



Request for Proposal (RFP)

SELECTION OF A CHARTERED ACCOUNTANT FIRM TO WORK AS CONSULTANT IN JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (2ND Call).

Ref. No.:- 875/2024
Ranchi Dated:- 05 / 08 /2024



Jharkhand Tourism Development Corporation Limited

6th Floor, Premium Suite Building,

JUPMI Campus, Dhurwa, Ranchi,

Jharkhand - 834004

E-MAIL: jtdcltd@gmail.com

Visit us on <https://tourism.jharkhand.gov.in>



Directorate of Tourism, Government of Jharkhand

MDI Building, 2nd floor,
HEC Campus, Dhurwa, Ranchi - 04
Tele Fax : 0651-2331828
Email: dirjharkhandtourism@gmail.com / jtdcltd@gmail.com

Ref. No.: 875/2024

Date : 05/08/2024

VERY SHORT TENDER NOTICE

FOR SELECTION OF A CHARTERED ACCOUNTANT FIRM TO WORK AS CONSULTANT IN JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED(2nd Call).

The Jharkhand Tourism Development Corporation Limited (JTDCCL), Government of Jharkhand (GoJ) undertaking intends to invite Request for Proposal (RFP) for the Selection of a Chartered Accountant Firm to work as a Consultant for Jharkhand Tourism Development Corporation Limited.

The detailed RFP document can be downloaded from the website <https://tourism.jharkhand.gov.in> and the applicant can submit their applications. The Application Due date is on **13/08/2024 at 12:00 hours.**

All subsequent notifications, changes and amendments will be posted only on the above website.

Deputy Director

1. SECTION1:-INTRODUCTION

1.1 Background

- 1.1.1 Jharkhand Tourism Development Corporation Limited(JTDCL) is a Government of Jharkhand undertaking registered under the Companies Act, 1956.
- 1.1.2 JTDCL invites tender from reputed Chartered Accountants Firms to work as consultant for JTDCL.
- 1.1.3 RFP document is available at the Directorate of Tourism/DOT website i.e. www.jharkhandtourism.gov.in. Interested parties may download the RFP documents from the website and submit their Proposals.
- 1.1.4 **Earnest Money Deposit (EMD) cum Performance Security amounting to Rs.50,000/- (Fifty Thousand only) and Tender fees for Rs.5900/- (Rupees Five Thousand Nine Hundred Only)** in the form of a Demand Draft in favour of “**Managing Director, Jharkhand Tourism Development Corporation Limited**”, of any Nationalized / scheduled bank, payable at “**Ranchi**” along with bid documents is required to be submitted by the Bidder.
- 1.1.5 The scope of services to be provided by the Chartered Accountant firm is general and the list is not exhaustive i.e. does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided/that the same can be reasonably inferred there from. The scope of services shall be governed by the provisions of the RFP and work order. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The scope of services is as stated in **Annexure-1**.
- 1.1.6 JTDCL has adopted a two stage (Technical & Financial) selection process (referred to as the "**Selection Process**") for identifying a Chartered Accountant firm. JTDCL invites eligible Bidders to submit their Proposals in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at JTDCL office up to **13/08/2024 12:00 noon** in accordance with the terms of this RFP document. For Contact and Communication note thae below mentioned addressed:
To
The Managing Director
Jharkhand Tourism Development Corporation Limited, 6th Floor, Premium Suite Building, JUPMI Campus, Dhurwa, Ranchi, Jharkhand - 834004
E-MAIL: jtdcltd@gmail.com
Visit us on tourism.jharkhand.gov.in

And endeavor to adhere to the following schedule:

Schedule of Selection Process:

Sl No	Event Description	Date
1	Pre-Bid Queries Submission	07 /08/2024 by 17:00 Hours through email
2	Pre-Bid Conference	10/08/2024 by 13:30 hours online. The link will be uploaded on our website.
3	Bid Due Date	13 /08 /2024 by 11:00 hours
4	Bid opening	13 /08/2024 at 12:00 Hours
5	Earnest Money Deposit	Rs.50,000/- (Fifty Thousand only)
6	Tender fees	Rs.5900/- (Non refundable)

SECTION 2: Minimum Eligibility Criteria:

A. Work Experience:

i) The Chartered Accountant firm shall be selected and entrusted to work as consultant should maintain highest standards of professional competence and ethics. A thorough professional approach towards work, with concrete suggestions, clear & unambiguous approach towards issues of concern and practical solutions to the issues is highly desirable.

ii) The Chartered Accountant of the firm (partner or proprietor) should have experience of more than 35 years in his profession and at least 7 years of experience, as mentioned in the scope of work; with the Government department. The Tender paper should include a proper certificate in **relevant work** (as per the scope of work) from the respective government department certifying the nature of work carried out by the Firm/Chartered Accountant.

B. General:

- i) Tenderers should have valid GST Registration and PAN number.
- ii) Tenderer must have an office in Jharkhand, and which can be contacted at all time whenever required.
- iii) Tenderer should be registered with ICAI. A copy of the registration certificate with ICAI to be submitted along with other bid documents.
- iv) The proposed engagement of Firm shall be for one year with

further renewal at the discretion of the Managing Director of
JTDCL

- v) The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents submitted by the bidders with the bids. Bids with Incomplete / Ambiguous information will be rejected.
- vi) The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.
- vii) Tenders will be opened in presence of tenderer or their authorized representatives.
- viii) List of Documents to be submitted:
 - ix) Declaration from bidder (s) in support of Earnest Money Deposit (EMD) has to be submitted which should be duly signed and stamped by the Chartered Accountant or authorized representative having power of attorney on letter head of the company, in Hard copy in original; else his bid will be out rightly rejected.
 - x) Demand Draft of any Scheduled Bank towards Earnest Money Deposit.
 - xi) Unconditional Letter of Acceptance of Tender Conditions (in original) (Annexure-II) (On Letter Head of the Applicant/ Bidder).
 - xii) Details of Work Experience including Certificates from the Government organization. In case a bidder is getting repeated work orders (**relevant work** as per the scope of work) from a particular company, then it will be considered as Work Experience Certificate. In case of work orders from different organizations, work experience certificate has to be produced.
 - xiii) Power of Attorney of the person authorised for signing/submitting the tender.
 - xiv) Copy of PAN Card.
 - xv) Copy of Partnership Deed in case applicant is a Partnership Firm.
 - xvi) Registration Certificate of ICAI.
 - xvii) General Information of the Bidder (Annexure III)
 - xviii) GST Registration Details of Bidder (Annexure IV)
 - xix) All the submitted documents shall be duly signed by bidder/ authorized representative.
 - xx) Consultancy fee/charges (Annexure V).

C.Proposal Preparation Cost:

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Selection Process. JTDCL will not be responsible or in any way liable for such

costs, regardless of the conduct or outcome of the selection process.

SECTION 3: Submission of Proposals:

The Bidder shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelopes super scribed as “**RFP for SELECTION OF A CHARTERED ACCOUNTANT FIRM TO WORK AS CONSULTANT FOR JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED – “**”.

Bid should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Jharkhand Tourism Development Corporation Limited office up to 11:00 hours on **13/08/2024** on the Proposal Due Date as indicated.

The process of evaluation will be as under. The evaluation will be divided in Technical round and Financial round. The Technical round will consist of 80 marks and the Financial round will consist of 20 marks. Any bidder to qualify for the financial round will have to score at least 60 marks. The parameters are mentioned below:

- a) In case the Chartered Accountant (sole proprietor or partnership firm) has an experience of more than 35 years then marks scored will be **20** marks and in case of more than 40 years the score will be **40** marks.(**maximum 40 marks**)
- b) In case the Chartered Accountant firm(sole proprietor or partnership firm) has **relevant work experience** of 7-10 years in Government Department the score will be 20 marks and in case the experience in the relevant work is more 10 years than the score will be 40 marks.(**maximum 40 marks**)
- c) The financial bid will carry a score of (**20 marks**)
- d) The Bidder is advised to take into account the applicable minimum wage rate fixed by the Government while submitting the “Financial Bid” and also note **Rs.45000/-** (Rupees Forty Five Thousand Only) as the **base rate**. The bidder is required to quote **more** than the base rate. The bidder shall ensure that the government compliances are properly followed w.r.t the personnel’s deployed.

SECTION 4: Evaluation of Technical and Financial Proposals

- a) The Bidder whose scores a minimum **60** marks out of 100 marks in the Technical Round shall be qualified (the “Qualified Bidders”) for opening of Financial Bids.
- b) The total marks awarded to the Qualified Bidder as per **Section 3** of the RFP

shall be the **Technical Score (S_T)** of the Bidder.

- c) The Financial Proposals of only the Qualified Bidders shall be considered for further evaluation.
- d) The Financial Proposals of only the qualified Bidders as per **Section 3** shall be opened in the presence of the Bidder's representatives who choose to attend on the date and time intimated to the qualified Bidders. The name of the Bidder and the proposed financial offer shall be read aloud and recorded.
- e) For financial evaluation, the Service Fee **exclusive** of all applicable Taxes indicated in the Financial Proposal for each component shall be evaluated.
- f) The financial evaluation will be carried out as per this Clause 4.6. Each Financial Proposal will be assigned a **Financial Score(S_F)**.
- g) JTDCL will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in this RFP is within the total quoted Service Fee shall be that of the Agency. **The lowest Financial Proposal (F_M) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:**

$$SF=100 \times FM/F$$

(F=amount of Financial Proposal)
- h) **Combined and final evaluation-Quality and Cost based selection (QCBS)**
- i) Proposals will finally be ranked according to their combined **technical(S_T)** and

Financial (S_F) scores as follows:

$$S = S_T \times TW + S_F \times FW$$

Where S is the combined score, and **TW=0.8** and **FW=0.2** are the weights assigned to the Technical Score and the Financial Score respectively.

SECTION 5: Selection of Bidder

- i. The Bidders shall be ranked in descending order and the Bidder scoring the **Highest Combined Score (H1)** shall be ranked first. The Bidder scoring the highest combined score shall be declared as Selected Bidder.
- ii. In the event that the first ranked Bidder withdraws its Proposal or is not selected for any reason in the first instance, JTDCL may invite the second ranked Bidder for negotiations.
- iii. In the event that two or more Bidders obtain the same combined score, (the "Tie Bidders"), the Bidder quoting the lowest Service Fee shall be the Selected Bidder.

SECTION 6: Clarification after tender submission:

Tenderer's attention is drawn to the fact that during the period, the tenders are under consideration, the tenderers are advised to refrain from contacting by any means, JTDCL and/or its employees/representatives on matters related to the tender under consideration and that if necessary, JTDCL will obtain clarifications in writing or as may be necessary. The tender evaluation and process of award of works is done by duly authorized Tender Scrutiny Committee and this committee is authorized to discuss and get clarification from the tenderers.

The EMD shall be returned to the unsuccessful Bidders after selection of the Selected Bidder. The EMD submitted by the Selected Bidder shall be retained as **Performance Security** and returned only after the completion of the tenure.

Proposal Due Date

Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Jharkhand Tourism Development Corporation Limited office up to **11:00 hours** on **13/08/2024** (the Proposal Due Date as indicated), in the manner and form as detailed in this RFP Document.

JTDCL, at its sole discretion, may extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of this RFP.

Late Proposals

Applications submitted after the Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

Modifications/ Substitution/ Withdrawal of Proposals

The Applicants will not allow Modifications/ Substitution/ Withdrawal of Applications after submission of application.

Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period will not be allowed.

Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising JTDCL in relation to, or matters arising out of, or concerning the Selection Process. JTDCL will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. JTDCL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or JTDCL.

SECTION 7: Terms & Conditions of Contract:

Consultation Fees per month (excluding Taxes) is to be quoted in the financial bid as per the scope of work.

Terms of payment will be within 15 days on submission of Invoice/Bill by the Consultant.

Income tax deductions shall be made from all payments made to the bidder in accordance with the provisions of the Income Tax Act and Rules made there under and prevailing and in force from time to time.

1. GST shall be paid extra as per norms.
2. Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.
3. Bidder shall not be under liquidation, court receivership or similar proceedings.
4. If any of the terms and conditions provided herein or any direction issued is not complied with or the applicant is found to have committed any breach thereof, the contract shall be terminated and security deposit will be forfeited. The decision of JTDCL in this regard shall be final.

SECTION 8: Miscellaneous:

a) Notification of Award :

Evaluation of the bids: Bids received by JTDCL, the Chartered accountant firm having quoted the lowest Consultation fees (L1) will be issued Work Order. JTDCL will issue the Work Order (WO) to the successful Bidder and communicate the same through Courier/Fax/email as per details given by Bidder. The said communication will constitute the formation of a Contract.

b) Fraud Prevention Policy:

- i) The Bidder shall be bound to take all measures necessary to prevent Fraud and corruption while dealing with JTDCL.
- ii) The Bidder shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of JTDCL's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- iii) The Bidder shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- iv) The Bidder shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- v) The Bidder if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform JTDCL of same without any delay.
- vi) The Bidder shall not pass on any information of JTDCL to outside parties.

c) Termination:

- a) JTDCL reserves the right to summarily terminate the contract due to failure of the Chartered Accountant to provide satisfactory services.
- b) JTDCL may at any time by giving one month notice close the contract without any liability, financial or otherwise on itself.
- c) The Terms & Conditions and the procedures laid down should be strictly adhered to. The Department reserves the right to reject any tender without assigning any reason whatsoever.

ANNEXURE -I

Scope of Work:

1. Proper monitoring of accounts including providing two skilled & knowledgeable part time personnel to check the status of day to day accounting work of the Corporation at Ranchi and in the units.
 - a. The Consultant will be responsible for supervising the day to day accounting work of the Corporation and assisting in updating of day to day accounts.
 - b. The Consultant may be asked by the Management to visit self-run units or outsourced units run by JTDCL, as per the requirement of the management of JTDCL.
2. The Consultant should ensure Compliance of Income Tax, GST, all direct and Indirect Tax Laws, Rules and Regulations framed from time to time, drafting or assisting in the drafting of RFP, Drafting and vetting of leased agreements, calculation of interest in case of delayed payment by the lessee of the outsourced properties. The Corporation will take advice from the Consultant on matters related to taxation or any matter which effects the day to day working of the Corporation. The Consultant will also reply and represent the Corporation in matters related to notices received from various authorities.
3. The Consultant shall assist the department in finalization of accounts and its audit from different statutory bodies. The Consultant will also be responsible to submit internal audit report to The Managing Director, JTDCL, within 3 months from the end of the financial year.
4. Any other professional work incidental to the above for JTDCL.
5. The Consultant may be required to depute one team at Head office and one team at Corporation's outsourced properties under coordination.

Please Note:

1. Any dispute will be in the jurisdiction of Ranchi, Jharkhand.

Annexure-II

ACCEPTANCE OF TENDER CONDITIONS

From: (To be submitted in ORIGINAL on the letter head of the Chartered Accountant or by the authorized officer having power of attorney)

Jharkhand Tourism Development Corporation Limited,

6th Floor, Premium Suite Building, JUPMI Campus,
Dhurwa, Ranchi, Jharkhand - 834004

Sub: Name of the work & RFP No.:

Sir,

i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work, and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.

ii) I/we are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.

iii) I/We have viewed and read the terms and conditions of this RFP carefully. I/We have downloaded the following documents forming part of the tender document:

- a) Notice Inviting Tender
- b) the scope of work (Annexure I)
- c) Acceptance of Tender Conditions (Annexure II)
- d) General Information (Annexure-III)
- e) GST Registration Details of Bidder(Annexure-IV)
- f) Format for Financial Proposal(Annexure V)

RFP....APPOINTMENT OF CHARTERED ACCOUNTANT AS CONSULTANT

e) Addendum/Corrigendum, if any- Duly signed by authorized person.

f) Pre-bid clarifications, if any

iv) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay JTDCL, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

v) If I/we fail to commence the work within 10 days of the date of issue of Letter of Award and/or I/we fail to sign the agreement and/or I/we fail to submit performance guarantee, I/we agree that JTDCL shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

Yours faithfully,
(Signature of the tenderer with rubber

stamp) Dated _____

**ANNEXURE–III
GENERAL
INFORMATION**

<p>GENERAL INFORMATION 1. Name of Applicant/Firm</p>	
<p>2.Address for correspondence</p>	
<p>3 Official e-mail for communication</p>	
<p>4 Contact Person: Telephone Nos. Fax Nos. Mobile</p>	
<p>5 Type of Organization: a) An individual b) A proprietary firm c) A firm in partnership (Attach copy of Partnership)</p>	
<p>6 Place and Years of Professional Experience (detail)</p>	
<p>Name of Government Organization and years of Experience</p>	
<p>8 Name(s) and Designation of the persons , who is authorized to deal with JTDCL (Attach copy of Power of Attorney)</p>	

Seal

Signature of Bidder with

Annexure-IV
GST Registration Details of Bidder

Name	
Address (As per registration with GST)	
City	
Postal Code	
Region/State (Complete State Name)	
Permanent Account Number	
GSTIN ID/Provisional ID No.: (copy of Registration Certificate required)	
Type of Business (As per registration with GST)	
Service Accounting Code/HSN Code:	
Contact Person	
Phone Number and Mobile Number	
Email ID	
Compliance Rating (if updated by GSTN)	

Signature of Bidder with Seal

Annexure: V (On Letter Head of the Bidder) Format for Financial Proposal

To
The Managing Director
Jharkhand Tourism Development Corporation
Limited 6th floor, Premium Suite Building,
JUPMI Campus, Dhurwa, Ranchi Jharkhand

Dear Sir/ Ma'am,

Sub: Bid for the Selection of a Chartered Accountant to work as Consultant for JTDCL

We are pleased to quote our consolidated Consultation fees as per the scope of work mentioned in Annexure I of the bid documents:

Consolidated Consultation fees per month (in Rupees) (excluding taxes) for a period of one year.

- a) I/ We confirm and agree that we have reviewed all the terms and conditions of the Request for Proposal and conform that we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP.
- b) I/ we confirm that our Financial Proposal is unconditional and that we accept all terms and conditions specified in the RFP.
- c) I/ we agree to be bound by this offer if we are the Selected Agency for the said Assignment.
- d) We further certify that we shall follow the Scope of Work, without any deviations, enumerated in this RFP, if the Assignment is awarded to us.

Sincerely,

Name of the Bidder

.....
.... Signature of the Authorised Person

.....
..... Name of the Authorized Person