



Government of Jharkhand
URBAN DEVELOPMENT AND HOUSING DEPARTMENT
STATE URBAN DEVELOPMENT AGENCY
(ONLINE TENDER)

RFP No:07/N. V/Reform Audit/01-2015(Part 1)-08

Date: 28/03/2025

REQUEST FOR PROPOSAL

**Selection of CAG Empaneled Chartered Accountant Firms
for
Audit of Books & Accounts in
49 Urban Local Bodies (ULBs), Jharkhand.**

Online availability of RFP document	:	28/03/2025 at 16:00 HRS
Online Submission of Pre-bid queries	:	04/04/2025 by 14:00 HRS
Online Submission of Proposal/Document	:	16/04/2025 by 15:00 HRS
Online Opening of Proposals	:	17/04/2025 at 16:00 HRS

**Showcasing Jharkhand
through
Planned and Sustained Urban Development**

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Government of Jharkhand
URBAN DEVELOPMENT AND HOUSING DEPARTMENT
STATE URBAN DEVELOPMENT AGENCY
DISCLAIMER

1. Though adequate care has been taken while issuing this RFP, the Applicant C.A Firm should satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of issue of the RFP, then this office shall consider that the document received by the Applicant Firm is complete in all respects and that the Applicant Firm is satisfied that the RFP is complete in all respect.
2. Urban Development and Housing Department reserves the right to change any or all of the provisions of this RFP before date of submission. Such changes would be intimated to all parties procuring this RFP before date of submission.
3. Urban Development and Housing Department reserves the right to reject any or the entire Proposal without assigning any reasons whatsoever. No correspondence will be entertained on this account.

Sd/-
Director
State Urban Development Agency,
Urban Development and Housing Department,
Jharkhand

Government of Jharkhand
URBAN DEVELOPMENT AND HOUSING DEPARTMENT
STATE URBAN DEVELOPMENT AGENCY

RFP No.: 07/NV/Reform (Audit)01-2015- (Part 1)- 08

Date: 28/03/2025

REQUEST FOR PROPOSAL
(E- Procurement Notice)

1.	Name of the Work	Selection of CAG empaneled Chartered Accountant Firms for Audit of Books & Accounts in 49 Urban Local Bodies(ULBs),Jharkhand (Package 1,2,3,4 & 5).
2.	Descriptions and Objectives of the Assignments	Audit of Books and Accounts from FY 2023-24 to next two Financial Years like Cash Book, Ledger, Assets Register all Subsidiary Register, Balance Sheet, Financial Statement, Receipt Payment A/C, Income & Expenditure A/C, physical verification of Assets & Stocks and all relevant records of the concern ULB.
3.	Language of Documentation	English
4.	Mode of submission of bids	e-Tendering (https://jharkhandtenders.gov.in)
5.	Cost of Tender Document & Processing Fee (In INR)	Cost of Tender Document: 2000.00 (Rs. Two Thousand only) for each package. Bid Security/EMD: 10,000 (Rs. Ten thousand only) for each package. Or NSIC Certificate for MSME Companies.
6.	No. of Package	5 different Packages.
7.	Method of Selection	Quality and Cost Based Selection (QCBS) Method.Wherein 70% weightage will be given to the technical proposal and 30% to the financial proposal.
8.	Time Period	2 Months for one financial year.
9.	Minimum Audit Fees per ULB per year	Rs. 50,000.00/- for Nagar Nigam and Notified Area. Rs 35,000/- for Nagar Parishad. Rs 25,000/- for Nagar Panchayat. (Excluding GST)
10.	Online availability of Tender will start from	28/03/2025 at 16:00 Hrs from www.jharkhandtenders.gov.in / udhd.jharkhand.gov.in (Tender link)
11.	Last date for submission of pre-bid queries through email.	04/04/2025 till 14:00 Hrs at suda.goj@gmail.com)
12.	Last Date/Time for submission of Online Bids	16/04/2025 by 15:00 Hrs
13.	Date of Technical Bid Online Opening	17/04/2025 at 16:00 Hrs
14.	Bid Submission address (Online)	https://jharkhandtenders.gov.in (E-Tendering)
15.	Helpline no.	0651-2446640

Sd/-

Director

State Urban Development Agency,
Urban Development and Housing Department,
Jharkhand

Government of Jharkhand
URBAN DEVELOPMENT AND HOUSING DEPARTMENT

RFP No.: 07/NV/Reform (Audit)01-2015- (Part 1)- 08

Date: 28/03/2025

Selection of CAG Empaneled Chartered Accountant Firms for Audit of Books & Accounts in 49 Urban Local Bodies (ULBs), Jharkhand through Online Tender Process for Package 1, 2, 3,4 & 5.

1. The Department, provides guidance to Nagar Nigam, Nagar Parishad, Nagar Panchayat and NACs in performing their day to day activities in adherence to the policies, procedures and guidelines provided by the Urban Development and Housing Department, Government of Jharkhand to achieve effective civic administration.
2. The 74th Constitutional Amendment Act, 1992 (CAA) gave constitutional status to ULBs in India and empowered them to function as local self-governments to provide good urban governance. One of the many facets of improved good urban governance is maintaining of complete set of accounting records to ensure accountability and transparency in all government functions. This necessitates all ULB to convert their existing accounting and financial management system to such methods which have wide acceptance.
3. The Jharkhand municipal Act, 2011 governs all ULBs of Jharkhand. Section 112 of the Act specifies that the ULB would maintain accounts of income and expenditure of the municipality by way of Accrual Based Double Entry Accounting System. Section 113 of the Act prescribed that the State Government shall prepare and maintain a manual containing details of all financial matters and procedures relating thereto in respect of the municipality. Accordingly, the Urban Development and Housing Department prepared the Jharkhand Municipal Accounts manual. The manual adopts the principles and policies suggested by the National Municipal Accounts manual developed by Ministry of Housing and Urban Affairs, Govt. of India. All ULBs of Jharkhand would now the accounting framework as recommended in the manual
4. The Department, in its supervisory role, monitors the functioning of the ULBs against key parameters such as the tax collections, project and civic works executed, the implementation of the schemes of the Government, Urban Reform implementation etc. It also includes the supervision of the regulatory and developmental functions of the ULBs.

5. PACKAGE WISE NAME OF ULB'S & POPULATION ARE AS FOLLOWS:

Sl. No.	Commissionery	District	Sl. No.	ULB Name	Population (As per 2011 Census)
1	Package No. 1. North Chhotanagpur (Hazaribagh)	Dhanbad	1	Dhanbad Nagar Nigam	1162472
			2	Chirkunda Nagar Parishad	45508
		Giridih	3	Giridih Nagar Nigam	114533
			4	Dhanwar Nagar Panchayat	15297
			5	Badki Saraiya Nagar Panchayat	22889
		Hazaribagh	6	Hazaribagh Nagar Nigam	142489
		Koderma	7	Koderma Nagar Panchayat	87867
			8	Jhumriteliya Nagar Parishad	24633
			9	Domchanch Nagar Panchayat	24531
		Bokaro	10	Chas Nagar Nigam	156888
			11	Phusro Nagar Parishad	89178
		Chatra	12	Chatra Nagar Parishad	49985
		Ramgarh	13	Ramgarh Nagar Parishad	123875
2	Package No. 2. South Chhotanagpur (Ranchi)	Ranchi	1	Ranchi Nagar Nigam	1073427
			2	Bundu Nagar Panchayat	21054
		Gumla	3	Gumla Nagar Parishad	51264
		Lohardaga	4	Lohardaga Nagar Parishad	57411
		Simdega	5	Simdega Nagar Parishad	42944

Sl. No.	Commissionery	District	Sl. No.	ULB Name	Population (As per 2011 Census)
		Khunti	6	Khunti Nagar Panchayat	36390
3	Package No. 3. Santhal Pargana (Dumka)	Dumka	1	Dumka Nagar Parishad	47584
			2	Basukinath Nagar Panchayat	17123
		Deoghar	3	Deoghar Nagar Nigam	203123
			4	Madhupur Nagar Parishad	55238
		Godda	5	Godda Nagar Parishad	48480
			6	Mahagama Nagar Panchayat	30701
		Pakur	7	Pakur Nagar Parishad	45840
		Sahebganj	8	Sahebganj Nagar Parishad	88214
			9	Rajmahal Nagar Panchayat	22514
		Jamtara	10	Barharwa Nagar Panchayat	24133
			11	Mihijam Nagar Parishad	40463
		12	Jamtara Nagar Panchayat	29415	
4	Package No. 4. Kolhan (Chaibasa)	West Singhbhum	1	Chaibasa Nagar Parishad	69565
			2	Chakradharpur Nagar Parishad	56531
		East Singhbhum	3	Chakulia Nagar Panchayat	16306
			4	Jamshedpur NAC	677350
			5	Mango Nagar Nigam	223805
		Seraikela-Kharswan	6	Jugsalai Nagar Parishad	49660
			7	Seraikela Nagar Panchayat	14252
			8	Adityapur Nagar Nigam	174355
			9	Kapali Nagar Parishad	43256
5	Package No. 5. Palamu	Palamu	1	Medininagar Nagar Nigam	78396
			2	Husainabad Nagar Panchayat	29241
			3	Bishrampur Nagar Parishad	42925
			4	Chhatarpur Nagar Panchayat	28450
			5	Hariharganj Nagar Panchayat	29241
		Gharwa	6	Gharwa Nagar Parishad	46059
			7	Majhiaon Nagar Panchayat	18349
			8	Bansidhar Nagar Nagar Panchayat	32725
			9	Latehar Nagar Panchayat	26981

6. Bid documents can be obtained Online from www.jharkhandtenders.gov.in .
7. The bidders are requested to submit Online Technical and Financial Proposal through www.jharkhandtenders.gov.in
8. The last date for submission of Online proposal is **16/04/2025 by 15:00 hrs.** The Technical Proposal will open on date: **17/04/2025 at 16:00 hrs.**
9. All communications should be addressed to:

**Director,
State Urban Development Agency (SUDA),
Urban Development and Housing Department, Govt. of Jharkhand,
Room No- 405, 4th Floor,
Project Building, Dhurwa, Ranchi- 834004,
Phone: 0651-2446640,
Email: suda.goj@g.ail.com**

10. The Technical Bid and the Financial Bid of the bidders will be opened Online before the duly constituted committee at suitable time. The date and place for opening of Financial bid will be communicated to the technically qualified bidders after the Technical evaluation.
11. The Department reserves the right to accept or reject in part or as a whole, any of the proposal received without assigning any reason thereof.
12. **TENDER DOCUMENT FEE, BID SECURITY/EARNEST MONEY DEPOSIT:**
 - 12.1 All Firms are required to pay a refundable Bid Security/Earnest Money Deposit of INR 10,000/- (Rupees Ten thousand only) and non-refundable Cost of Tender Document of INR 2000/- (Rupees Two Thousand only) through online mode in the Jharkhand e-Procurement Portal (<https://jharkhandtenders.gov.in>).
 - 12.2 The Tender Document fee is Non-Refundable.

- 12.3 Please note that the Proposal, which does not include the Tender Document Fees & Bid Security Fee/ Earnest Money, would be rejected as non-responsive.
- 12.4 Only those bidders who successfully remit their Cost of Tender Paper/Tender Fee and Earnest Money Deposit while submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, Nodal Agency, JAP-IT, NIC, Jharkhand Unit and the designated Banks shall not be held responsible for such pendency or failure.

13. Procedures of bid submission using electronic payment:

- 13.1 Log on to Jharkhand e-Procurement Portal: The bidders have to log onto the Jharkhand e-Procurement Portal (<https://jharkhandtenders.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- 13.2 Uploading of Prequalification/Technical/Financial bid: The bidders have to upload the required prequalification/ Technical/Financial bid, as mentioned in the bidding document.
- 13.3 Electronic payment of tender paper cost/Tender Fee and EMD: Then the bidders have to select and submit the bank name as available in the payment options:
- 13.3.1 A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
- 13.3.2 A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
- 13.3.3 Online NEFT/RTGS payment using internet banking of the account number as mentioned in the challan as an interbank beneficiary. Alternatively, Bidder can pay the challan through his Bank using NEFT/RTGS.
- 13.4 **Bid submission:** Only after receipt of intimation at the Jharkhand e-Procurement Portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
- 13.5 System generated acknowledgement receipt for successful bid submission: System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of Bid ID' generated in the acknowledgement receipt for tracking their bid status.

S. No.	Procurement Agency	Online Availability of tender document	Last date of Online Bid Submission	Pre-Bid submission	Date & Time of Online Bid Opening
A	B	C	D	E	F
1.	State Urban Development Agency (SUDA), Urban Development and Housing Department, Govt. of Jharkhand	Online availability of Bid Document from 28/03/2025 at 16:00 HRS.	Date: 16/04/2025 by 15:00 HRS	Request to submit the pre-bid queries in the following email Id: suda.goj@gmail.com by 04/04/2025 by 14.00 Hrs. The queries will be replied through e-mail and will be uploaded on the website under Tender section.	17/04/2025 by 16:00 HRS (Online Opening)

14. Initially, Period of availability of tender date & time/pre-bid queries submission/date
15. Details of Online submission/opening of tenders are as given in Table 1.1.
16. Cost of Tender document and Bid Security/EMD, will be paid through online mode in the Jharkhand e-Procurement Portal (<https://jharkhandtenders.gov.in>).
17. The last date for Online submission of the Tender is **16/04/2025 till 15:00 hrs.**
18. **Online Submission of Proposal:** Bidders shall submit their proposal Online through www.jharkhandtenders.gov.in within the time frame as specified in the RFP.

19. The **technical Proposal** shall be submitted Online as per list of document given in RFP. The **financial Proposal** shall be submitted Online as mentioned in the RFP.
20. The interested bidders should confirm their participation and must submit their queries through email- suda.goj@gmail.com by **04/04/2025 by 14.00 Hrs.** Queries received after the set time limit shall not be considered.
21. RFP documents consisting of Terms of Reference (ToR) with detailed Scope of work, Instruction to bidders and Performa for submission of proposals is available in the following link :- <https://jharkhandtenders.gov.in>. The bidder(s) should have necessary portal enrolment with their own **Digital Signature Certificate.**
22. The pre-bid queries will be replied to the concern in email ID as well as the replies will be uploaded on the tenders link.
23. The undersigned reserves the right to accept or reject any or all proposals without assigning any reason.
24. A CA Firm can apply Online for more than one package. However, if a CA Firm interested to apply more than one package, then the CA Firm need to apply separately for each packages.
25. For any other clarifications related to bid submission, firms may contact State Urban Development Agency, Govt. of Jharkhand telephonically on telephone no: 0651- 2446640 before the last date of submission of the bid document during working hours.
26. Other details can be seen in the RFP document.
27. Bids without requisite details/documents are liable for rejection and Department will not entertain any further communication in such cases.
28. **This is an Online Tender Process, Hence bidders required to submit proposal Online at www.jharkhandtenders.gov.in.**
Note: Only Online e-Tenders will be accepted.

Sd/-
Director
State Urban Development Agency,

Section-1

Instruction to Bidders

ONLINE TENDER
INSTRUCTION TO BIDDERS

1. MINIMUM ELIGIBILITY CRITERIA

1.1 Technical capabilities:

- 1.1.1. C.A. Firm (Lead firm and/or associate separately) should have at least 5 years of experience of working in the internal and statutory audit of Books and Accounts in Government sector/PSUs/ULBs in India.
- 1.1.2. The C.A. firm must be CAG empaneled (For the FY 2023-24 Audit).
- 1.1.3. The Firm must be registered with ICAI (Institute of Chartered Accountants of India) and operational in India since last 5 (Five) years from the date of publish of this RFP and must remain operational thereafter.
- 1.1.4. The Firm must not have been blacklisted or Debarred by any State Govt./Govt. Agency/PSU/Gol during last three years from time of submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory as mentioned in the RFP

1.2 Financial capacity

- 1.2.1 Average Annual turnover of the Firm from Consultancy services in last 3 (three) Financial years (**2021-22, 2022-23 & 2023-24**) must be equal or greater than **50 Lakhs** per annum.

2. LANGUAGE OF THE PROPOSAL:

- 2.1 Applicant Firms are required to furnish all information and documents, as called for in this Document, in English/ Hindi Language. Any printed literature furnished by the Applicant Firm may be in another language, provided that this literature is accompanied by an English translation, in which case, for the purpose of interpretation of the document, the English version duly authenticated will prevail.

3. SIGNING OF THE PROPOSAL:

- 3.1 Proposal shall be signed by the Applicant Firm or by his duly authorized person holding power of attorney for signing the Proposal document. A copy of registered power of attorney shall accompany the Proposal need to be uploaded Online.
- 3.2 In case the Proposal is submitted by a proprietary firm, it shall be signed by the proprietor giving his full name and also full name of his firm with present address.
- 3.3 In case the Proposal is submitted by a partnership firm, it shall be signed by the authorize partners/Lead Partner of the firm otherwise Proposals shall not be considered in the process of Proposal evaluation in case of the Proposal being submitted by one partner firm, such firm would have to be declared as lead partner by all other partners. All the correspondence would be done in the name of lead partner only.
- 3.4 If the Proposal is submitted by a company, it shall be signed by a duly authorized person holding power of attorney for signing the Proposal document. A certified copy of registered power of attorney shall accompany the Proposal.
- 3.5 The original Proposal shall be printed, typed or written in ink, and shall be signed by a person or persons duly authorized to sign on behalf of the Applicant Firm. All pages of the Proposal and where entries or amendments have been made shall be initiated by the person or persons signing the Proposal.
- 3.6 The Proposal shall ordinarily contain no alterations or additions, except those to comply with instructions issued by the Department, or as may be necessary to correct errors made by the applicant in which case the person or persons signing the Proposal shall initial such corrections.
- 3.7 All witnesses and sureties shall be persons of status and probity. Their full names, occupations and addresses shall be provided below their signatures. All signatures shall be dated.

4. COST OF PROPOSAL:

- 4.1 The Applicant Firm shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if any.

- 4.2 Department in no case shall be responsible or liable for any such costs regardless of the conduct or outcome of the bidding process.
- 4.3 Any Applicant Firm wishing to undertake ULB visits for familiarization with site conditions may do so. All costs towards ULB visits, conference and submission of documents shall be borne by the Applicant Firm themselves.
- 4.4 All payments to the C.A. Firm shall be made in INR in accordance with the provisions.

5. DEPARTMENT'S RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY OR ALL PROPOSALS:

- 5.1 The decision of the Principal Secretary, Urban Development and Housing Department, Government of Jharkhand regarding the opening of Proposals, evaluation and acceptance of the Proposal shall be final and binding on all the Applicant Firms.
- 5.2 The Department reserves the right to accept or reject any Proposal and reject all Proposals at any time prior to award of Proposal, without thereby incurring any liability to the affected Applicant Firm or Applicant Firms or any obligation to inform the affected Applicant Firm or Applicant Firms of the grounds for the department's decision.

6. TIME SCHEDULE OF CONSULTANCY:

The CA Firm, thus selected, would be expected to provide services within the time frame as finalized by the Urban Development and Housing Department, Government of Jharkhand.

7. SUBMISSION OF REPORT:

The bidder is required to submit the complete set of Audited Annual Financial Statement of the concerned financial year as mentioned in RFP and updated fixed assets register along with the completion certificate from the ULBs to the department and one complete set to the ULB.

Further the bidder is required to submit the soft copy of the report written in a Pen drive to the SUDA and ensure the uploading of the Audited Financial Statements are uploaded on the Departmental Portal.

8. INFORMATION FOR C.A FIRM FOR SUBMITTING THE PROPOSAL ONLINE:

8.1 TECHNICAL PROPOSAL- ONLINE SUBMISSION

Bidders shall submit the technical proposal in the formats given in RFP. While submitting the Technical Proposal Online, the Bidder shall, in particular, ensure that:

- 8.1.1 The Tender Fee and Earnest Money Deposit (EMD) has paid online Package wise .
- 8.1.2 All forms are submitted in the prescribed formats and signed by the authorised signatories;
- 8.1.3 CVs and experience certificate of all Key Personnel have been included; **one key personnel will consider for one package only.**
- 8.1.4 No alternative proposal for any Key Personnel is being made and CV for each position has been furnished;
- 8.1.5 The CVs and experience certificate have been recently signed and dated, in blue ink by the respective Personnel and Countersigned by the Bidder and uploaded accordingly along with the Technical Bid. The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- 8.1.6 Key Personnel would be available for the period indicated in the TOR;
- 8.1.7 No Key Personnel should have attained the age of 75 years at the time of submitting the proposal;
- 8.1.8 Failure to comply with the requirements spelt out in above Clause shall make the Proposal liable to be rejected.
- 8.1.9 If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment of **Directorate, State Urban Development Agency (SUDA) / Urban Development and Housing Department** for a period of 3 (three) years. The award of this Consultancy to the Bidder may also be liable to cancellation in such an event.

8.1.10 The proposed team shall include experts and specialists (the "Professional Personnel") in their respective areas of expertise and managerial/support staff such that the C.A. Firm should be able to complete the Consultancy within the specified time schedule. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy. The CV of each such professional personnel, if any, should also be submitted in the prescribed format with experience certificate along with the Technical Proposal as per the RFP.

8.1.11 One Professional Expert will be eligible for one package only.

8.1.12 **Directorate, State Urban Development Agency (SUDA)** reserves the right to verify all statements, information, and documents submitted by the Bidder in response to the RFP.

8.2 FINANCIAL PROPOSAL (Online Submission as per BOQ):

8.2.1 Bidders shall submit the Financial Proposal Online as mentioned in the BOQ (Uploaded Online) and as per the requirement clearly indicating the total cost of the Consultancy ULB wise, for all the ULBs included in the Packages in Indian Rupees. The total amount /Cost will be considered package wise. In the event of any difference between figures and words, the amount indicated in words shall prevail.

8.2.2 While submitting the Financial Proposal Online, the Bidder shall ensure the following:

- All the costs associated with the assignment shall be included in the Financial Proposal.
- The Financial Proposal shall take into account all expenses and tax liabilities (Excluding Goods & Service Tax).
- Costs shall be expressed in INR.

8.2.3 The details of the minimum Audit Fee for the said work is as follows:

Sl. No.	Commissionery	District	Sl. No.	ULB Name	Minimum Audit Fee (Rs)
1	Package No. 1. North Chhotanagpur (Hazaribagh)	Dhanbad	1	Dhanbad Nagar Nigam	50,000/-
			2	Chirkunda Nagar Parishad	35,000/-
		Giridih	3	Giridih Nagar Nigam	50,000/-
			4	Dhanwar Nagar Panchayat	25,000/-
			5	Badki Saraiya Nagar Panchayat	25,000/-
		Hazaribagh	6	Hazaribagh Nagar Nigam	50,000/-
			Koderma	7	Koderma Nagar Panchayat
		8		Jhumriteliya Nagar Parishad	35,000/-
		9		Domchanch Nagar Panchayat	25,000/-
		Bokaro	10	Chas Nagar Nigam	50,000/-
			11	Phusro Nagar Parishad	35,000/-
		Chatra	12	Chatra Nagar Parishad	35,000/-
		Ramgarh	13	Ramgarh Nagar Parishad	35,000/-
2	Package No. 2. South Chhotanagpur (Ranchi)	Ranchi	1	Ranchi Nagar Nigam	50,000/-
			2	Bundu Nagar Panchayat	25,000/-
		Gumla	3	Gumla Nagar Parishad	35,000/-
		Lohardaga	4	Lohardaga Nagar Parishad	35,000/-
		Simdega	5	Simdega Nagar Parishad	35,000/-
		Khunti	6	Khunti Nagar Panchayat	25,000/-
3	Package No. 3. Santhal Pargana (Dumka)	Dumka	1	Dumka Nagar Parishad	35,000/-
			2	Basukinath Nagar Panchayat	25,000/-
		Deoghar	3	Deoghar Nagar Nigam	50,000/-
			4	Madhupur Nagar Parishad	35,000/-
		Godda	5	Godda Nagar Parishad	35,000/-
			6	Mahagama Nagar Panchayat	25,000/-
		Pakur	7	Pakur Nagar Parishad	35,000/-
			8	Sahebganj Nagar Parishad	35,000/-
		Sahebganj	9	Rajmahal Nagar Panchayat	25,000/-
			10	Barharwa Nagar Panchayat	25,000/-

Sl. No.	Commissionery	District	Sl. No.	ULB Name	Minimum Audit Fee (Rs)
		Jamtara	11	Mihijam Nagar Parishad	35,000/-
			12	Jamtara Nagar Panchayat	25,000/-
4	Package No. 4. Kolhan (Chaibasa)	West Singhbhum	1	Chaibasa Nagar Parishad	35,000/-
			2	Chakradharpur Nagar Parishad	35,000/-
			3	Chakulia Nagar Panchayat	25,000/-
		East Singhbhum	4	Jamshedpur NAC	50,000/-
			5	Mango Nagar Nigam	50,000/-
			6	Jugsalai Nagar Parishad	35,000/-
		Saraikela-Kharswan	7	Saraikela Nagar Panchayat	25,000/-
			8	Adityapur Nagar Nigam	50,000/-
			9	Kapali Nagar Parishad	35,000/-
5	Package No. 5. Palamau	Palamu	1	Medininagar Nagar Nigam	50,000/-
			2	Husainabad Nagar Panchayat	25,000/-
			3	Bishrampur Nagar Parishad	35,000/-
			4	Chhatarpur Nagar Panchayat	25,000/-
			5	Hariharganj Nagar Panchayat	25,000/-
		Gharwa	6	Gharwa Nagar Parishad	35,000/-
			7	Majhiaon Nagar Panchayat	25,000/-
			8	Bansidhar Nagar Nagar Panchayat	25,000/-
		Latehar	9	Latehar Nagar Panchayat	25,000/-

9. EVALUATION OF THE PROPOSAL (QCBS):

9.1 Technical Evaluation: -

Proposals are to be submitted Online Only. Technical proposals will be opened ONLINE first and evaluated. Those securing less than the minimum are rejected and the Online financial proposal of the rest are opened. The qualified bidders will be intimated about the opening of price bid. Proposal is to be evaluated in “QCBS (Quality and cost basis method)” Method. Proposal will be evaluated on the basis of Technical & Financial Proposals submitted Online by the Bidder. Financial Proposal of only those Bidders will be opened who have secured a minimum of 70 marks in Technical Evaluation. The Proposals submitted will be evaluated using the following criteria:

S.N.	Criteria	Marks
1	Firm's General Experience & Experience in similar assignments	45
2	Manpower strength, experience of Team Leader & other key professionals	45
3	Adequacy of the proposed work plan and methodology	10
Total Points-		100

9.1.1 The number of points to be given under each evaluation sub-criteria for firm's general experience in the field of assignment is (Please attach the relevant proof of documents):

S. No.	Description	Criteria	Marks
1	General Experience of the firm : (Bidders must submit incorporation certificate of the firm and work orders/contract Agreement documents)	Up to 5 Years 2 marks for each additional year (Example:- A firm having experience of 10 years will get 10 marks.)	0 Maximum 10 Marks
2	Experience in ULBs: Number of Completed Projects for Statutory Audit / Internal Audit / Accrual Based Double Entry Accounting System of ULBs, handled in the last 5 financial years. (Bidders must submit work orders/contract Agreement documents. For this purpose one work order will count for one project/assignment)	Up to 3 projects /assignments ULBs. 3 mark for each additional project/ assignment. (Example:- A firm having completed 8 projects will get 15 marks.)	0 3 marks Maximum 15 Marks
3	Experience in similar nature of work: Number of Completed Projects for Audit of any Govt.	Up to 3 projects /assignments. 2 mark for each additional	0 Maximum 10

S. No.	Description	Criteria	Marks
	department (Central/State Govt/PSUs/Banks) other than ULBs in the last 5 financial years. (Bidders must submit work orders/contract Agreement documents. For this purpose one work order will count for one project/assignment)	project/assignment (Example:- A firm completed 8 projects will get 10 marks.)	Marks
4	Average Annual Turnover from consultancy services during last 3 Financial years will be at least 50 Lakhs (Fifty lakhs only). (Bidders must submit C.A certificate for turnover along with Balance Sheet and P/L A/C. The last three Financial year should be read as FY : 2020-21, 2021-22 and 2022-23)	50 Lakhs 1 mark for every additional 5 lakhs. (Example:- A firm having turnover of 1.00 crore s will get 10 marks.)	0 Maximum 10 Marks
Total Marks -			45

9.1.2 The number of points to be given under each evaluation sub-criteria for competence/experience of key staff for the assignment is: (Pl. attached the relevant proof)

Sl. No.	Position	Criteria	Marking	Maximum Marks
1.	Team Leader/ Municipal Audit Expert (1 Person)	Minimum 5 years of experience in relevant field. (Bidders must submit experience certificate of Team leader.)	For 5 years of experience. 3 marks for each additional year of experience.	0 Maximum 15 Marks
2.	Audit Manager (2 person)	Each Audit Manager should have minimum 3 years of experience in relevant field. (Bidders must submit experience certificate of Audit Manager.)	For 3 years of experience Each Audit Manager) Thereafter, 2.5 marks for each additional year.	0 Maximum 15 Marks
3.	Audit Assistant (5 persons)	Minimum 2 years of average experience in relevant field. (Bidders must submit experience certificate of Audit Assistants.)	For average 2 years of experience. Thereafter, 5 marks for each additional year of average experience.	0 Maximum 15 Marks
Total Marks -				45
Grand Total (Table 9.1.1+9.1.2)				90

9.1.3 The number of marks to be given under each evaluation sub-criteria for qualifications of key staff and Adequacy of the proposed work plan and methodology in responding to TOR:

S. No.	Criteria	Marks
1.	Adequacy of the proposed work plan and methodology, Resource engagement & Institutional support.	10
Total Marks -		10
Grand Total (Table 9.1.1+9.1.2+9.1.3)		100

Note:-

- i. Financial Proposal of only those Bidders will be opened who have secured a Minimum of 70 marks out of 100 marks in Technical Evaluation.
- ii. One Professional will be eligible for one package only.
- iii. Nos. of Audit Manager and Audit Assistant may increase as per the requirement.

9.2 PUBLIC OPENING AND EVALUATION OF FINANCIAL BID (Online Opening)

9.2.1 Online Public Opening of Financial Proposals

9.2.1.1 At the Online opening of Financial Proposals, Consultant's representatives who choose to attend will sign on Attendance Sheet.

9.2.1.2 The marks of each Technical Proposal that met the minimum mark of 70 will be read out aloud and their financial proposal will be open.

9.2.1.3 The department's representative will open each Financial Proposal Online. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the representative.

9.2.2 Evaluation of Financial Proposals

9.2.2.1 Following the ranking of Technical Proposals, Online financial proposals shall be opened.

9.2.2.2 Consultants' attendance at the opening of Financial Proposals is optional.

9.2.2.3 The tender committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any UD&HD, Jharkhand personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are free from any arithmetical or computational errors:

9.2.2.4 The detailed contents of each Financial Proposal will be subsequently reviewed.

9.2.2.5 Following completion of evaluation of Technical and Financial Proposals, the firm which has been selected for clusters will be invited for negotiation.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$$Sf = 100 \times Fm / F, \text{ in which}$$

"Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

$$T = 70 \text{ [weight]}$$

$$P = 30 \text{ [weight]}$$

Proposals are ranked according to their combined technical (St) and financial(Sf) scores using the weights.

- T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$. (Final Score)

10. THE MANDATORY KEY POSITIONS FOR THE ASSIGNMENT:

S.No.	Position	Qualifications, Skills and Experience
1	Team Leader/ Municipal Audit Expert	1. Chartered Accountant with at least 5 years of post-qualification experience in the relevant field. 2. Must have successfully managed & completed at least 3 nos of similar assignments in Audit of Books and Accounts in Govt. Department. 3. Fluent in Hindi and English; 4. Proficiency in use of Tally (For Team Leadership, the expert must possess leadership qualities)
2	Audit Manager	1. Chartered Accountant with at least 3 years of post-qualification experience in relevant field; 2. Must have successfully managed & completed at least 1 no 's of similar assignments in Audit of Books and Accounts in Govt. Department. 3. Fluent in Hindi and English; 4. Proficiency in use of Tally
3	Audit Assistant	1. Commerce Graduate / Article Assistant (CA/Costing Intermediate completed & 1 years of article-ship) with at least 2 years of post-qualification experience in relevant field. 2. Fluent in Hindi/English 3. Proficiency in use of Tally.

Note: The Firm may in addition, procure the services of Expert/ Qualified CA/ Cost Accountant as per the requirement of services.

11. PRE-BID QUERIES

11.1 The firms are requested to submit their queries as per the designated date and time to the e-mail ID: suda.goi@gmail.com. The replies to the queries will be uploaded on

the departmental website. The Department shall Endeavour to provide clarifications and such further information as it may, in its sole discretion, considered appropriate for facilitating a fair, transparent and competitive Selection Process.

12. CLARIFICATIONS:

12.1 Applicants requiring any clarification on the RFP may send their queries to the SUDA in writing before the date mentioned. The queries should be sent to suda.goi@gmail.com. The Directorate shall endeavour to respond to the queries within the period specified therein.

12.2 Directorate will post the reply to all such queries on the Official Website. Directorate reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause, shall be construed as obliging Directorate to respond to any question or to provide any clarification.

13. AMENDMENT OF RFP:

13.1 At any time prior to the deadline for submission of Proposal, Department, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant Firm, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website.

13.2 In order to afford the Applicant firms a reasonable time for taking an amendment into account, or for any other reason, the Department may, in its sole discretion, extend the Proposal Submission/Opening Date.

13.3 The Applicant Firms shall submit the Proposal in PDF format with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorized Representative of the Applicant Firm as per the terms of the RFP.

14. SUBSTITUTION OF KEY PERSONNEL

14.1 Department will not normally consider any request of the Selected Applicant Firm for substitution of Key Personnel as the ranking of the Applicant Firm is based on the evaluation of Key Personnel and any change therein may upset the ranking. Substitution will, however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of Department.

14.2 Department expects all the Key Personnel to be available during implementation of the assignment. Department will not consider substitution of Key Personnel except for reasons of any incapacity or due to health. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of Department. As a condition to such substitution, a sum equal to 20% (twenty per cent) of the remuneration specified for the original Key Personnel shall be deducted from the payments due to the C.A. Firm. In the case of a second substitution hereunder, such deduction shall be 50% (fifty per cent) of the remuneration specified for the original Key Personnel. Any further substitution may lead to disqualification of the consultancy.

14.3 Substitution of the Team Leader will not normally be considered and may lead to disqualification of the Applicant Firm or termination of the Assignment.

15. PAYMENT SHALL BE MADE AS DETAILED BELOW:

Deliverables / Output (ULB wise)	Fees Payable
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Deliverables / Output (ULB wise)	Fees Payable
1. Audited financial statement of the ULB for the concerned Financial Year as per the Work Order/ RFP Clauses. 2. Audit Report based on the Scope of the work including verification of fixed asset register. 3. Updated Fixed Assets/Movable Assets Register of the concerned Financial Year. 4. Project wise / scheme wise separate audited statement of accounts for the concerned Financial year.	100%

16. INCOME TAX (TDS):

TDS will be deducted from each bill as applicable and certificate to this effect shall be issued in due course in prescribed format.

17. GOODS & SERVICE TAX (GST):

The quoted rate should be inclusive of all taxes excluding GST. GST will be paid as per the current applicable rate of Goods & Service Tax.

18. PRICE:

Bidders are requested to quote their rates Package wise as per the BOQ. The rate should be inclusive of all kind of taxes and duties excluding Goods & Service Tax. The C.A. Firm will be required to submit justification to substantiate the price break-up of the rate quoted in price bid.

19. INSURANCE:

No insurance charge in any shape will be paid by the department. However, the C.A. Firm may ensure their staff and equipment for damage or loss in transit or during the work, at their own cost. Department will not be responsible for any loss for the damage to the equipment or person for any unforeseen reasons.

20. NUMBER OF PROPOSALS

No Bidder or its Associate shall submit more than one Application/Proposal for the same Package of this bid. Bidder however can submit proposal (Technical and Financial) for more than one package. One person (Team Leader/Audit Manager/Audit Assistant) will consider for one package only.

21. SUBMISSION, OPENING AND EVALUATION OF PROPOSAL

21.1 **Submission of Proposal:** The Technical and Financial Bid need to be submitted online at www.jharkhandtenders.gov.in as per the applicable forms, BOQ and as mentioned in the RFP clauses.

21.2 The Tender document Fee and Bid Security/ Earnest Money Deposit (EMD) need to be paid online at www.jharkhandtenders.gov.in.

22. ADDRESS:

The bidder will have to furnish his full permanent and local address (Head office and Branch Office) in the bid document along with the name of nodal person for this project along with Phone No, Mobile No. and e-mail address. If any letter is sent at the given address by email or by post does not reach him or returns undelivered, it will be deemed to have reached to the bidder, once the letter is posted in post office or sent by email.

23. LIST OF DOCUMENT ATTACHED WITH TECHNICAL BID:

The bidder should enclose the list of documents as specified in this RFP and upload the same along with the Certified Digital Signature at Jharkhand tenders.

24. FORCE MAJEURE CLAUSE:

Department will not be responsible for any delay / stoppage of work due to any reasons like force majeure conditions like natural calamities, civil disturbances, strike, war etc. and losses suffered, if any, by the C.A. Firm on this account. Directorate, State Urban Development Agency (SUDA) shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by the Directorate, State Urban Development Agency (SUDA) to the C.A. Firm.

25. LEGAL MATTERS

All legal matters shall be subject to the jurisdiction of law of courts at Ranchi, Jharkhand only.

26. DURATION OF THE ASSIGNMENT

The duration of the assignment will be 2 (two) month for audit of 2023-24 and the same 2 months for all subsequent years.

27. OTHER TERMS AND CONDITIONS

27.1 The C.A Firm shall abide by the instructions issued by the Urban Development and Housing Department/SUDA/ULBs to him from time to time for the timely completion of the assigned services.

27.2 Any entity which has been blacklisted by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

27.3 An Applicant Firm or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant Firm or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant Firm or its Associate.

27.4 While submitting a Proposal, the Applicant Firm should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicant Firms may format the specified forms making due provision for incorporation of the requested information.

Section-2

Term of Reference

TERMS OF REFERENCE (TOR) FOR C.A. FIRMS

1. INTRODUCTION:

1.1 Need of Audit as per Municipal Act is given below:

1.1.1. CLAUSE– 114 Financial Statement.

Within four months of the close of a year, ULBs cause to prepare a financial statement, containing an Income and Expenditure Account and a Receipts and Payments Account for the preceding year in respect of the accounts of the municipality. The form of the financial statement, and the manner in which the financial Statement shall be prepared; shall be such as may be prescribed.

1.1.2 CLAUSE -115 BALANCE SHEET

The ULBs within four months of the close of a year, cause to be prepared a Balance Sheet of the assets and the liabilities of the municipality for the preceding year. The form of the Balance Sheet, and the manner in which the Balance Sheet shall be prepared, shall be such as may be prescribed.

1.1.3 CLAUSE - 116 Submission of Financial statement and balance sheet to Auditor

The financial statement prepared under section 114 and the balance sheet of the assets and the liabilities prepared under section 115 shall be placed by the Municipal Commissioner or the Executive Officer before the Standing Committee which, after examination of the same, shall adopt and remit them to the auditor as may be appointed in this behalf by the State Government.

Urban Development and Housing Department, in its supervisory role, monitors the functioning of the ULBs against key parameters such as the tax collections, project and civil works execution, implementation of the schemes in urban areas, Urban Reform implementation etc. Role of UD&HD also includes the supervision of the regulatory and developmental functions of the ULBs. Urban Development and Housing Department interacts with several government departments to enable seamless delivery of urban civic services to the citizen. Financial Management reforms have been identified as one of the key area for strengthened Urban Management.

Accordingly, Urban Development and Housing Department, Government of Jharkhand proposes to hire services of CAG empaneled Chartered Accountant (CA) firms to Audit the Books and Accounts in 51 ULBs of Jharkhand covered in 5 packages. Accordingly sealed Proposals are invited from experienced and well qualified C.A. Firm for the same.

2. OBJECTIVE OF ULBs AUDIT:

- 2.1. To appraise the ULBs on meeting the objectives of Implementation of Accrual Based Double Entry Accounting System in specific ULBs.
- 2.2. To provide a professional opinion on the annual financial statements of ULB these would include receipt and payment, income and expenditure, balance sheet, bank reconciliation statement, statement of expenditure and utilization certificate of concern ULB etc.
- 2.3. To make specific observations on the effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guideline, MOU's and various guidelines for specific funding.
- 2.4. Specific assertion that the grants from the project have been used for intended purpose and bring to project's attention any fraud-related issues and activities including the diversion of funds from intended purpose or misuse of funds.

3. SCOPE OF SERVICES

The Chartered Accountant Firms selected for audit of ULBs accounts shall take into consideration the following aspects in addition to the attest function with respect to the financial year under audit:

- 3.1. All the required books of accounts as prescribed in Jharkhand Municipal Accounts manual and necessary supporting documents (vouchers, bills, receipt and registers), minute books, have been kept in respect of all transactions & that clear synchronizations exist between accounting records, accounts books and the financial reports.
- 3.2. The financial reports and Utilization Certificates (UCs) submitted by the ULB to the Government are in agreement with the Grant and U C register and books of accounts.
- 3.3. The expenditures made by the ULBs are as per the budget approved by the council bodies. A variance analysis should have made showing the actual expenditure with budget figure.
- 3.4. Adequate records (stock / asset registers) are maintained to properly reflect the assets of the ULB including details of cost, identification and location of assets.
- 3.5. Verification of all vouchers and supporting documents with respect to the proper sanction and approval by competent authority according to the delegation of financial power and compliance to laws and prescribed guidelines.
- 3.6. Verification of entries in the books of accounts (Cash book, General Ledger, Advance Ledger, Daily Collection Register, Miscellaneous Receipt Books, Journal Book, Salary Register, Attendance Register, Cheque issue register, Grants Received Register etc.) in respect of receipts and expenditure of the ULBs. Where ever required the auditor may suggest to the ULB to pass the rectification entries if any.
- 3.7. Examination of Bank Reconciliation Statement with respect to entries in the cash book and bank statement of the ULBs.
- 3.8. To provide recommendations for strengthening of internal controls and other financial accounting and reporting practices in accordance with best practices.
- 3.9. Examination of utilization of grants received from Government of Jharkhand during the financial year under review.
- 3.10. Examination of category wise income accrued, income received and receivables reconciliation.
- 3.11. Examination of advances given and adjusted / recovered from staff and others.
- 3.12. Examinations of statutory payments are made within the scheduled period, reconciliations and compliances viz.
 - ✓ Tax deducted at source with appropriate rate on payments made by the ULBs and deposit of same within the scheduled period
 - ✓ Filling of quarterly T D S statement within the due date
 - ✓ Deduction and deposit of Royalty , & Cess
- 3.13. Examine whether there is any outstanding demands from any competent authority against the ULBs as on the Balance Sheet date.
- 3.14. Physical verification report on Cash, Stores and consumables. (physical verification report should part of the report)
- 3.15. Examination of Accounts prepared by respective Municipality as per Jharkhand Municipal Accounts manual.
- 3.16. Any other activities necessary for the assignment

4. AUDIT REPORT :

4.1 The report of Auditor shall state:

- 4.1.1 Whether he has obtained all the information and explanations which to the best of his knowledge and belief were necessary for the purposes of his audit;
- 4.1.2 whether, in his opinion, proper books of account as required by Authority (as required by the relevant Act), the Accounts Manual, the Rules and any other stipulations have been kept by the ULB so far as it appears from his examination of those books;
- 4.1.3 whether the ULB's Balance Sheet, Income and Expenditure Statement,

Receipts and Payments statement and Cash Flow statement dealt with by the report are in agreement with the books of accounts;

- 4.1.4 Whether appropriate internal controls have been adhered to;
- 4.1.5 Whether all the payments have been made in accordance with the law;
- 4.1.6 Whether any deficiency or loss appears to have been caused by the gross negligence or misconduct of any person (if yes, the amount of loss should be quantified);
- 4.1.7 whether any sum received for and on behalf of the ULB which ought to have been brought into account of the ULB by any person has been so brought; and
- 4.1.8 Whether any material impropriety or irregularity, other than those mentioned above, has been observed by him during the course of audit of accounts.

Where any of the matters referred above are answered adversely or with a qualification, the auditor's report shall state the reason for the same and with further explanation and inclusion of statistical impact if possible.

4.2 ANNEXURE TO THE AUDITOR REPORT OF THE MUNICIPAL:

Besides the above Audit Report, the Auditor shall comment in respect of the following matters in the Annexure to the Audit Report:

- 4.2.1 Whether all the expenditure incurred by the ULB are authorised by appropriate provision in the sanctioned budget, whether made originally or subsequently?
- 4.2.2 Whether all sums due to and received by the ULB have been brought to account within the prescribed time limits?
- 4.2.3 Whether all transactions (incomes, expenditures, assets and liabilities) are correctly classified?
- 4.2.4 Whether in respect of all bills for charges on account of all works and other expenditure, proper certificates have been furnished in support of them and that no deviation has been made from the sanctioned plans and the estimates without the sanction of the competent authority?
- 4.2.5 Whether the amounts received as specific grants have been utilised for the purposes as stated in the grant sanction order?
- 4.2.6 Whether the Special Funds have been created as per the provision of relevant statutes and whether the Special Funds have been utilised for the purposes for which created?
- 4.2.7 Whether the ULB is maintaining proper records showing full particulars, including quantitative details and situation of fixed assets; whether these fixed assets have been physically verified by the management at reasonable intervals; whether any material discrepancies were noticed on such verification and if so, whether the same have been properly dealt with in the books of account?
- 4.2.8 Whether physical verification has been conducted by the ULB at reasonable intervals in respect of stores?
- 4.2.9 Whether the procedures of physical verification of stores followed by the ULB are reasonable and adequate? If not, the inadequacies in such procedures should be reported;
- 4.2.10 Whether any material discrepancies have been noticed on physical verification of stores as compared to books records, and if so, whether the same have been properly dealt with in the books of account?
- 4.2.11 Whether the valuation of stores is in accordance with the accounting principles laid down in the Accounts Manual? Whether the basis of valuation of stores is same as in the preceding year? If there is any deviation in the basis of valuation, the effect of such deviation, if material, should be reported;
- 4.2.12 Whether the parties to whom the loans, or advances in the nature of loans,

- have been given by the ULB are repaying the principal amounts as stipulated and are also regular in payment of the interest and if not, whether reasonable steps have been taken by the ULB for recovery of the principal and interest
- 4.2.13 Whether there exists an adequate internal control procedure for the purchase of stores, including components plant and machinery, equipment and other assets?
 - 4.2.14 Whether proper procedures are in place to identify any unserviceable or damaged stores and whether provision for the loss in this respect, if any, has been made in the accounts?
 - 4.2.15 Whether the ULB is regular in depositing Provident Fund dues and Profession Tax deducted with the appropriate authorities and if not, the extent of arrears;
 - 4.2.16 Whether the ULB is regular in depositing tax deducted as source (income tax, GST, TDS Etc) and other statutory dues, and if not, the nature and cause of such delay and the amount not deposited;
 - 4.2.17 Whether any personal expenses have been charged to revenue account; if so, the details thereof.
 - 4.2.18 The Report of the Auditor shall also specifically report on any other matter which the Government, ULB and/or the Authority (as required by the relevant Act), may have specifically required to be covered as a part of the Audit.

4.3 PERIODICAL AUDIT REPORT / CERTIFICATE

At the end of each period, an Auditor may furnish a certificate on the quarterly coverage to the Municipal Commissioner/ Executive Officer. The suggested format of the certificate can be as follows:

“Certificate that the accounts from -----to----- have been audited by me and found correct with the exception of the following items:” (The exceptions shall be explained in details).

While furnishing periodical certificate/report, the Auditor shall at least verify the following:

- 4.3.1 Whether the postings for the entries in the books of original entry have been correctly made in the respective ledger accounts:
- 4.3.2 Whether all the books of accounts and supplementary registers that are prescribed in the Accounts Manual / other applicable regulations have been properly maintained by the ULB;
- 4.3.3 Whether the Quarterly Financial Statements have been compiled on the basis of the actual entries in the books of accounts;
- 4.3.4 Whether the period-end and reconciliation procedures prescribed have been carried out.
- 4.3.5 Whether the Bank Reconciliation statements have been prepared and are appropriate.
- 4.3.6 Whether all grants from Government have been accounted at gross value with proper entries to various accounts.

5. DELIVERABLES / OUTPUT

Deliverables / Output (ULB wise)	Time line from the date of work order
1. Audited financial statement of the ULB for the Financial Year 2023-24 and 2 subsequent years. 2. Scheme specific Audit mostly all Centrally sponsored schemes i.e. Finance Commission Grants, PMAY (U), PMAY 2.0, National Urban Livelihoods Mission (DAY-NULM) & DeenDayal Jan Ajjivika Yojana (D-JAY), Atal Mission for Rejuvenation and Urban Transformation (AMRUT) and AMRUT2.0, Swachh Bharat Mission(SBM) & SBM 2.0 and Solid Waste Management, Namami Gange and other Schemes. 3. Audit Report based on the Scope of the work including verification and listing of fixed assets of the ULBs. 4. Updated Fixed Assets/Movable Assets Register as on end of the	2 MONTHS

Deliverables / Output (ULB wise)	Time line from the date of work order
financial year. 5. Project wise / scheme wise separate audited statement of accounts for the concerned Financial Year as well as submission of the Consolidated Audit Report of the ULBs which need to be uploaded on website.	

***For next two years, the above mentioned schedule will be followed**

Note:

- i. The activities/assignment mentioned in above table will have to be carried out parallel within the given time period.
- ii. All reports must be submitted in both print and electronic version to the concerned ULBs, Directorate and Urban Development and Housing Department (UD&HD). All equipment required for satisfactory services for this project shall be obtained by the C.A. Firm at their own cost and shall be their property.
- iii. The C.A Firm is required to submit the following reports:
 - a. Bank Reconciliation Statements for all the bank accounts.
 - b. Trial Balance.
 - c. Income and Expenditure account.
 - d. Receipts and Payment Statement.
 - e. Balance Sheet.
 - f. Relevant Schedules & Annexure as per Jharkhand Municipal Accounts Manual.
 - g. Project wise / scheme wise separate audited statement of accounts year wise.
- iv. The C.A. Firm may shall submit a Report highlighting an issue that could become critical for the timely completion of the work and that requires urgent attention of the Directorate, State Urban Development Agency (SUDA) and ULB.
- v. Regular communication with Directorate, State Urban Development Agency (SUDA) is required in addition to all key communications. This may take the form of telephone/ teleconferencing, e-mails, faxes, and occasional Meetings.
- vi. The Auditor must submit the Consolidated Audit report of ULBs as well as Individual reports in each and every parameter of the ULBs and Scheme wise/project wise report of ULBs.

6. DELAYS IN THE PERFORMANCE

- 6.1 Timely submission of the report as per the provision mentioned in the Work Order and RFP.
- 6.2 In case of delay in the implementation of the project and/or any delay in performance during the assigned time period, the C.A. Firm shall be liable to any or all of the following actions:
 - (i) Imposition of Liquidated Damages.
 - (iii) Termination of the work for default.
- 6.3 If at any time with respect to commencement of the project as required during performance of the assignment the C.A. Firm may face difficulties impeding timely completion of the project under the said work and/or performance of services, the C.A. Firm shall promptly inform the department in writing of the fact of the delay within 24 hours and its causes and likely duration.
- 6.4 As soon as practicable, after receipt of the C.A. Firm notice, the department shall assess the situation and may at its discretion extend the time for commencement and/or performance with or without Liquidated Damages.

7. LIQUIDATED DAMAGES

- 7.1 In the event of failure of the implementation of the project by the C.A. Firm as per the provision mentioned in the RFP, the Department reserves the option to recover liquidated damages, and not by way of penalty, for late implementation from the C.A. Firm in the following manner:-

S.No.	Details of delay	Liquidated Damage to be charged

(i)	For delay upto 25% of the implementation period	2.5% of the Proposal
(ii)	For delay of more than 25% and upto 50% of the implementation period	5% of the Proposal price
(iii)	For delay of more than 50% and upto 75% of the implementation period.	7.5% of the Proposal price
(iv)	For the delay more than 75% of the implementation period	10% of the Proposal price (maximum)

The aforesaid chargeable liquidated damages, will be deducted from the Bill amount of the CA Firms.

8. ACKNOWLEDGEMENTS BY APPLICANT FIRM

- 8.1 It shall be deemed that by submitting the Proposal, the Applicant Firm has made a complete and careful examination of the RFP;
- 8.2 Received all relevant information requested from the Department;
- 8.3 Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of Department;
- 8.4 Satisfied itself about all matters, local conditions, things and information, etc. necessary and required for submitting an informed Application and performance of all of its obligations there under;
- 8.5 Agreed to be bound by the undertaking provided by it under and in terms hereof.
- 8.6 Department shall not be liable for any omission, mistake or error on the part of the Applicant Firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection
- 8.7 Process, including any error or mistake therein or in any information or data given by Department.

9. NO CLAIM ARRANGEMENTS

- 9.1 The C.A. Firm shall not be entitled to make any claim, whatsoever, against the department, under by virtue of or arising out of this assignment nor shall the department entertain or consider any such claim, if made by the C.A. Firm and Firm shall have to sign a "no claim" certificate in favour of the department in such forms as shall be required by the department after the expiry of the assignment.

10. QUALITY STANDARDS

- 10.1 **Standards:** The C.A. Firm under this assignment shall conform to the accounting standards shall be maintained.
- 10.2 **Standard of Performance:** The C.A. Firm shall carry out the services and carry out its obligations under the assignment with due diligence, efficiency and economy in accordance with generally accepted norms.

11. CORRUPT PRACTICES

- 11.1 Department is a public service department and requires to serve honestly, diligently and timely. The C.A. Firm would be the assisting agency of the Department; therefore, he is also required to maintain highest standards of honesty and ethics.
- 11.2 The C.A. Firm is advised to refrain from the corrupt and fraudulent practices during the execution of the assignment. Corrupt and fraudulent practices are defined as follows:-
- 11.3 "Corrupt Practice" means behavior of C.A. Firm including his personnel by which they improperly and unlawfully enrich themselves and/or those close to them, or Induce others to do so, by misusing the position in which they are placed, and it includes the Proposing, giving, receiving, or soliciting of anything of value.
- 11.4 "Fraudulent Practice" means a misrepresentation of facts in order to influence, and collusive practices of the C.A. Firm.

12. DETAILS TO BE KEPT CONFIDENTIAL

12.1 The C.A. Firm shall treat the details of the assignment as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the prior consent in writing of the department.

If any dispute arises as to the necessity of any publication or disclosure for the purpose of the assignment the same shall be referred to the Principal Secretary, Urban Development and Housing Department, whose decision shall be final.

12.2 The C.A. Firm or his representative should neither disclose the data nor sale the data or use it for commercial exploitation or research work without the written permission of the Principal Secretary, Urban Development and Housing Department.

13. TRANSFER OF RIGHTS

The C.A. Firm shall not transfer the assignment or part of the assignment to anybody.

14. DECISIONS AND INTERPRETATION

14.1 Except where otherwise specifically stated, the office designated by Urban Development and Housing Department, Government of Jharkhand will decide the agreed matter between the department and the C.A. Firm and the matter shall be referred to the Principal Secretary/Secretary, Urban Development and Housing Department, whose decision would be final and binding on both the parties.

14.2 In case of dispute over the interpretation of any clause of RFP, decision of Principal Secretary/Secretary, Urban Development and Housing Department shall be final and binding.

15. SUSPENSION

15.1 The Department may, by a written notice to the C.A. Firm, suspend the assignment if the C.A. Firm fails to perform any of its obligations under this assignment, including the carrying out of the services. Provided that such notice of suspension:

- i. Shall specify the nature of the failure, and
- ii. Shall direct the C.A. Firm to rectify such failure within a specified period from the date of receipt of such notice of suspension.

15.2 No payment shall be made to the C.A. Firm for such suspended period and no damage shall be claimed on account of this suspension

16. DISQUALIFICATION

Department, in its sole discretion and at any time during the processing of Proposals, may disqualify any Applicant Firm from the Proposal process, if:

16.1 Firms not meeting eligibility criteria.

16.2 Firms made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

16.3 If found to have record of poor performance such as abandoning works, not properly completing the assignment, inordinately delaying completion, being involved in litigation or financial failures, etc.

16.4 Submitted Proposal which is not accompanied by required documents is non-responsive.

16.5 Failed to provide clarifications related thereto, when sought.

16.6 Submitted more than one Bid for same package. This will cause disqualification of all Bids submitted by such applicants.

16.7 Bidders, who are found to canvass, influence or attempt to influence in any manner the qualification of selection process, including without limitation, by Proposing bribes or other illegal gratification shall be disqualified from the process at any stage.

17. TERMINATION OF THE WORK:

The department shall have a right to cancel the Work assignment if the C.A. Firm commits breach of any condition. Breach of the clauses include, but are not limited to, the following:

- 17.1 It is found that the time schedule of implementation of the scheme is not being adhered to,
- 17.2 The C.A. Firm stops work & such stoppage has not been authorized by the Urban Development and Housing Department.
- 17.3 The C.A. Firm may become bankrupt or goes into liquidation,
- 17.4 The department gives notice to correct a particular defect/irregularity and the C.A. Firm fails to correct such defects/irregularity within a reasonable period of time determined by the department,
- 17.5 In case the C.A. Firm fails to carry out the instructions/orders issued by the department from time to time during the currency of the agreement and fails to comply with the laws applicable in the State
- 17.6 The C.A. Firm fails to deliver any or all of the obligations within the time period(s) specified in the RFP Clauses, or any extension thereof granted by department.
- 17.7 The C.A. Firm fails to perform any other obligation(s) under the assignment.
- 17.8 Because of breach of the clauses of the RFP by the C.A. Firm for any of the above reasons, the department shall have the right to terminate the Work assignment and can proceed for black listing of the Firms.

18. CESSATION OF RIGHTS AND OBLIGATIONS

Upon termination of the work assignment, or upon expiry of this work assignment, all rights and obligations of such parties hereunder shall cease, except:

- 18.1 Such rights and obligations as may have accrued on the date of termination or expiry.
- 18.2 The obligation of confidentiality set forth.
- 18.3 Any right which a party may have under the applicable law.

19. CESSATION OF SERVICES UPON TERMINATION

Upon termination of the work assignment, the C.A. Firm shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the services to a close in a prompt and orderly manner.

20. DISPUTE RESOLUTION

- 20.1 The Department and the C.A. Firm shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them under the work assignment.
- 20.2 If after 30 days from the commencement of such direct negotiations, the dispute is not resolved it shall be referred to Principal Secretary, Urban Development and Housing Department, Jharkhand, where decision shall be final and binding upon both parties.
- 20.3 Pending the submission of and/or decision on a dispute, difference or claim or until the matter is decided by Principal Secretary, Urban Development and Housing Department, Jharkhand the C.A. Firm shall continue to perform all its obligations under this assignment without prejudice of final adjustment in accordance with such award.
- 20.4 The Department may terminate this assignment, by giving a written notice of termination of minimum 30 days, to the C.A. Firm, if the C.A. Firm fails to comply with any decision delivered by Secretary, Urban Development and Housing Department, Jharkhand.

20.5 RE- APPOINTMENT OF THE CA FIRM:

The consultant once appointed can continue for the awarded time period. Subject to the satisfaction of the performance by the State, if the State wishes to re-appoint the same consultant shall have to seek the approval of the appropriate authority after obtaining the consent of the firm is being re-appointed upon the submission of the CAG empanelment. The Re-appointment can be given to the Consultant as per the requirement of Department and satisfactory performance of the firm.

ONLINE SUBMISSION ONLY

21. FORM FOR TECHNICAL BID

Form T – 1

Request letter

PACKAGE No:(To be filled by the Applicant Firm)

**To,
Director
State Urban Development Agency(SUDA)
Urban Development and Housing Department
Govt. of Jharkhand**

Dear Sir/Madam,

We, the undersigned, offer to provide the Audit services for..... [Insert title of assignment and Package No.] in accordance with your Request for Proposal dated..... [Insert Date]. We are hereby submitting our Proposal online.

We are submitting our Proposal in individual capacity without entering in association with or as a Consortium. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet (Please indicate date). We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

(Signature of authorized signatory of
Chartered/Cost Accountant Firm and
seal)

Form T – 2
BIDDER DETAILS

1	Name of Firm	
2	Date of incorporation of the Firm	
3 (a)	Address of bidder	
(b)	Phone no:	
(c)	Fax no.	
(d)	E mail	
(e)	Website	
4(a)	Name of authorized signatory to bid	
(b)	Designation	
(c)	Phone (Landline) Phone (Mobile)	
(d)	Fax	
(e)	Email	
5	PAN of Firm	
6	Goods & Service Tax Registration No	
7	ICAI Empanelment/ Registration number	
8	Name, address, Tel No. Fax, email at which communication to be sent in respect of bid	
9	Names of the present Proprietors/ Partners/Board of Directors	

(Signature of authorized signatory of
Chartered/Cost Accountant Firm and seal)

Form T – 3

1. Similar Assignment Undertaken for the last five years

A. ULB Experience (FY 2018-19 Onwards)

Sl. No.	Name of the Assignment	Agreement No./Work order No. & Date	Name of the ULB	Professional Fees	Was the Assignment successfully completed (with date)
A	B	C	D	E	F

B. Departments of State/Central Government/PSUs/Banks/Other Govt. Undertaking Experience (FY 2018-19 Onwards)

Sl. No.	Name of the Assignment	Agreement No./Work order No. & Date	Name of the client/ Office	Professional Fees	Was the Assignment successfully completed (with date)
A	B	C	D	E	F

C. Overall Organizational Experience from the date of Incorporation:

Sl. No.	Name of the Assignment	Agreement No./Work order No. & Date	Name of the Client	Professional Fees	Was the Assignment successfully completed (with date)
A	B	C	D	E	F

(Signature of authorized signatory of Chartered/Cost Accountant Firm and seal)

Note: Please attach copies of the work order/contract issued by competent authority from the client/ work compilation certificate in support of documentary proof.

Form T – 4

The qualification & Competence of the personnel proposed for the assignment (Team Leader, Audit Manager and Audit Assistant). (Please also enclosed the supporting documents and CV of all person required for the assignment)

Sl. No.	Name of the person concerned	Academic Qualifications along with passing year.	Post-Qualification Experience in the respective field	Total Years of post-qualification experience including all Sectors.	Remarks
1	2	3	4	5	6

Note: Please attach the relevant Qualification Certificate and experience certificate of the personnel. Otherwise experience will not be considered.

(Signature of authorized signatory of Chartered/Cost Accountant Firm and seal)

Form T – 5

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF (Team Leader, Audit Manager and Audit Assistant) (Please enclosed the supporting documents)

1. Name of the Proposed Position:

2. Name of Staff

.....

3. Date of Birth

.....

4. Nationality

.....

5. Educational Qualification along with Year of passing:

6. Membership of professional societies:

7. Publications:

8. Employment Record:

(List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned along with certificate for the Team Leader,).

9. Summary of the CV

(Furnish a summary of the above C V. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)

9.1 Education:

(i) Field of Graduation and Year of passing.

(ii) Field of post-graduation/ Professional and year of passing.

(iii) Any other specific qualification

9.2 Post qualification Experience

(i) Experience in Urban Development Sector:Years.

(ii) Experience in other Govt. Department/ PSU/Bank etc.:Years

(iii) Total Post Qualification Experience:Years

9.3 Permanent Employment with the Firm (Yes/No):

If yes, how many years:

If no, what is the employment:

Arrangement with the firm

Certification:

1. I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the time period of his assignment on the project.

2. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualification and my experience.

Signature of the Candidate

Place

Date

Signature of the Authorised Representative of the firm

Place

Date

Note: Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Please attach the experience certificate.

Form T- 6

FINANCIAL STRENGTH OF THE CHARTERED/COST ACCOUNTANT FIRM

Year	Turnover (Rs. in Lakhs)
2021-22	
2022-23	
2023-24	

Note:- Please attach Audited financial statement for respective years.(Balance Sheet/PL Account/ Trading Account etc)

(Signature of authorized signatory of Chartered/Cost Accountant Firm and seal)

This is to certify that the above mentioned information has been examined by us on the basis of relevant documents, books of accounts & other relevant information and the information submitted above is as per record.

(Signature, address, Seal & Membership No. of CA Firms/Cost Accountant firms)

Form T – 7
AFFIDAVIT

I, S/o
Director/proprietor of M/s having its registered office at
..... do hereby solemnly affirm and declare as follows:

1. That I have been authorized to execute this affidavit on behalf of this Chartered/Cost Accountant Firm.
2. That the Urban Development and Housing Department, Government of Jharkhand vide advertisement published in Had invited Proposals from Chartered/Cost Accountant Firm for
3. That in response to the said advertisement as stated in paragraph (2) above, our firm has submitted its proposal to the Urban Development and Housing Department, Government of Jharkhand.
4. That the proposals of our firm M/s containing necessary information and particulars furnished as per given Performa, detailing therein :
 - a. Firm's general experience in the field of assignment / work.
 - b. The qualification and Competency of the personnel for the assignment.
5. That our firm have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against our firm, nor our firm have been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach of our part.
6. That our firm during the last three years, neither failed to perform on any assignment, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us.

That the statements made in paragraph 1 to 6 of the foregoing affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act / laws in force.

Solemnly affirmed by the said at on this the day of

Deponent :

Identified by me

Form T – 8
Work Plan Schedule

SI No	Activities	Months	
		1	2
1			
2			
3			

(Signature of authorized signatory of C.A. Firm and seal)

Form F – 1

CERTIFICATE AS TO CORPORATE/ FIRM PRINCIPAL

I Certify that I am the authorized representative of the Firm/Corporation/Company, set up under the laws of and that (Name and Designation) who signed the above tender is authorized to bind the corporation by authority of its governing body.

(Signature of authorized signatory of C.A. Firm and seal)

Form F-2

CERTIFICATE

I undertake to abide by the terms and conditions as laid down in the Proposal documents by this Department and also follow the instructions given by the Department (to be read with Terms and Conditions).

Signature :

Name of the person :
with Designation

Name of the Firm :

ANNEXURE 2: CHECKLIST

Preliminary Checklist for Bidders for Qualification Criteria

- A. All the forms as mentioned in the table below have to be submitted by the firm in order to qualify in qualification criteria. The Technical Bid and Financial Bid need to be submitted online as per the BOQ uploaded. The Tender document and Bid Security/EMD should be paid online mentioned in the RFP.

S. No.	Document
1	Bid Document Fee, (As asked in the RFP)
2	Bid Security/EMD (As asked in RFP)
3	Certificate of Incorporation /Empanelment with ICAI (As asked in RFP)
4	Declaration of not being blacklisted / debarred
5	Audited Balance Sheet for last 3 years (As asked in RFP)
6	Auditor certified Profit & Loss Statement for last 3 years
7	Annual Turnover Certificate (As asked in RFP)
8	All Technical Forms (Form TECH 1 to TECH 7, including work experience in form of completion certificates)
8.1	FORM TECH – 1
8.2	FORM TECH – 2(Pl. enclose relevant supporting documents)
8.3	FORM TECH – 3(Pl. enclose relevant supporting documents)
8.4	FORM TECH – 4(Pl. enclose relevant supporting documents)
8.5	FORM TECH – 5(Pl. enclose relevant supporting documents)
8.6	FORM TECH – 6(Pl. enclose relevant supporting documents)
8.7	FORM TECH – 7
8.8	FORM TECH-8
9	Goods &Service Tax Registration No (Pl. enclose relevant supporting documents)
10	PAN (Pl. enclose relevant supporting documents)
11	Form F 1
12	Form F 2