



Jharkhand Industrial Infrastructure Development Corporation (JIIDCO)

(A Govt. of Jharkhand Undertaking)

5th Floor, Udyog Bhawan, Ratu road, Ranchi – 834001 (Jharkhand)

e-mail- jiidcoltd@gmail.com

www.jiidco.co.in

Phone no. 0651-3512851

CIN U45208JH2004GOI011078

RFP DOCUMENT

e-Procurement Notice

<http://jharkhandtenders.gov.in>

Notice Inviting No. JIIDCO/12/Internal Auditor/2023-24 dated 5.12.2023

Subject:- Request for Proposal (RFP) for hiring firm for “Internal Auditor” of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) & Jharkhand Plastic Park Limited (JPPL).

1. RFP is being floated for inviting rate quotation from CAG empanelled Chartered Accountant Firm or Cost Accountant (ICWA) firm for “Internal Auditor” as per following:

i.	Mode of tender	Online through http://jharkhandtenders.gov.in
ii.	Start date of submission of RFP (bid)	27.12.2023 at 11: 00 A.M.
iii.	Last date of submission of RFP (bid)	11.01.2024 at 3:00 P.M.
iv.	Opening of RFP: Technical (bid)	12.01.2024 at 3:30 P.M.
v.	Letter of Award	To be Intimated
vi.	Work Start Date	To be intimated to Selected bidder
vii.	Cost of RFP (non-refundable)	Tender fee Rs. 2,360.00 (Including 18%GST) (Rs. Two thousand three hundred sixty) only is to be received through online mode only. Bidders can use internet banking facility for faster processing of Tender fee Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from http://jharkhandtenders.gov.in portal.
viii.	Earnest Money Deposit (EMD)	EMD Fee Rs. 20,000.00 (Twenty Thousand Only) will be received through online mode only. Bidders can use internet banking facility for faster processing of Tender fee and EMD. Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from http://jharkhandtenders.gov.in portal. Refund will only be issued to Originated bank account used for the payment of EMD. So, bidders are

		<p>advised NOT to close the above Bank Account used for online payment NEFT/RTGS of EMD.</p> <p>Online EMD submitted by the L-1 bidder will be refunded in the same bank account and the Hard copy of the EMD submitted will be given back to the L-1 bidder before AOC process is started.</p>
ix.	Contact Details	<p>General Manager (Administration), Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) Limited. (5th floor, Udyog Bhawan, Ratu road, Ranchi-834001) Email: jiidcoltd@gmail.com, Website: www.jiidco.co.in Mob.no.- Ph-9999984388</p>

No Hardcopy/Physical copy is required to be submitted for tender opening/evaluation. However, Department may ask original documents for verification before award of contract.

Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO) reserves the right to accept/reject any RFP or cancel entire process at any point of time without assigning any reason whatsoever.

Sd/-
General Manager (Administration)
JIIDCO, Ranchi

GENERAL TERMS AND CONDITIONS:-

2. The scope of work for both JIIDCO & JPPL will be as follows:
- a. Verification of entries of Cash Book with vouchers & its data in Tally
 - b. Verification of Bank Reconciliation Statements.
 - c. Assist in preparation of Financial Accounts, Balance Sheet, Profit & Loss Account with schedules on the basis of verified & corrected data entries of cash / book & journal entries as per Schedule III of Companies Act 2013.
 - d. Verification of Journal vouchers & Entries in books of Accounts.
 - e. Checking for adjustment of various Advances / ad-hoc payments (Employee as well as Contractor/ Suppliers) and ageing analysis of outstanding Advances & Creditors.
 - f. Checking of Fixed Assets Register & computation of Depreciation thereon as per Corporation's policy and other acts as applicable.
 - g. Checking of Fixed deposit register customized in Tally & computation of interest thereon as per available records, statements and 26 AS.
 - h. Checking of salary preparation and payment procedures along with employee master data under HR & Finance Department.
 - i. Checking of statutory remittance and deductions.
 - j. Checking the regular Return filings of Income Tax , GST, TDS, JPT, EPF etc. of both the Companies-JIIDCO & JPPL.
 - k. Checking of process for award of contract/supply/sanction of various advances/approval of expenditure etc. with respect to Works & Procurement Policy, DOP and other rules & regulations of the Corporation and suggestions thereon, if any.
 - l. Detailed checking of utilization of fund transferred from various Govt. Departments to meet various expenditures in accordance with conditions laid down in Grant letter.
 - m. Expert Comments & Suggestion on Accounts for further improvement.
 - n. Submit a detailed Internal Audit report to cover all the departmental transactions and procedures.
 - o. Help the Company in preparing replies on various other Audits of both the Companies.

- p. Determine mitigation plans to reduce the Statutory, CAG & other Audit comments.
 - q. Along with preparing monthly & annual statement of accounts, he will also help in getting refund of Income Tax, GST, TDS etc. and also help in correcting and clearing the wrong Demand of Income Tax, GST, TDS etc. of both the Companies.
 - r. Checking the various compliances applicable to JIIDCO & JPPL regularly and advice about whether we are abiding all the compliances regularly.
 - s. All the work as given above will be also to be done for preparing the Consolidated Final Accounts as JPPL is the subsidiary Company of JIIDCO.
3. The firm should be a partnership firm having at least two full time partners. Also, the firm should comply with The Indian Partnership Act, 1932.
 4. The firm must have 05 years experience in conducting the audit in Govt. office/Board/Corporations of Jharkhand.
 5. Average annual turnover of the firm for past three years should be more than Rs.50.00 lakhs. This should be supported by copy of P&L accounts and balance sheet duly certified.
 6. The auditor should be well conversant with Govt. rules and regulations and with overall accounting procedures. Also, he must have knowledge of latest changes in Companies Act, Income Tax Act, TDS, GST, Gratuity, EPF, JPT etc. and should have the capability to update the Accounts accordingly.
 7. The firm should not be blacklisted or barred by any Government Department/PSU/Institute/Autonomous bodies etc. Self declaration may be attached in this regard as per format (**Annexure-IV**).
8. **Submission of Bid:- 02 Cover (Technical & Financial)**
- Technical Bid: should contain:**
- i. Bid forwarding letter in prescribed format as per **Annexure-I**
 - ii. Technical bid in prescribed format as per **Annexure-II** with all relevant supporting duly signed documents as mentioned in bid document.

Financial Bid:-should contain:

- Financial bid in prescribed Format as per **Annexure-III**

- 9. Selection of successful Bidder:** The selection of successful bidder will be decided by the Tender committee of the Board.
- i.** Financial Bid of Bidder who qualifies in the Technical Bid will be opened.
 - ii.** The Bidder who quotes the lowest rate (L1) in the financial bid will be declared as successful bidder.
 - iii.** The decision of the committee will be final.
- 10. Termination** in case of breach of work order by the successful bidder the contract will be terminated and the firm may also be blacklisted.
- 11. Dispute Resolution:** In the event of any dispute or differences, the decision of the Managing Director of JIIDCO will be final.
- 12. Applicable Law:** the court of Jurisdiction shall be Ranchi for all such purpose.
- 13. Cancellation:** Board may cancel the tender process at any time without citing any reason.
- 14. Term of work:** The Firm will be hired for two years and will be continued for next Financial year if the work is found satisfactory and up to the mark.
- 15. EXECUTION OF THE AGREEMENT**

Agreement made form with T&C along with EMD/S.D. of Rs. 20,000.00 Online EMD submitted by the L-1 bidder will be refunded in the same bank account and the Hard copy of the EMD submitted will be given back to the L-1 bidder before AOC process is started.

The L1 bidder has to be deposit amount equivalent to one month payment as Performance Security Deposit.

Sd/-
General Manager (Administration)
JIIDCO, Ranchi

ANNEXURE-I
BID FORWARDING LETTER
(On the Letter head of the Bidder)

RFP No: **Date:**

From,

.....
.....
.....

To

General Manager (Administration)
Jharkhand Industrial Infrastructure Development Corporation (JIIDCO).
5th floor, Udyog Bhawan, Ratu road, Ranchi-834001

Sub: submission of RFP for “Internal Auditor” of Jharkhand Industrial Infrastructure Development Corporation (JIIDCO)& Jharkhand Plastic Park Limited (JPPL).

Dear Sir

With reference to the above subjected tender, I/we/am/are submitting our bid for the above cited work. I/we hereby confirm and declare that I/we have carefully studied the RFP document therein and undertake myself /ourselves to abide by the terms and condition laid down in the tender document.

Yours faithfully,

(Signature of the authorized official of the bidder with seal)

ANNEXURE-II

TECHNICAL BID SUBMISSION THROUGH ON LINE MODE

RFP No:Date:

Submission of RFP for “Internal Auditor ” of Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) & Jharkhand Plastic Park Limited (JPPL).

(Self-attested photo copies of all supporting documents must be attached with the technical bid)

Sl no.	Particulars	Compliance	Page No.
1	Name of the firm		
2	Address of the firm: Tel/Mob No Email.ID		
3	CAG Empanelled CA Form /ICWA Firm (Attached proof in support of this)		
4	Name and designation of Authorized person with Tel/Mob N, Email id to deal with JIIDCO		
5	GST No. (Attached self- certificate copies of the same).		
6	PAN No. (Attach self-certified copy of same		
7	ITR		
8	Computation of Average Annual Turnover of previous 3 years (F.Y. 2020-21, 2021-22 & 2022-23)		
9	The firm should not be blacklisted or barred by any dept. of Govt. PSU, Institute or Autonomous Bodies etc. (Attach self-declaration on the letter head of bidder)		

Declarations:-

I/We.....

Names of the partner/proprietors) do hereby declare that the entire made here are true to the best of my our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

(Signature and seal of bidder)

ANNEXURE-III

FINANCIAL PROPOSAL SUBMISSION FORM THROUGH ON LINE MODE
(On the Letter head of the Consultant)

RFP No: Date:

From:

(Name and Address of Firm)

To

General Manager (Administration),

Jharkhand Industrial Infrastructure Development Corporation (JIIDCO).

5th floor, Udyog Bhawan, Ratu road, Ranchi-834001

Sub:- Submission of RFP for “Internal Auditor” of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) and Jharkhand Plastic Park Limited (JPPL).

S.NO	Details	Amount in Rs.
1	Audit Fees (for two years)	
2	Add: GST	
	Total	
Total Amounts in Words		

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Annexure-IV

Affidavit on Rs.10.00 Non–Judiciary stamp.

**FORMAT OF UNDERTAKING, WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY
ORGANISATION UNDERTAKING REGARDING BLACKLISTING/NON-DEBRMENT**

TO WHOM IT MAY CONCERN

We here by confirm and declare that we, M/s.....
is not blacklisted/Deregistered/debarred by any Government department/Public Sector
Undertaking/Private Sector/or any other agency for which we have executed/undertaken the
works/services.

(Authorized Signature)

For.....

Date: