

JHARKHAND URJA SANCHARAN NIGAM LIMITED

(CIN No. – U40108JH2013SGC001704)

Regd. Office – JUSNL Building, Kusai Colony Doranda Ranchi

[E-mail –cetjusnl@gmail.com](mailto:cetjusnl@gmail.com)

RFP No.– 893/PR/JUSNL/2025–26



RFP for Appointment of CA/CMA Firm for providing qualified CA/semi-qualified CA/CMA and other assistant for consultancy and support services for preparation of Annual Account for FY 2025-26 & 2026-27 through Tally ERP and Excel and other associated work for Jharkhand Urja Sancharan Nigam Ltd. (JUSNL)

Start Date & Time of Download Load the Tender Documents	01.04.2026 at 11:30 AM
Date of Pre-bid meeting	08.04.2026 at 12:30 PM
Date of uploading of pre-bid queries	10.04.2026 at 03:00 PM
Start Date and time of upload of BID	01.04.2026 at 03:00 PM
End date and time of upload of BID	21.04.2026 upto 16:00 Hrs
BID Opening date for technical part	22.04.2026 at 16:00 Hrs
BID Opening date for price part	Will be communicated

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e-RFP NOTICE

E-RFP No. – 893/PR/JUSNL/2025-26

RFP in two parts i.e. Technical (Part-I) and Financial (Part – II) is invited from the reputed, capable, experienced and financially sound CA/CMA firm for the following works:

Name of Work	Appointment of CA/CMA Firm for providing qualified CA/ Semi-qualified CA/CMA and other assistant for consultancy and support service for preparation of annual Account for FY 2025-26 & 2026-27 through Tally ERP and Excel and other associated work for Jharkhand Urja Sancharan Nigam Ltd. (JUSNL).
Period of Contract	18 Month extendable up to 02 years (based on satisfactory performance)
Estimated cost	Rs. 83,17,584.00 including GST
e-Tender fee	Rs. 5,000.00 + 18% GST
Earnest Money Deposit	Rs. 1,66,400.00
Start Date & Time of Download Load the Tender Documents	01.04.2026 at 11:30 AM
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BID Opening date for technical part	22.04.2026 at 16:00 Hrs
BID Opening date for price part	Will be communicated
Procurement Officer and address for communication	General Manager(C&M) SLDC BUILDING, KUSAI COLONY, DORANDA, RANCHI-834002

1. e-RFP document and BOQ including terms & conditions and Scope of work can be downloaded from website <https://jharkhandtenders.gov.in>. Any details required in this regard can also be obtained from the office of the General Manager (Accounts) during office hours.
2. The bids will be received through electronic tendering mode only.
3. No claim shall be entertained on account of disruption of internet services being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snag.

General Manager (C&M)
NWBP, JUSNL HQ

1. Background of the Company:

The company, Jharkhand Urja Sancharan Nigam Ltd (JUSNL) is a company registered under the Companies Act, 1956, w.e.f. 23.10.2013 and came into operation after the notification of “The Jharkhand State Electricity Reforms Transfer Scheme, 2013” on 06.01.2014, as a result of the unbundling of the erstwhile Jharkhand State Electricity Board (JSEB) into four companies.

Jharkhand State Electricity Board unbundled into four (04) following companies: -

- i. Jharkhand UrjaVikas Nigam Limited (JUVNL) - Holding Entity
- ii. Jharkhand UrjaSancharan Nigam Limited (JUSNL) – TRANSCOM
- iii. Jharkhand BijliVitran Nigam Limited (JBVNL) – DISCOM
- iv. Jharkhand UrjaUtpadan Nigam Limited (JUUNL) - GENCO

In light of the Electricity Act, 2003. JUUNL, JUSNL & JBVNL are three subsidiary companies of JUVNL. The Transmission Scheme was further revised in the year 2015 with revised opening balance sheet of the Company in light of revised transfer scheme.

- (i) The Company (JUSNL) is a State Transmission Utility and its main functions are to undertake the business of transmission of electricity and to undertake planning and coordination activities in regard to intra-State Transmission work connected with the intra-State Transmission in the state of Jharkhand. The prime consumer of JUSNL is JBVNL (a sister company) and Railway.
- (ii) JUSNL is a State Government Company with 100% equity owned by Govt. Of Jharkhand through JUVNL and it is operating under the administrative control of the Energy Department, Govt. of Jharkhand.
- (iii) The registered office of the Company is located at Kusai Colony, Doranda, Ranchi - 834002, in the State of Jharkhand, with the field offices across the jurisdiction area of entire Jharkhand, layered into Zones (8 nos.), Circles (9 nos.), Divisions (13 nos.), sub-divisions (41 nos.), and SLDC. Each Zone is headed by an officer in the rank of General Manager (GM) while Deputy General Manager (DGM) is the in charge of Circle offices. The Division offices are headed by Senior Managers (SM) and the sub-divisional offices by the officers in rank of Manager.
- (iv) The zone, circle and division offices primarily look after the functions like Operations & Maintenance (O&M) of existing grid sub stations, Transmission lines, New Projects etc. Team of Finance department and Human Resource department is also attached with such offices to coordinate in Book keeping, accounts preparation in concept of cost center and H.R. department is looking after the service-related matters.
- (v) Presently Corporate office (including SLDC) along with the Zones and Circles are established as the accounting units and the transactions of the Divisions being consolidated at the respective Circle offices. Each Circle office has under its jurisdiction around 1-3 nos. division offices and approx. 2-9 nos. sub-divisions. Additionally, JUSNL also has Central Stores at three locations for custody and management of inventory/stores.

- (vi) The main source of Revenue for the Company is from Wheeling Charges from JBVNL & Railways billed on Monthly Basis. The other sources of income for the company are supervision charge, which actually arise in case of deposit work done/supervised under the instruction requirement of client.
- (vii) In view of the Sec. 129(1) of the Companies Act, 2013, the financial statement of the company must give a true and fair view of the state of affairs of the company as at the end of the financial year. Further the financial statement must be prepared in the format prescribed in Part I to Schedule III of the Companies Act, 2013 and list of items given in Part II to Schedule III of the Companies Act, 2013, must be disclosed in its profit & loss account.
- (viii) The Annual Accounts of the company for the F.Y. 2024-25 has already been approved by the BoD and it is in advance stage of Audit.
- (ix) The Company JUSNL is running with shortage of Staffs and Officers and thus the service of CA/CMA Firms across all Accounting Units has been obtained during last few years for preparation of Accounts and for other Statutory Compliances.

2. Objective:

Scope of Work includes the following, but not limited to: -

- a. Preparation of Monthly/ Quarterly/ Annual Accounts for FY 2025-26 to 2026-27 of the respective units based on the prevailing IND AS in the prescribed format of Schedule III of the Companies Act, 2013 along with generation/ preparation of various management information/ reports/ allied accounts books & statements, as and when required by the respective accounting units / H.Q/ Zone /Circle level .
- b. Checking of all transaction entry made in Tally with each vouchers and cashbook maintained at Circle, Zone Office & Hq Office (including SLDC). Ensuring proper accounting on accrual basis of each voucher in tally and Excel, as per IND AS/ Companies Act etc. Transaction shall be recorded and accounted through Tally and Excel on day-to day basis. Preparation of Bank reconciliation Statement of each cashbook maintained at circle, Zone-office & Hq including Flexi deposits Accounts within 10 days from the end of preceding month. Proper Accounting of F.D./Flexi Bank Deposits interest entries to be made along with tax deducted at source. The cause of gap between Cash book and Bank Statements shall be resolved quickly.
- c. Ensuring accounting of All Assets & liabilities, All Inter-unit transactions, All Debit/credit note issued/ received, all payments, all receipts, all incomes/ expenses, all terminal benefit liabilities related expenses, all J.V. entries, all provision entries etc. in ledgers, tally & Excel on daily basis for timely preparation of Accounts of the units allocated.
- d. Maintaining, scrutinizing and reconciling all ledgers maintained in tally at regular intervals and ensuring proper documentation of each transactions made and updating, rectification of discrepancies found (if any) and proper accounting thereof in tally and Excel.

- e. Performing reconciliation and accounting on monthly basis of various inter-unit heads/ ledgers viz Fund received from H.Q. Fund received from Zone/ Circle, Fund received from Other locations, if any, Debit Notes/ Credit note from Circle, Zone and H.Q., Debit notes from different circles for stock transfer and other transfer, if any, ICT Cash , All other inter unit transactions, Advances paid and vouchers received, Loans to Staffs, Checking and reconciliation of recovery and payment of advance to employees including transfer cases, etc.
- f. Ensuring preparation and maintenance of Scheme wise, project wise and year wise records of Stores data, SIV/ SRV data , CWIP, capitalization records, completion certificate etc. and also ensure proper accounting thereof.
- g. The firm shall also ensure maintenance of proper data back-up (in hard/ soft) of all working, calculation, records related monthly/ quarterly/ annual accounts in the respective units.
- h. To maintain records of the unit as per the requirement of Companies (Cost Records and Audit) Rules, 2014
- i. Provide assistant & supports in explaining the accounting entries/ details of accounts to Tax Auditor/Cost Auditor/Secretarial Auditor/ Statutory Auditor/Supplementary audit by CAG of India etc., as and when required.
- j. Preparation of all details/ data as required by Tax Auditor/Cost Auditor/Secretarial Auditor/ Statutory Auditor/Supplementary audit by CAG of India etc, as and when required.
- k. Coordination with Internal Audit team and consultant CA/CMA firms at Corporate Office and at other locations and addressing all audit quires/ observations, as and when required.
- l. Imparting training/education to the officers/ staff of accounts department, field / HQ accounting unit of various aspects of accounting, IND-AS, Companies Act, Tally, other important Acts/ laws etc.
- m. Monthly review meeting on progress of accounts will be held in every month on every last working day of 3rd week. Further, suggest to organise time to time training on recent amendments, updations, case laws etc. to all the officers/ staff of accounts compilation department, field / HQ accounting unit.
- n. In every monthly review meeting monthly account of all accounting unit including HQ and SLDC must be submitted. Failing which supervision charges will be held up till submission of monthly trails.
- o. The firm shall prepare and submit the Provisional Annual Accounts of the company within Two (2) months from the end of the financial year. Further the firm shall submit the Final Annual Accounts of the company after due discussion with The General Manager (Accounts) within next 01 i.e. within a total of 03 months from the end of the financial year.
- p. All the entries should be updated till the date of completion of Work contract.
- q. Resolution of previous issue (if any) which needs to be rectified.

Apart from above, the firm has to do/performance any other work, in association to the above which may be assigned to your firm by the Company.

- 3. Project Duration:** The contract period shall be initially for 18 months (i.e. upto 30.06.2027), which shall be given subsequent yearly extension based on satisfactory performance of the firm. The total period of the engagement shall be for a maximum of 4 years only.

4. EARNEST MONEY DEPOSIT

Bidder shall deposit online EMD amounting to Rs. 1,66,400.00 (Rupees One Lakh Sixty Six Thousand Four Hundred Only) as per rules of e-tendering portal.

For unsuccessful Firm, the EMD shall be refunded after finalization of Tender. For successful Firm, EMD shall be released on the submission of the performance guarantee.

The following shall cause the forfeiture of EMD.

- i If the Bidder modifies/ withdraws its Bid proposal except as per the provisions specified in the Tender document;
- ii If the Bidder withdraws its Bid proposal before the expiry of the validity period of the Bid proposal;
- iii If the successful Firm fails to provide the performance guarantee and to execute the agreement within the stipulated time or any extension thereof provided by JUSNL;
- iv If any information or document furnished by the Firm turns out to be misleading or untrue in any material respect;
- v If the selected Firm does not accept the Letter of Intent unconditionally within fifteen (15) days of issue of Letter of Intent or the period as extended by JUSNL.

5. TENDER FEES

Bidder shall deposit online Tender fee amounting to Rs. 5,000/- + 18% GST (5,900.00) as per rules of e-tendering portal.

6. Deployment of Man Power: -

The details of man power to be engaged for the above scope of works are given below. JUSNL reserves the right to direct to increase/decrease the manpower or reallocate the man power among the JUSNL Hq and its Zone and Circle to complete the above work to commensurate with the scope of work:

Sl no	Name of Accounting Unit	No of Tally Assistant	No of Semi Qualified Assistant	No of CA Qualified Assistant	
1	JUSNL Hq	2	1	1	
2	SLDC	1			
3	JUSNL Hq Compilation	1	2	1	
4	TZ 1 Ranchi and Ranchi Circle and Gumla Circle	1+1+1=3	1		
5	TZ V Hazaribagh and its Circle.	1			
6	TZ III JSR and its Circle	1+1=2	1		
7	TZ VIII Chaibasa and its Circle	1			
8	TZ IV Daltonganj and its Circle.	1			
9	TZ II Dumka and its Circle	1+1=2	1		
10	TZ VI Deoghar and its Circle.	1			
11	TZ VII Dhanbad and its Circle	1			
	Total	16	6		2

7. Qualification and Experience

Designation	Qualification and Experience
Qualified (CA)	<ul style="list-style-type: none">The Qualified (CA) resource person should have qualified the final examination conducted by the ICAI.He/she must have post qualification experience of 03 years in the relevant field.The resource person having working experience in Tally will be preferred.
Semi-Qualified (CA/ CMA)	<ul style="list-style-type: none">The Semi- Qualified (CA/CMA) resource person must have qualified the Intermediate examination conducted by the ICAI/ ICAI.He/she must have post qualification experience of 02 years in the relevant field.The resource person having working experience in Tally will be preferred.
Tally Assistant	<ul style="list-style-type: none">The resource person must have Graduation degree in commerce from UGC recognized university.He/she must have post qualification experience of 02 years in the relevant field.The resource person must having working experience in Tally.

In case the manpower provided will be found unsuitable then they must be replaced within 3 days.

In case of Travelling of the deployed manpower in the interest of work of JUSNL, travelling expenses will be considered too concerned manpower as per applicable TA rule as per following details.

Semi-Qualified/ Other Assistant	TA applicable to Account Assistant of JUSNL
Qualified Manpower	TA applicable to Manager (F&A) of JUSNL

8. Operation and deliverable of the contract: -

Immediate on entering into contract for work, the details work plan for monitoring progress of various works shall be discussed and finalised with General Manager (Accounts). As and when needed, the consultant on assignment basis will be engaged on specific task. The require manpower and terms lines shall be finalised at the time of assigning the task. All such decision would be taken after discussing the matter with Director (Finance)/ ED (Finance)/General Manager (Accounts)

9. Reporting and control: -

- 1) Deployed manpower will report and perform under the guidance and coordination with head of Finance department of respective office.
- 2) Deployed manpower will avail leave as per JUSNL leave calendar.
- 3) In case of absence for more than 3 days of any deployed manpower, firm will depute substitute against manpower on leave.

10. SIGNING OF CONTRACT AGREEMENT

- a) The successful Firm will, on receipt of Letter of Intent from JUSNL enter into a Contract with JUSNL by jointly signing an agreement in the office of GM (Accounts).
- b) The draft of the agreement will be forwarded to the successful Bidder for execution.
- c) The agreement will be executed within one month of issue of LOI and submission of performance Bank Guarantee. The person to sign the agreement must be duly authorized by the Bidding entities. The firm has to annex attested copy of certificate of Practice with agreement.
- d) After successful execution of Contract agreement, a detailed Work Order shall be issued which will form a part of the agreement.

11. Verifying Authority/ Counter signing Authority/ Paying Authority: The Verifying Authority/ Counter Signing Authority/ Paying Authority shall be as follows in table:

Sl no	Name of Accounting Unit	No of Tally Assistant	Verifying Authority/ Counter Signing Authority/ Paying Authority	No of Semi Qualified Assistant	Verifying Authority/ Counter Signing Authority/ Paying Authority	No of CA Qualified Assistant	Verifying Authority/ Counter Signing Authority/ Paying Authority
1	JUSNL Hq	2	Manager (F&A)/ Sr. Manager (F&A)/ Sr. Manager (Establishment)	1	Manager (F&A)/ Sr. Manager (F&A)/ Sr. Manager (Establishment)	1	Manager (F&A)/ Sr. Manager (F&A)/ Sr. Manager (Establishment)
2	SLDC	1	Manager (SLDC)/ Sr. Manager (SLDC)/ Sr. Manager (SLDC)				
3	JUSNL Hq Compilation	1	Manager (Accounts)/ Sr. Manager (Accounts)/ Sr. Manager (Establishment)	2	Manager (Accounts)/ Sr. Manager (Accounts)/ Sr. Manager (Establishment)	1	Manager (Accounts)/ Sr. Manager (Accounts)/ Sr. Manager (Establishment)
4	TZ I Ranchi and Ranchi Circle and Gumla Circle	1+1+1=3	Concerned Manager(F&A)/ Sr. Manager (F&A) Trans Zone 1, Ranchi/Manager (F&A) Trans Zone 1, Ranchi	1			
5	TZ V Hazaribagh and its Circle.	1	Manager(F&A) Trans Circle Hazaribagh / Sr. Manager (F&A) Trans ZoneV, Hazaribagh/ Manager (F&A) Trans ZoneV, Hazaribagh				
6	TZ III JSR and its Circle	1+1=2	Concerned Manager(F&A) / Sr. Manager (F&A) Trans Zone III, JSR/ Manager (F&A) Trans Zone III, JSR				
7	TZ VIII Chaibasa and its Circle	1	Manager(F&A) Trans Circle Chaibasa/ Sr. Manager (F&A) Trans Zone VIII, Chaibasa/ Manager (F&A) Trans Zone VIII, Chaibasa	1			
8	TZ IV Daltonganj and its Circle.	1	Manager(F&A) Trans Circle Daltonganj / Sr. Manager (F&A) Trans Zone IV, Daltonganj/ Manager (F&A) Trans Zone IV, Daltonganj				
9	TZ II Dumka and its Circle	1+1=2	Concerned Manager(F&A) / Sr. Manager (F&A) Trans Zone II, Dumka/ Manager (F&A) Trans Zone II, Dumka	1			
10	TZ VI Deoghar and its Circle.	1	Manager(F&A) Trans Circle Deoghar/ Sr. Manager (F&A) Trans Zone VI, Deoghar/ Manager (F&A) Trans Zone VI, Deoghar				
11	TZ VII Dhanbad and its Circle	1	Manager(F&A) Trans Circle Dhanbad/ Sr. Manager (F&A) Trans Zone VII, Dhanbad/ Manager (F&A) Trans Zone VII, Dhanbad				

e.g. (for Trans Zone V Hazaribagh and its Circle the verifying Authority will be Manager (F&A) Trans Circle Hazaribagh, Counter Signing Authority will be Sr. Manager (F&A) Trans Zone V, Hazaribagh and paying authority will be Manager (F&A) Trans Zone V, Hazaribagh)

- 12. Payment:** - Payment will be released by paying authority of concerned office after submission of Bill in Triplicate duly verified by Concerned Manager (F&A) and counter signed by Sr. Manager (F&A) based on attendance of deployed manpower along with certificate as per annexure 1
- 13. Mode of Payment:** - All the payment shall be made either through RTGS/NEFT or A/c payee cheque.
- 14. Correspondence:** - All correspondence regarding bill payment may be made with Concerned Sr. Manager (F&A), and if necessary, the General Manager (F&A) may be referring too.
- 15. Work-in-Charge:** - Concerned Manager (F&A) and Concerned Sr. Manager (F&A)
- 16. Overall-in-Charge:** - Dy. General Manager (Accounts)
- 17. Performance:** -

Performance report duly signed by head of Finance department of respective Accounting unit submitted to General Manager (Accounts) and overall performance will be reviewed by General Manager (Accounts). In case of unsatisfactory performance report, recommendation for termination of this work order will be given.

- 18. Force Majeure:** - Force Majeure shall be any cause which is beyond the control of JUSNL and CA/CMA firm, as the case may be which could not foreseen with a reasonable amount of diligence and which substantially affects the performance of the contract, such as
- I. Natural phenomena, including but not limited to floods, droughts, earthquakes and epidemics/pandemic.
 - II. Acts of any Government (State or Central), domestic or foreign, including but not limited to war, declared or undeclared.
- Provided either party shall within 15 (Fifteen) days from the occurrence of such a cause notify the other in writing of such causes force majeure clause shall come to effect.
- 19. Termination of Agreement:** - JUSNL may terminate the contract agreement at any time giving one month prior notice if in its opinion the work of rendering support services is unduly delay by CA/CMA firm without proper justification of delay or performance found unsatisfactory.
- This contract may be terminated by CA/CMA firm at any time, on reasonable ground, by giving written notice to the JUSNL not less than 90 days before the effective date of termination.
- 20. Confidentially:** - The JUSNL and CA/CMA firm, shall during the terms of this contract maintain strict confidentially of all confidential documents, records and shall not disclose any information to any agency/ organisation.
- 21. Performance Security Guarantee:** -
- You are required to furnish a performance security guarantee in shape of Bank guarantee issued from any nationalised/ schedule bank of India. The bank guarantee amount shall be 10% of order value which will be submitted before execution of agreement (and if any extension will be granted then firm has to submit the additional performance BG, value of 10% of extension/additional order value within 15 days of the extension). It shall guarantee the faithful performance of the work in accordance with the terms and condition specified in these documents.
- In the event of failure on the part of the firm in compliance of terms and condition of contract and other contractual obligation, JUSNL may invoke the BG in its favour. Not with standing and without prejudice to any rights whatsoever of JUSNL under the contract in this matter, the proceeds of the BG shall be payable to JUSNL as compensation for any loss resulting from the firm's failure to perform its obligation under this contract.
- The performance security Guarantee shall be returned to you only after successful completion of contract and settlement of AFS of JUSNL. No interest shall be paid by JUSNL on BG furnished by the firm.
- 22. Others terms and condition**
- a. Physical presence of partners/principal of CA/CMA firm for supervision of work assigned in JUSNL office is must as and when required. All the calls given to your firms deputing Sr. Chartered Accountant for any important discussion shall be attended at once.
 - b. The firm will take all initiative to educate and to create awareness amongst employees of JUSNL related to Tally EPR and IND AS.
 - c. Firms will not be assist or extend any services to the company against which there is any litigation of JUSNL.

- d. The work awarded is not allowed to sub contract the work to any other parties either in part or full.
- e. The JUSNL reserves it right to modify, amend or cancel any or all terms this RFP.
- f. The JUSNL and CA/CMA firm, shall during the terms of this contract maintain strict confidentiality of all confidential documents, records and shall not disclose any information to any agency/ organisation.

23. General Terms & Conditions

- i. The engagement is to be made initially for a initially for 18 months (i.e. upto 30.06.2027), which shall be given subsequent yearly extension based on satisfactory performance of the firm. The total period of the engagement shall be for a maximum of 4 years only.
- ii. The scope of work includes services for all the field accounting units and JUSNL Hq including SLDC of JUSNL.
- iii. The consultancy firm shall not disclose the documented management systems to any third party including your internal department. The successful bidder shall not at any time during the tenure of contract or thereafter disclose any information including User ID/ Passwords furnished to them by the company or any drawings, designs, reports and other documents and information prepared for this work, without the prior written approval of the company.
- iv. Information made available during the course of work shall be used only for bona fide work relating to work of the company and not for any other purpose. The person shall not divulge the information made available by the company or otherwise acquired during the course of engagement to any other agency.
- v. Any change in user Id/ Password etc will be communicated to the Concerned DDO's and Accounts wing of JUSNL, Hq. immediately.
- vi. The consultancy firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full. The management reserves its right to modify, amend or cancel any or all terms of this RFP and/or reject any or all the application without assigning any reason.
- vii. The engagement can be terminated at any point of time by the company on observing any lapses, discrepancies in execution of assignment or completion of job on firm's part. The firm will not claim any compensation for the same
- viii. Firm will not assist or extend any services to the company against which there is any litigation of the JUSNL. The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.
- ix. A satisfactory performance report from all the field/accounting units on monthly basis will be obtained from head of Finance department of respective Accounting unit of JUSNL.

- x. If the bidder fails in the performance of the contract in the manner and within the time fixed or there is likelihood of an anticipatory breach of whole or part of the contract, the company will have the right to rescind the contract without assigning any reason thereof by giving one month notice.
- xi. In case of unsatisfactory performance of the consultant, when point no. x above becomes operational, JUSNL reserve the right to rescind the contract and re-assign the work at the same rate and terms & conditions to the L2 bidder for the remaining period.
- xii. The firm will compensate the Nigam on account of damages, so caused due to deficiency in services in part of the consultant.
- xiii. The firm should submit the proposal in the specified format in online mode only i.e through NIC portal.
- xiv. Related Parties should not quote for the tender separately. If it is noticed that related Parties submitted separate quotation, the same shall be liable to be rejected. Parties are considered to be related if one or more partner / member are common.
- xv. Goods & Service tax (GST) shall be paid extra as applicable on the date of actual render of service and billing on JUSNL. Any variation due to changes in taxation rate will be compensated and paid accordingly.
- xvi. The firm shall comply with provisions of Payment of wages Act-1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947, EPF & MP Act 1952 or any other laws and provisions relating thereto and rule made there.
- xvii. Selection process requires that the Consultants competing for a specific assignment must not derive any unfair competitive advantage by submission of misleading facts. The Client shall indicate in their letter head that they will not take any unfair competitive advantage over the competing Consultants.
- xviii. Proposals must remain valid for at least 180 days, i.e. from the last day of proposal submission deadline. Clarifications may be requested by potential bidder on the day of pre-bid meeting.
- xix. Performance security amounting to 10% of order value shall have to be deposited in the shape of Demand Draft/Bank Guarantee in favour of JUSNL at the time of execution of agreement.
- xx. The Earnest Money shall be refunded to all the unsuccessful full firm after finalization of RFP through online mode.
- xxi. The monthly lump sum fees should be quoted in INR only and applicable for a period of entire project duration in prescribed format only.

24. Jurisdiction of Court :

In case of dispute arising in course of execution of contract, civil court, Ranchi shall be the appropriate court for remedies.

25. Important Instructions to Professional Firms

(A) Instructions:

- a. Format of application must be completely filled. Incomplete applications may not be considered and will be rejected.
- b. All RFPs will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the RFPs as stipulated in the Notice Inviting RFPs, will not be entertained, unless asked by the Nigam to submit the same.
- c. All submitted documents should be signed by a Partner of the firm with his name and under the seal of the firm.
- d. Any application received after the stipulated date & time, due to any reason whatsoever, will not be accepted.
- e. RFP document must be supported by evidence of Online payment against Tender Fee e. Rs. 10,000.00+18% GST= Rs.11,800.00 (online mode) (Non Refundable) before submission of the proposal. Proposal without the tender fee will not be considered.

(B) List of documents to be submitted along with the applications/ RFPs:

Interested firms are advised to go through contents of the RFP documents carefully and submit all signed copies of the following documents in proper sequence along with the RFPs as described hereinafter:-

- i. Registration certificate of the firm issued by the Institute of Chartered Accountants of India or the Institute of Cost Accountant of India.
- ii. Membership certificates of the Partners/ employed professionals issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
- iii. Copies of ITR for last three years along with Balance Sheet & Profit and Loss A/c., as a proof of average turnover of the firm.
- iv. Copies of appointment letters/experience certificate for as a Consultant for Accounts Preparation in organizations as evidence of experience in the relevant field.
- v. Copy of PAN Card.
- vi. Copy of GST Registration.
- vii. A copy of complete RFP document duly signed and sealed as a token of acceptance of all terms and conditions.

26. Eligibility Criteria

Particulars	Minimum requirement
Year of Establishment	At least 5 years old (cut-off Date-31/03/2025)
Head Office/ Branch Office	Jharkhand with at least one Head office/ branch office at Ranchi.
Minimum Average turnover in last Three FY	Not less than Rs. 20 Lakh
No. of professionally qualified CA/CMA as partners/employee	3 Nos
Accounts Preparation: - No. of Central Govt./State Govt. organizations/PSUs/ Private Companies in last 05 years	3 Nos

27. Scoring and Selection Criteria:-

a. Scoring

The following shall be the basis of scores for the selection of consultant.

Sl.	Criteria	Basis of Marks	Maximum Marks Allotted	Supporting documents
	Firm's credentials:-			
1.	Existence of Firm (Minimum age of the firm shall be 5 years)	1 marks for each year of existence	10 Marks	Certification of registration & registered offices issued by ICAI/ICMAI
2.	No. of Partners	02 marks for each FCA/FCMA (maximum 06 marks)	10 Marks	Certificate of membership issued by ICAI/ICMAI
		01 marks for each (ACA/ACMA)		
3.	Annual Turnover of the Firm should in the Preceding 03 F.Y (Minimum 20 Lakh p.	20-25 lakh-05 marks	10 Marks	Turnover Certificate duly certified by CA along with UDIN number is to be attached
		25-30 lakh additional 03 marks		
		Above 30 lakh additional 02 marks		
4.	No. of Paid Qualified/ semi-qualified staff (excluding article trainee and Partners)	Qualified (CA) staff with minimum 03 years of experience- 02 Marks (maximum 10 marks)	20 Marks	Resume of the Qualified/ semi-qualified staff with experience and Certificate of passing final/ intermediate exam conducted by ICAI/ICMAI as the case may be.
		Semi Qualified (CA/ CMA) with minimum 02 years of experience 01 Marks (maximum-10 Marks)		
6.	Experience of Firm			
	a. working experience in the field of Accounts Preparation of Central Govt./State Govt. organizations/PSUs/ Private Companies having Turnover more than 50 Cr.	05 Marks for each assignment successfully completed	45 Marks	(i) Copy of work order along with successful completion certificate is to be attached in support of this. (* Extension given for any work will not be treated as separate assignment). (ii) In case of experience of private companies the audited P&L is to be attached in support of turnover.
	b. Prior experience of Working with power sector (i.e. Generation company/ Transmission Company/ Distribution Company) in India	01 Marks for each assignment successfully completed	05 Marks	
		Total Marks (T)	100	

Note:

- 1) All mentioned data shall be considered from the date of submission of bid.
- 2) Extension letter of any work order shall not be treated as separate assignment.
- 3) Only Indian work experience shall be considered for evaluation.
- 4) Only assignments executed by the participating firm solely shall be considered for evaluation.

b. FIRM'S SELECTION PROCESS

The firm will be selected on the basis of QCBS. The criteria of QCBS is given as below: -

- (i) The Bidder obtaining 70 marks or more would be regarded as technically qualified Bidder and considered for opening of “**Financial Proposal**”.
- (ii) The total financial quote of the bidder for the purpose of evaluation shall be calculated as the total quoted price for the contract period. This shall be calculated in INR and without taxes.
- (iii) The qualified financial proposal with lowest total cost “**B min**” will be given a financial score of 100 and other proposal given financial scores that are inversely proportional to their prices.

$F = 100 \times B_{\min} / B$ where ‘B’ indicates the quoted bid price.

- (iv) The bids will finally be ranked according to their combined technical (T) and Financial (F) score using a weight of 70% for technical bids and 30% for price bids.
- (v) The overall scoring (R) shall be calculated as under:

$$R = (T \times 0.70) + (F \times 0.30)$$

- (vi) The bidders securing the highest scoring (R) shall be the “ Most Preferred Bidder (H-1 bidder)”

Standard format for submission of Technical details

(To be printed on the letterhead of the Firm)

I. Basic Details

- a) Name of the firm :
- b) Address of Base/ Branch Location in Ranchi :
- c) Registration No. :
- d) Date of Registration :
Age in Years (cut-off date 31/03/25) :
- e) Average turnover for last 3 years (in Rs. Lakhs.):

Sl. No	Year	Turnover from professional services (Rs. Lakhs.)
1	2024-25	
2	2023-24	
3	2022-23	

f) Details of Branches in Jharkhand:

S. No.	Name of the city	Active Partner	Full Address
1.			
2.			
3.			

II. Manpower Details

g) Details of Partners:

S. No.	Name	Qualification	Membership No	Post qualification experience (in years)	Partner in the firm since
1.					
2.					
3.					
4.					
5.					

* Resume of the partners shall be attached along with declaration duly signed by the concern professional that he is continuing till date (date of bidding).

h) Details of CA Qualified professionals:

S. No.	Name	Qualifications	Membership No. (if any)	Date of Joining the firm
1				
2				
3				
4				
5				

* Qualified professional must be on roll for at least last 3 months from the cutoff date (i.e 31.03.2025). Resume of the employed professional shall be attached

i) Details of Semi- Qualified professionals:

S. No.	Name	Qualifications	Date of Joining the firm
1.			
2.			
3.			
4.			

* Resume of employee shall be attached along with declaration duly signed by the concern semi qualified professional that he is continue till date (date of bidding).

III. Details of Professional Experience during last five years

i. Accounts Preparation

S. No.	Name of the Company	Work experience/ Service rendered	*Operating turnover of the company per annum in Rs. Cr. (in the year of assignment)	*Industry (Banking/PSU / Power Sector & others)	Period of the assignment
1					
2					
3					
4					
5					

* Documentary evidence like work order or completion certificate of the same must have to be submitted.

Appendix A

Sl. No.	Name of Partner	Membership No.	Date of joining as a partner Partner	Date of Issue of Certificate of Practice	Date of Fellow Membership

Note: - Copy of Partnership Deed / Relevant Document issued by the Institute/available at Institute's site and copy of Certificate of Practice of each partner are to be enclosed.

IV. Whether Firm Already worked as Tax Consultant of erstwhile JSEB: if yes, provide the details with documentary evidence.

Declaration:

I, _____, partner of _____ do hereby declare that the particulars and details furnished in this application in points (I) to (IV) above are true to the best of my knowledge and belief.

Place:

Date:

Name & Signature of partner under seal

Annexure 1: Reporting Requirement

At the end of each month the firm has to submit the following reports/ certificate with their bill to the Sr. Manager (F&A) of respective JUSNL Hq/Zone office.

- Complete vouching, verification and accounting vouchers, cash book, bank book has been made in tally as per the accounting requirement of IND-AS upto the period.....
- All reconciliation of transaction of reconciling heads like all ICT, board working fund, etc. has been made upto the period.....
- Each item included in the trail balance uptomonth/quarter/ year..... has been vouched, checked and verified for final submission to the compilation department.
- The required ledger like All Advance ledger, EMD ledger, GPF, EPF, NPS, LIP, GSS ledger, Income Tax (TDS), GST (TDS) ledger, loan register, Fixed assets register, control ledgers and its subsidiary ledgers etc. has been updated upto.....
- Any other reportable matter which require proper care/ attention of management. (Note: - After lapse of 15 days this matter will also require to be reported to the appropriate higher authority or tendering authority).
- If any of the assigned works/ responsibilities are not completed, detail reason of the same and expected timeline to complete the same shall be mentioned.

Name & Signature of partner under seal

Name & Signature of Verifying officer

Annexure 2: Bank Guarantee for Contract Performance

(To be executed on non-judicial stamp paper of appropriate value applicable to the place of execution as per Stamp Act)

Bank Guarantee No.

Date.....

To

[JUSNL's Address]

Dear Sirs,

In consideration of Jharkhand Urja Sancharan Nigam Limited (hereinafter referred to as 'Purchaser/JUSNL' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s with its Registered/Head Office at(hereinafter referred to as the 'Firm' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Letter of Award No..... dated valued at for (Scope of Contract) and the Firm having agreed to provide an irrevocable Contract and Performance Guarantee for the faithful performance of the entire Contract equivalent to **ten percent (10%)** of the said value of the Contract to the Purchaser.

We (Name and Address) having its Head Office at hereinafter referred to as the 'Bank' which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay JUSNL, on demand any and all monies payable by the Firm to the extent of as aforesaid at any time upto.....@.....(day/month/year) without any demur, reservation, contest recourse or protest and or without any reference to the firm. Any such demand made by JUSNL on the Bank shall be conclusive and binding notwithstanding any difference between JUSNL and the firm or any dispute pending before any Court, Tribunal or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of JUSNL and further agrees that the guarantee herein contained shall continue to be enforceable till ninety (90) days after the validity of this guarantee.

JUSNL shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the Contract by the firm. JUSNL, shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or

of any right which they might have against the Firm and to exercise the same at any time and any manner, and either to enforce or to bear to enforce any covenants, contained or implied in the Contract between JUSNL and the Firm or any other course of remedy or security available to JUSNL. The Bank shall not be released of its obligations under these presents by any exercise by JUSNL of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of JUSNL or any other indulgence shown by JUSNL or by any other matter or thing whatsoever which under the law would but for this provisions have the effect of relieving the Bank.

The Bank also agrees that JUSNL at its option shall be entitled to enforce this guarantee against the Bank as a Principal debtor, in the first instance without proceeding against the Firm and notwithstanding any security or other guarantee that JUSNL may have in relation to the Firm's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to and shall remain in force up to and including and shall be extended from time to time for such period, as may be desired by M/son whose behalf this guarantee has been given.

All rights of JUSNL under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless a demand or claim is lodged by JUSNL under this guarantee against the Bank within ninety (90) days from the above mentioned date or from the extended date.

Dated thisday of20 at

Witness:

For and on behalf of the issuing bank

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)