of bid.
- iii. The JSMDC in its discretion may blacklist the firm or its partners for breach/violation of any terms or conditions of the agreement or in relation to its performance or conduct after giving due notice and opportunity of hearing.

24. Other Terms & Condition

- i. The engagement can be terminated at any point of time by JSMDC on observing any lapses, discrepancies in execution of assignment or completion of job on Firm's part.
- ii. Physical presence of Partners /Principal of CA Firm and support staff for supervision of work assigned in JSMDC office is must as and when required. All the calls given to your Firms for deputing Sr. Chartered Accountant for any important discussion shall be attended at once.
- iii. The CA Firm will take all initiative to educate and to create awareness amongst JSMDC employees for compliances on tax related issues.
- iv. The information/ documents held by CA Firm on behalf of JSMDC shall not be disclosed to any third party without written permission of JSMDC. All the secrecy of documents and records of JSMDC shall be maintained by CA Firm.
- v. The user Id/ Password or any other information will not be shared with outsiders. Any change in user Id/ Password etc. will be communicated to the concerned General Manager (Finance) of JSMDC immediately.
- vi. Firm will not assist or extend any services to the company against which there is any litigation of the JSMDC.
- vii. Firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.
- viii. The JSMDC management reserves its right to modify, amend or cancel any or all terms of this advertisement and/or reject any or all the application without the assigning any reason.
- ix. If any information /document provided at the time of Tender is/are subsequently found to be false/incorrect after the award of Contract, the management reserves the right to terminate the Contract.
- x. The Management of JSMDC reserves all right to choose a Firm from the applicants, upon satisfaction of the minimum selection criteria. No tender participants have any rights to question the management on the same.

ANNEXURE A - Important Instructions to Professional Firms

Instructions:

- a. Format of Application must be completely filled in. Incomplete applications will be rejected out rightly.
- b. All bids will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the bids as stipulated in the Notice Inviting NITs, will not be entertained.
- c. Please avoid attaching unsolicited information/documents for processing applications expeditiously.
- d. All submitted documents shall be signed by a Partner with his name and under the seal of the Firm.
- e. Application may be submitted online on the e-procurement portal of government of Jharkhand (<https://jharkhandtenders.gov.in>) as per the instructions available on the portal.
- f. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.

List of documents to be submitted along with the applications/ NITs:

Interested Firms are advised to go through contents of the NIT documents carefully and submit all attested copies of the following documents in proper sequence along with the NITs as described hereinafter: -

- Registration certificate of the Firm issued by the Institute of Chartered Accountants of India.
- Certificate of Practice of the Partners issued by the Institute of Chartered Accountants of India.
- Copies of supporting papers in the form of ITR/P&L/26AS/GST return to be provided for last three years, as a proof of average turnover, as applicable.
- Declaration from Associated Company Secretary (ies).
- Copy of PAN Card.
- Copy of GST Registration.
- A copy of complete NIT document duly signed and sealed as a token of acceptance of all terms and conditions.

ANNEXURE B - Standard format for submission of Technical details

To be printed on the letterhead of the Firm

I. Basic Details

- a. Name of the Firm :
- b. Base Location and Full Address:
- c. Registration No. :
- d. Date of Registration :
- e. Age of Firm (in Years) (cut-off date 31/03/2021) :
- f. Average turnover for last 3 years (in Rs. Lakhs):

Year	Turnover (in Rs. Lakhs.)

- g. Details of branches: Total..... No. of branches in No. of Cities

S. No.	No. of Branches	City/State	Address
1.			
2.			
3.			

II. Manpower Details

- h. Details of Partners Total..... No. of Partners

S. No.	Name	FCA/ACA	Membership No. and Member since	Date of Joining the Firm	Experience in Tally (Y/N)
1.					
2.					
3.					
4.					
5.					

- i. Details of Other Staff: Total.... No. of Staff

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NIT No: 05/2021-22 Dated 11.10.2021

S. No	Name	Qualification	Whether CA/CMA /CS/Article /Others	Date Joining Firm	of the	Experience in Tally (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

ANNEXURE C - SELF DECLARATION CERTIFICATE

(On Letter Head of the Firm)

I, Partner of M/S..... having headquarter at..... and Branch office at being authorized signatory, do hereby solemnly affirm and declare that M/S.....has successfully completed the works assigned in past and has not been suspended / blacklisted/debarred /removed/discontinued for incomplete work or unsatisfactory performance of the work by any PSU /Government Department/Board at the time of Contract.

I understand that if upon acceptance of our offer dated..... against JSMDC NIT No..... for engagement of Chartered Accountants (CA) Firms to supply qualified and semi qualified CA/CMA/CS and other assistant manpower for supervision/ reconciliation/ auditing services for overall revenue collection, Monthly/Annual Accounts, Statutory compliances, Taxation and pre-audit in all Accounting units and field offices as and when required, Statutory compliances, Taxation and pre-audit in all Accounting units of JSMDC (i.e HQ and field offices), any Work Order is issued to M/s, the same is liable to be cancelled/discontinued if this declaration is found wrong/false at any subsequent time.

ANNEXURE D- POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

(On a Stamp Paper of relevant value)

POWER OF ATTORNEY

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for the Engagement of Chartered Accountants (CA) Firm for supervision/ reconciliation/ auditing services for overall revenue collection, Monthly/Annual Accounts, Statutory compliances, Taxation and pre-audit in all Accounting units and field offices We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney
(Name, Title and Address of the Attorney)

Attested

Executant

Notes:

- i. To be executed by the sole Firm.
- ii. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- iii. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Firm.

SELECTION AND APPOINTMENT OF CA FIRM
NIT No: 05/2021-22 Dated 11.10.2021

ANNEXURE E - PRICE BID FORMAT

Name of Job/ services: Engagement of Chartered Accountants (CA) Firms

Name of Organization: JHARKHAND STATE MINERAL DEVELOPMENT CORPORATION LTD.

Name of Firm:

Sl. No.	Description of Work	Unit	Amount (In Rs.)
S i g n a t u r e o f 1.	Monthly Fees for Engagement of Chartered Accountants (CA) Firm for supervision/ reconciliation/ auditing services for overall revenue collection, Monthly/Annual Accounts, Statutory compliances, Taxation and pre-audit in all Accounting units and field offices (including all expenses, travelling etc. but excluding GST)	Lump Sum fees per month	
	Total Rs.		
	Total Rs. in words:		

S

Signature of the Authorized person or partner
of the Firm with seal

Notes:

1. GST shall be paid extra as prevailing rate at actual.
2. Quoted amount shall be indicated in both the figures and words. In case there is any discrepancy between figures & words, words shall prevail.
3. Conditional offer will be rejected.
4. In case rate quoted by the Firms is tie; preference would be given to the Firm that was incorporated earliest.