

**JHARKHAND TOURISM DEVELOPMENT
CORPORATION LTD.**

NOTICE INVITING TENDER

FROM CHARTERED ACCOUNTANT FIRMS

FOR ACCOUNTING SERVICES

Jharkhand Tourism Development Corporation Ltd. (JTDCCL) invites tender from Chartered Accountant Firms for GST Consultancy and Accounting services mentioned in the scope of work for the financial year 2017-18, which may further be extended for two more years (on a yearly basis) on satisfactory completion of the work.

TABLE OF CONTENTS

		Page No.
1	Brief terms	3
2	Terms of Reference	
2.1	Background	4
2.2	Schedule and Scope of work	4-5
2.3	Time Period and Execution	6-7
2.4	Support and Inputs to the Firm	7
2.5	Prequalification Criteria	7-8
2.6	Payment Terms	8-9
2.7	Performance Security	9
3	Submission and Evaluation of the Tender	
3.1	Submission of Tender	9-10
3.2	Earnest Money Deposit	10
3.3	Queries regarding the Tender	10
3.4	Last Date of Submission of Tender	10
3.5	Date of opening of Tender	11
3.6	Evaluation of Tender	11-12
4	Annexures	13-23

1) Brief Terms

Tender Number and Date	
Issue of Tender Forms	Tender Document can be downloaded from the Department of Tourism, Government of Jharkhand website www.jharkhandtourism.gov.in
Earnest Money Deposit (EMD)	Earnest money of Rs.10,000/- (Rupees Ten Thousand only) to be deposited along with the Tender Documents in the form of Demand Draft favoring “ Jharkhand Tourism Development Corporation Ltd ” payable at Ranchi issued by any Nationalized/Scheduled Bank. Earnest money is refundable.
Last Date of Submission of Tender	13.04.2018 up to 15:00 hours
Opening of Tender (Pre- qualification Bid evaluation)	13.04.2018 at 16:00 hours or on words.
Contact Person	Deputy General Manager JTDCL
Contact Address	Jharkhand Tourism Development Corporation Lt. 5, Mahatma Gandhi Marg, Ranchi
Website	www.jharkhandtourism.gov.in

2) TERMS OF REFERENCE

2.1 Background : -

Jharkhand Tourism Development Corporation Ltd. (JTDCL) is a Company registered under the Companies Act,1956, under the Department of Tourism, Government of Jharkhand.

JTDCL is maintaining its “Accounts” on Accrual Basis as per Indian Accounting Standards of Chartered Accountants of India. The Accounts of the JTDCL are prepared as per standard accounting procedure.

2.2 SCHEDULE AND SCOPE OF WORK

The CA firm shall be responsible for total maintenance of all Accounting and financial records of the JTDCL and doing all legal & statutory compliances in respect of Accounts, Service Tax, Goods and Service tax, Income Tax and also ensure labour law compliances in respect of employee dues and obligations like EPF, ESI, Bonus/ Ex-gratia, Gratuity and others. The CA firm shall also make accounts of the JTDCL for yearly audit purpose as may be required, for submission to the statutory auditors. The CA firm shall also compile the Annual Accounts and get the same audited from the Statutory Auditors and submit the same to C& AG and other authorities. The CA firm shall be answerable (including making written replies & submissions) to C & AG for all the accounting and financial queries that may be raised from time to time. The job responsibilities shall, inter alia, specifically include the following:

- Enter, process and maintain all day to day accounting transactions into the tally software.
- Prepare, Process and maintain all transactions vouchers, supporting documents, books and registers pertaining to receipts, payments, income & expenditure, Assets, Liabilities, Stores, Fixed Assets and Bank Reconciliations.
- Preparing and vetting the Annual Accounts of the JTDCL as per the prescribed format of Accounts for Central Autonomous Bodies including all required disclosures and computation notes and Schedules.
- All applicable compliances related to Service Tax, Goods and Service Tax, Income Tax and TDS matters.
- Filing of all applicable returns under service tax, Goods and Service tax, including Annual Income Tax Returns.
- Certification of Statement of Expenditure and Utilization Certificate as per the requirement.
- Prepare monthly, quarterly and yearly budgets and perform variance analysis report.
- Prepare MIS reports as per request.
- Compilation of supporting statements and working sheets in respect of all the schedules and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet.
- Providing all required information and facilitate audit of accounts conducted by CAG, Internal Auditors, Statutory Auditors and other agencies.
- Preparation of appeals and replies with respect to all Tax related matters. Attending Pending Assessment.
- Prepare replies to all audit queries.
- Provide such documentation and information as we may require complying with all applicable laws and regulations in force. Firm shall be responsible for compliance with and, if relevant, drawing our attention to any relevant requirements of the laws of other jurisdictions.
- Attend/Present before any tax authorities/departments for assessment and/or for any other purpose.
- The certificate regarding the accuracy of accounts being maintained at the JTDCL should be given on monthly basis by firm.

THE ABOVE LIST IS INCLUSIVE AND NOT EXHAUSTIVE, PLEASE NOTE.

2.3 Time Period & Execution

2.3.1 The contract is initially for a period of one year, which may be renewed further on "annual basis" for a total term of 3 years. On successful completion of the initial term of 3 years, the contract term may, at the sole discretion of the JTDCL, be further extended for another term of 2 years with "yearly renewals" on the same terms and conditions.

It's clarified that even though the total term of the contract is 3 years, the contract may be renewed annually at the option of the JTDCL. However, if the performance of the CA firm is not found satisfactory as per JTDCL's sole judgment & standards, the JTDCL has the right to refuse the renewal / extension at any time.

Notwithstanding anything contained herein above, the JTDCL reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

The intention to renew the contract should be given at least 2 months in advance (before the expiry of the annual contract) by the CA firm. Otherwise it shall be presumed that the CA firm is not interested in its annual renewal.

2.3.2 The Chartered Accountant Firm will depute dedicated personnel(s) at the JTDCL, at their own costs, as may be required depending upon the volume of work involved. To start with, this team shall consist of at least 2 members, who shall be deputed at the JTDCL on full time basis on all working days. The team members of the CA firm shall be interviewed by the JTDCL and his consent taken before posting them on the job. The JTDCL shall have the right to request for change of any staff personnel deputed at the JTDCL if his / her performance / conduct are not found satisfactory. The qualifications of the staff and experience must be mutually discussed and agreed upon with the JTDCL before deputing them on the job.

However, the strength of team members deputed at the JTDCL shall be subject to review by the JTDCL at any time. If more number of members is required as per JTDCL's judgment, the same shall be increased with mutual discussion and agreement.

The Firm will report to "Finance Officer" of the JTDCL at least once a week, to discuss and review the work progress.

The firm shall also submit a "status report" to the Finance Officer showing the status of the books & accounts and also the pending issues, if any. This report shall be vital for timely processing of their bill. All salaries / wages / stipend and all other costs of the staff deputed at the JTDCL shall be paid and borne by the CA firm and JTDCL shall be in no way responsible/ liable for payment of any dues / benefits to them.

2.3.3 Notice Period to be served by Staff deployed at JTDCL

The CA firm shall give in writing to JTDCL, 1(one) month's advance notice in case any of the staff members deployed at JTDCL ceases to work at JTDCL.

2.4 Support and Inputs to the Firm

The JTDCL shall provide office space, computer(s)/printer(s), to the Firm to perform its services.

2.5 Pre-qualification Criteria

The bids of only those firms will be considered which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should be a Partnership firm with at least 3 partners, out of which one must be a FCA member.
- II. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration,
- III. The Firm should have been in operation for at least 10 years after its registration,
- IV. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG),
- V. The Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years i.e. (2014-15, 2015-16 and 2016-17) must be equal to or more than Twenty Five lakhs (25 lakhs),
- VI. The CA firm must have the experience of **GST Consultancy, Auditing and /or Accounting** of at least one Government Company run by Central Government / State Government, Auditing shall mean either Statutory Audit and/or Internal Audit only. Applicant shall be required to submit the Audit engagement letter along with their Bid document.

In case, any ambiguity is found in the tender documents, whereby the JTDCL has doubts or is not very clear whether the bidder qualifies the above eligibility criteria, the JTDCL (JTDCL) shall have the right to make its own assessment based on the documents submitted, to decide on whether the bidder is eligible or not or deserves any additional weightage. In such a case, the JTDCL shall be final and the bidder shall have no right to challenge the same. Therefore, the bidders are advised to submit the complete information and documents in support of their claims to fulfill the eligibility criteria as above.

- VII. The firm must have an office, headed by a Chartered Accountant (Head office and/or Branch Office) located at Ranchi.

2.6 Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the JTDCL. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have validity at least for the initial one year. No request for extra payment on account of increase in price on whatever account will be entertained. No extra payment on account of any out of pocket expenses shall be paid.

However, the JTDCL may, at its sole discretion, consider giving an annual increment upto 10% in the settled Fee, subject to satisfactory performance by the CA firm as per JTDCL's judgment and standards.

- GST is payable extra as per applicable rates.
- Payment shall be subject to TDS under Income tax at applicable rates.
- Payment shall be made on monthly basis. The bill shall be submitted by CA firm by last working day of every month and the same be paid in the following month.
- Any interest/penalty which becomes payable by JTDCL to any tax authorities due to delay in filing of statutory returns and/or delay in deposit of statutory taxes/dues, which is attributable to the negligence of the staff deployed by the CA firm then such amount shall be deducted from the payment due to such CA firm or shall be recovered in such a manner as the JTDCL may deem fit.

2.7 Performance Security

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security in the form of Demand Draft before execution of the agreement.

3. SUBMISSION AND EVALUATION OF THE TENDER

3.1 Submission of Tender

- A. Interested firms are requested to submit their Tender in 2 sealed envelopes as below, alongwith Earnest Money Deposit (EMD) of **Rs.10,000/-** in the form of Demand Draft.
- 1st Envelope :
Containing Prequalification Bid & Technical evaluation information including documents / information specifically mentioned in **Annexure-A1 & A2** along with all supporting documents including EMD draft.
 - 2nd Envelope :
Financial Bid as per **Annexure B**.
- B. All pages of the Tender and the supporting documents/ annexures must be serially numbered.
- C. All the pages of the Tender document including the annexures and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm, in the absence of which, the tender will be disqualified.
- D. An Index must be made for tender documents and for all supporting documents submitted and this must be affixed on top of all Annexures submitted. The index must mention the relevant Page number to facilitate quick reference. If any document reference/page number is not mentioned in the Index, it shall not be considered.
- E. If the tender is not supported by the “Essential certificates” or “other documents” for credentials as envisaged in the tender documents, the relevant credentials shall not be considered for evaluation without any further reference to the Bidder.

The Documents relating to Prequalification & Technical Evaluation and Financial Bid should be submitted in Two different envelopes as mentioned above and all envelopes should subscribed "TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM" and all the Two envelopes should be sealed in one main envelope and subscribed "TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM". The Pre-qualification bid shall not contain any indication of the price offered for the job for which tender is given by the firm. In case it is found that the Pre-qualification contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

Tender should be deposited in the office of "Jharkhand Tourism Development Corporation Ltd., 5, Mahatma Gandhi Marg, Ranchi-834001 on all working days during working hours from 10.00 A.M to 05:00 P.M. The last date for submission of tender is 13th April, 2018 up to 15:00 Hours.

The Applicant can submit the Tender by registered post /Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the JTDCCL after the deadline shall not be opened.

3.2 Earnest Money Deposit

Earnest Money Deposit of **Rs. 10,000/-** by way of Demand draft in the name of "**Managing Director, Jharkhand Tourism Development Corporation Ltd.**", payable at **Ranchi** should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid. In respect of the successful bidder, the EMD will be returned after execution of the agreement.

3.3 Queries Regarding the Tender

This tender document is self-explanatory hence no enquiry will be entertained.

3.4 Last Date of Submission of Tender

Last date of submission of the Tender is 13/04/2018 upto 15:00 Hours.

3.5 Date of opening of the Tender

The authorized representatives of the firms carrying authority letter may attend the bid opening. The date(s) of opening the tender to evaluate prequalification criteria will be on 13/04/2018 at 16:00 hours. The dates of opening Financial bids shall be notified later.

3.6 Evaluation of Tender

Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of the Evaluation committee of JTDCCL and their decision shall be final and not challengeable.

ANNEXURE A

PRE-QUALIFICATION BID				
SR.No.	Criterion	Particulars	Description	Index – Reference Page No`s
1	<p>The firm must have its Head Office or/and Branch Office headed with a CA at Ranchi</p> <p><i>(Submit copy of supporting document regarding address)</i></p> <p>The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration under GST</p> <p><i>(Provide copies of all Registration certificates)</i></p>	<p>Name of the Firm</p> <hr/> <p>Address of HO</p> <hr/> <p>Address of Branch</p> <hr/> <p>Designation/ Qualification of Head authority at Branch Office</p> <hr/> <p>Telephone No</p> <hr/> <p>Mobile:</p> <hr/> <p>E-mail:</p> <hr/> <p>Registration No with ICAI,</p> <hr/> <p>Date of Registration</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

		PAN No of CA Firm		
		GST Registration No.		
2	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG) (Provide copy of valid Empanelment Certificate)	Empanelment Number		
		Period /validity		
3	The CA Firm should be in operation for at least 10 years after its Registration (Provide necessary evidence)	Year of Registration/ Starting of Operation		
		Nos. of years in operation after Registration (in years)		
4	Average Annual Gross Professional Fee earned of the CA Firm for the last 3 (three) years [Must be equal to or greater than (25) (Twenty Five Lakhs) [Provide copies of the Audited Financial Statements for the year 2014-15, 2015-16 and 2016-17	Average Annual Gross Professional fee earned by CA Firm in last 3 (three) years ending on 31st March, 2015 Year 2014-15 Year 2015-16 Year 2016-17 Annual average for 3 years	Rs..... Rs..... Rs..... Rs.....	

5	Services provided for GST and Preparation of Annual accounts on regular basis In the last 5 financial years	Nos. of Such Entity	Nos. (in figure)..... Nos. (in words).....	
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Certified that the above particulars are true & correct. In the event of any such information / document is found to be incorrect / false / manipulated, the JTDCL is at liberty to reject the proposal of the CA Firm without assigning any reasons thereof and without giving any opportunity of being heard.

Date:

Signature: _____

SEAL:

Name and Designation: _____

Annexure A1

Partners of CA Firm

SR No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

SEAL:

Signature: _____

Date:

Name and Designation: _____

Annexure A2

Details of CA Firm's Experience of GST Consultancy, Auditing and/or Accounts of Government Company run by Central / State Government (During last 5 Financial years ended 31st Mar'17)

[During the last 3 years ended 31st March'2017]

SR. No.	Name / Nature of the Assignment (Audit or Accounts)	Period [Start date / End date]	Name of the Institution	Name of Company	Gross Income of the Companies relevant financial year		Nature of the Supporting Documents provided	Index / Ref Page no`s
					Fin Year	Rs		
1.								
2.								
3.								
4.								
5.								
6.								

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

SEAL:

Signature: _____

Date:

Name and Designation:

ANNEXURE-B

FINANCIAL BID

Profrrsional Fees For one year (12 month)	Fees		Payment Schedule
	Rupees (In Figure)	Rupees (in Words)	The service provider will raise bills as mentioned in payment terms.

**** Notes:**

- a. Fee is Inclusive of Professional Fee taxes, Travelling, Food and all other Expenses.**
- b. ONLY GST SHALL BE PAID EXTRA on the above quoted fee**
- c. Statutory Deductions like TDS etc. shall be made by the JTDCL as per statutory rates and norms wherever applicable**

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

SEAL:

Signature:

Date:

Name and Designation:
