

**Government of Jharkhand**  
**Rural Development Department (Rural Works Affairs)**  
**Jharkhand State Rural Roads Development Authority**  
**F.F.P Building 3<sup>rd</sup>Floor, Dhurwa, Ranchi – 834004**

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**URGENT REQUEST FOR PROPOSAL**

**NIT NO:**

**Date:14.12.2023**

**Hiring Services of Chartered Accountant Firm for preparation of Bank Reconciliation Statement under Jharkhand State Rural Roads Development Authority (JSRRDA)**

Jharkhand State Rural Roads Development Authority (JSRRDA) seeks to invite Proposal from interested entities (CA firms) meeting the minimum eligibility criteria for preparation of Bank Reconciliation Statement as mentioned under the Scope of Work.

**Detailed RFP:** Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal can be downloaded from the website [www.pmgstendersjhr.gov.in](http://www.pmgstendersjhr.gov.in)

Last date for submission of Proposal is 28.12.2023.

**Sd/-**  
**Under Secretary**  
**RWD-cum-JSRRDA**

**Signature Not Verified**

Digitally signed by MANISH KESHRI  
Date: 2023.12.16 12:49:43 IST  
Location: Pradhan Mantri Gram Sadak Yojana-  
PMGSY

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**REQUEST FOR PROPOSAL**

**Hiring Services of Chartered Accountant Firm for preparation of Bank Reconciliation Statement under Jharkhand State Rural Roads Development Authority (JSRRDA)**

Jharkhand State Rural Roads Development Authority (JSRRDA) seeks to invite Proposal from interested entities (CA firms) meeting the minimum eligibility criteria for preparation of Bank Reconciliation Statement for the period 2004-05 to 2022-23.

The details about the background of the Agency, scope of work, terms of reference, and the eligibility criteria for selection of the C.A. firm are given in the following sections:-

**Section I**

**Banking & Accounting setup at JSRRDA:**

1. Funds under JSRRDA is regulated as per Tri-Partite agreement entered between National Rural Roads Development Agency (NRRDA), Jharkhand State Rural Roads Development Authority (JSRRDA) and State Bank of India (SBI) in the year 2005.
2. All funds under PMGSY Programme are kept in one account with SBI. Separate Account is maintained for Maintenance Fund and Administrative Fund i.e. overall 3 bank accounts are used.
3. Payments from all the three accounts are made by field level Project Implementation Units (PIUs) located at various locations across Jharkhand. However, common bank account is used by all PIUs.
4. All transactions are recorded online in Online Management, Monitoring & Accounts (OMMS) application.
5. Balance as on 31.3.23 as per Bank Statement vs Balance as per OMMS application/Utilisation Certification needs reconciliation for which RFP is invited.

## Section II

### Minimum Eligibility Criteria:

- I. The firm must be empaneled with ICAI and C&AG without which the application of the firm would not be considered.
- II. The firm must have minimum 5 FCA partners
- III. Average Annual Turnover of the firm should be atleast Rs 1(One) Crore for FY 2020-21 to FY 2022-23
- IV. The firm must have Head Office/Branch Office in Ranchi and shall be willing to depute the required team for this assignment lead by a Chartered Accountant.
- V. The firm must possess experience of preparation of Bank Reconciliation Statement under PMGSY scheme in other States or experience in preparation of BRS for other Government organisations/Agencies operating under similar model (i.e. in Single Bank Account Model with payment at different locations)

*Any firm not qualifying the above minimum criteria need not apply as their proposal shall be summarily rejected.*

### Supporting Documents for Eligibility Criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

- A. The firm must submit a self-attested copy of Certificate of ICAI as on 01-01-23/as on date with partner & branch details.
- B. The firm must submit a self-attested copy of C& AG empanelment certificate as on 01-01-23/ as on date.
- C. The firm must submit a list of articles/staff available at local Ranchi office.
- D. The firm must submit a list of proposed team members (minimum 4 articles/staff) headed by Chartered Accountant to be deputed for this task to work in JSRRDA office. The firm must assess the requirement and must propose a similar team/team with more personnel to conclude the task within the required timeframe.
- E. The firm must submit Audited Financial Statements for FY 2020-21 to FY 2022-23 as proof of turnover.
- F. Relevant order copies & completion certificate/proof of completion is to be submitted as documentary evidence for experience.

### Non-Eligibility for Bidder:

1. The firms who were internal/statutory auditors for financial year 2020-21 to 2022-23 and did not submit the audit report timely will not be eligible for appointment.

## **Section III**

### **Scope of Work & Terms of appointment of the Auditor**

- Scope of work includes preparation of Bank Reconciliation Statement for the FY 2004-05 (inception of JSRRDA) to 2022-23. BRS as at the end of each Financial Year has to be submitted.
- Successful bidder is expected to submit the year-wise BRS for the entire duration within 2 month from date of appointment. Appropriate team is to be deputed by the selected firm for this purpose.
- Fee shall be paid upon completion of the activity after deduction of applicable TDS. In case work is held for any particular Financial Year on account of non-availability of requisite Statements, part payment may be made subject to submission of satisfactory report for the balance Financial Years.
- In case of any delay in submission of required report without appropriate justification, penalty @ 10% per fortnight shall be levied.
- Access to books of accounts, fund details as per Govt. of India, Bank statement & other relevant records shall be provided by JSRRDA. While JSRRDA shall provide all required documents, the selected firm shall also co-ordinate with the Bank for availability of bank statement, if required.
- In case the selected firm is of the opinion that reconciliation requires visit to PIUs, it is to be done by the selected firm at its own cost.

## Section IV

### Guidelines for Submitting the Proposals & Evaluation of Bid:

- i. Bidder are required to register on e-procurement portal ([www.pmgstendersjhr.gov.in](http://www.pmgstendersjhr.gov.in))
- ii. The interested firm should submit the proposal on the e-procurement portal in two bid format (technical bid for eligibility & financial bid for rate quotation). Physical Submission is not required and shall not be entertained.
  - A. Documents mentioned under Section II above shall be submitted as part of Technical Proposal alongwith *Form T-1*
  - B. The financial bid shall be submitted as per *Form F-1*.
- iii. EMD of Rs 25,000/- (Twenty five thousand only) is to be submitted as per guidelines mentioned in the e-procurement portal.
- iv. A two-stage procedure shall be adopted in evaluating the proposals. Financial proposals shall be opened only for those firms who qualify on Minimum eligibility criteria defined above. L1 shall be decided based on financial proposal of eligible firms.
- v. On completion of selection process, the firm selected shall be eligible for award of the contract of audit. The firm should execute a Contract with JSRRDA within 1 week of the award.
- vi. Financial proposals submitted by the firm should be valid for 3 months from the date of opening of the proposal.
- vii. JSRRDA reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.



**FORMAT FOR FINANCIAL BID**

<b>Activity</b>	<b>Consolidated Fee (Inclusive of TA/DA, GST) (Rupees in numbers &amp; words)</b>
Preparation of Bank Reconciliation Statement (FY 2004-05 to 2022-23- total 18 years)	
<b>TOTAL</b>	

Yours faithfully,

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CA