

## **Jharkhand State Livelihood Promotion Society**

(Under Rural Development Department, Govt. of Jharkhand)

2<sup>nd</sup> Floor, JSAMB Building, Itki Road, Hehal, Ranchi-834005

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**No: JSLPS/1758**

**Date:27/07/2023**

### **Notice Inviting Proposal for hiring of chartered Accountants Firms for appearing before the Income Tax Deptt regarding Scrutiny of books of account of JSLPS for the AY 2022-23 (Financial Year 2021-22)**

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Sealed proposals are invited from different experience Chartered Accountant firms to provide the consulting services for appearing before the Income Tax Department regarding Scrutiny of the books of Accounts of JSLPS for the AY 2022-23 (Financial Year 2021-22). The detailed terms & conditions with Terms of Reference (ToR) are available in the website of JSLPS e.g [www.jslps.in](http://www.jslps.in), which can be downloaded for use. Interested firms may submit their proposals super-scribing as “**Proposal for Income Tax Scrutiny**” to undersigned on or before 15.30 hours on **10<sup>th</sup> August, 2023** by post/courier or by persons.

Sd/-  
**Chief Executive Officer**

Copy to: Notice Board/Website of JSLPS for display.

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## **TERMS AND CONDITIONS**

- 1) The firm should complete the assignment as described in the Terms of Reference placed at **Annexure-I**.
- 2) Each firm shall submit only one proposal, alternative proposals or any conditional offer shall not be accepted.
- 3) The Prices shall be quoted in Indian National Rupees only.
- 4) The proposal shall remain valid for a period not less than **45 days** from the date of opening of the technical proposal from the last date specified in the document.
- 5) The assignment should be taken up immediately after signed of the contract and should be completed on or before **31<sup>st</sup> March'2024** from the date of award of contract.
- 6) **Eligibility Criteria:**
  - a) Copy of GST Registration Certificate & PAN of the CA firms.
  - b) Confirm to the terms and conditions of the ToR.
  - c) Minimum 15 years Past Experience in the field of Income Tax.
  - d) Minimum annual average turnover should be Rs. 5.00 lakhs during the last three financial years FY- 2019-20, 2020-21 & 2021-22.
  - e) Alternative offer shall not be accepted.
  - f) Duly filled up Technical and financial proposal format placed at Annexure -II & III.
- 7) **Submission of proposal:** The technical and financial proposal shall be submitted separately super-scribing as '**Technical proposal**' and '**Financial Proposal**' and both the proposal should be put in a single envelop and submit within the stipulated date and time as mentioned. Any proposals received beyond the last date and time as mentioned, shall not be taken into consideration..
- 8) **Evaluation Criteria:** Technical proposal will be opened first and those agencies qualify technically, only their financial proposals shall be opened. The technical proposal shall be evaluated as per technical parameters mentioned in the technical proposal placed at **Annexure-II**.
- 9) The proposals will liable to be rejected if any of the above conditions is not complied with.
- 10) **Award of Contract:**

The contract shall be awarded with the lowest responsive firms, whose proposal has been determined to be substantially responsive and who has offered the

lowest evaluated price. The terms of the accepted offer shall be incorporated in the contact document.

- 11) **Payment:** The consultancy fees including both remuneration and reimbursable expenditure will be paid only after completion of the assignment in support of production of original bills as per actual along with work completion report/documents.
- 12) Any efforts by the firms to influence the purchaser in its decision on proposal evaluation or award of contract may result in rejection of the firms offer.
- 13) Purchaser reserves the right to accept or reject any proposal(s) and to cancel the bidding process at any time prior to award of contract.
- 14) Any legal dispute arising out of this is subject to Ranchi jurisdiction only.

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**Annexure-II****Format for submission of technical proposal**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Compliance (supporting document to be enclosed)</b>
01	Name of the CA Firm	
02	Registered Office (Complete Address with Tel./Mob. No. and Email ID)	
03	GST Registration No. & PAN (Copy to be enclosed)	
04	Average Annual Turnover <b>Rs. 5.00 lakhs</b> (Excluding GST) and above during financial years 2019-20, 2020-21 & 2021-22 as per Audit. (Enclose trading P/L Account)	
05	Minimum 15 years as past experience in the field of Income Taxes/related field required. (enclosed the relevant document to establish the experience)	
06	Minimum 5 nos.of CA associated with the firm as partner.	

This is to certify that the above information's and figures are based on facts and records and if any deviation noticed at any point of time, the tender shall not be taken into consideration, firm will be blacklisted form this organization and order will be cancelled.

**Signature of the firm**  
**Seal and signature:**  
**Date:...../...../2023**

**Annexure-II****Format for submission of Financial proposals**

<b>Sl. No.</b>	<b>Name of the Activity</b>	<b>Amount (Rs.) excluding taxes</b>
01	Remuneration cost towards Key Experts fees excluding travel and accommodation	Rs. -
02	Reimbursable cost towards accommodation, travel and other ancillary expenditure to complete the assignment. Payment will be made as per actual and the total cost should be within the ceiling price of reimbursable cost.	Rs.
03	Total (Rs.)	
04	Taxes (Rs.)	
05	Grand Total (Rs.) (3+4)	

We hereby certify that we will complete the assignment within the above quoted price and payment will be claimed only after completion of the assignment.

**Signature of the firm**  
**Seal and signature:**  
**Date:...../...../2023**

**Terms of Reference towards the consulting services to appear faceless assessment for the AY-2022-23**

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**a) Background:**

Income Tax Department issued a notice and selected JSLPS as part of Income Tax Scrutiny of books of account for the AY 2022-23 (Financial Year 2021-22)

In this backdrop, the consultancy service of a Chartered Accountant firm is required by JSLPS to appear for the scrutiny case as per the timeline notified by the Income Tax Department. The proceedings will be conducted electronically in e- proceedings facility through JSLPS account in e-filing website of Income tax on faceless mode.

**b) Objectives & Scope of works:**

- a) To attend scrutiny as per the date intimated by Income Tax Department either faceless/ physical presence to resolve the cases.
- b) To prepare & provide all relevant document as required by Income Tax Department from time to time.

**c) Key qualifications and requirement:**

The Chartered Accountant firm should have at least 15 years of experience and well experience and qualified Chartered Accountant to handle the case with the Income Tax Authorities.

**d) Support from JSLPS:** JSLPS will provide all the relevant data/documents to the selected agency to filing the petition before the Income Tax Authorities.

**e) Payment terms:** The consultancy fees including both remuneration and reimbursable expenditure will be paid only after completion of the assignment in support of production of original bills as per actual along with work completion report/documents.

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