

**Request for Proposal (RFP)**

*for*

**Selection of a Chartered Accountant firm for Scrutiny of Financial Incentive Proposals under various industrial policies and providing technical support in other financial/ facilitation council related works**

*at*

**DIRECTORATE OF INDUSTRIES,  
Department of Industries,  
Government of Jharkhand  
3<sup>rd</sup> Floor, Nepal House,  
Doranda, Ranchi-834002**

**August, 2023**

**DIRECTORATE OF INDUSTRIES,  
Government of Jharkhand  
3<sup>rd</sup> Floor, Nepal House,  
Doranda, Ranchi-834002**

**1. INVITATION FOR REQUEST FOR PROPOSAL**

Directorate of Industries, Government of Jharkhand invites Request for Proposal (RFP) from various Chartered Accountant Firms for a period of three years (Initially for one year subject to renewal for two more years based on satisfactory performance) for Selection of an Agency for Scrutiny of Financial Incentive Proposals under various industrial/sectoral policies and providing technical support in other finance-related works.

The Agency will be responsible for:

1. The task involves examining incentive proposals for various policies of the department and providing observations and recommendations to the Directorate of Industries, Government of Jharkhand.
2. To examine all the Cases filed with Jharkhand MSME Facilitation Council Monitoring and getting the meetings of MSME Facilitation Council conducted, preparation of its agendas and proceedings of the meeting.
3. To thoroughly check the Bank appraisal report, DPR and any other reports to establish a valid project cost of the companies and identify related discrepancies, if any.
4. To create a functional specification for the development of an online system for distributing incentives through the Single Window System, and to collaborate with the IT team of the Single Window System to implement it effectively.
5. Any other related work assigned by the Directorate of Industries from time to time.

The RFP document contain the details of eligibility criteria, submission requirement, scope of work and evaluation criteria etc. Further details, if any, may be obtained from Under Secretary, Directorate of Industries, Government of Jharkhand during working hours.

Last date for submission of RFP is **16th August, 2023 upto 1500 hrs.** Tender/Bid containing RFP, Technical Bid Docs, Financial Bid Doc, non-refundable fee of Rs 5000 (Rupees Five Thousand) only by way of Demand Draft in favour of "Director- Industries", payable at Ranchi and refundable Earnest Money Deposit of INR 1 (One) Lakh, in the shape of Bank Guarantee in favour of Director - Industries, payable at Ranchi from any schedules/nationalized bank has to be submitted physically at Directorate of Industries by 16<sup>th</sup> August, 2023 upto 1500 hrs.

Sd/- Director  
Industries  
Government of Jharkhand

Note: Department reserves the right to cancel this RFP and/or invite afresh with or without amendments, without liability or any obligation for such RFP and without assigning any reason.

## 2. Fact Sheet

S. No.	Particulars	Details
1	Publishing of RFP/ Tender on website	August 02, 2023
2	Period of downloading and Submission of tender	Start date: August 02, 2023 to End date, August 16 2023, 3:00 PM
3	Last date for receiving queries	August 07, 2023
4	Response to queries	August 09, 2023
5	Technical proposal opening	August 17, 2023, 3.30 PM
6	Presentation on approach & methodology	August 18, 2023
7	Financial Bid Opening	To be notified
8	Cost of Tender	INR 5,000/- in Form of Demand Draft in favour of Director- Industries, Ranchi (to be submitted physically latest by 3.00 PM on 16 August, 2023)
9	Earnest Money Deposit (EMD)	INR 1,00,000/- (Rupees one lakhs only) in form of Bank Guarantee in favour of Director- Industries, Ranchi by 3.00 PM on August 16, 2023)
10	Website for downloading Tender Documents	<a href="https://www.jharkhand.gov.in/industries">https://www.jharkhand.gov.in/industries</a>
11	Mode of submission of Tender	Offline
12	Contact Details	Directorate of Industries, Nepal House, Doranda, Ranchi, Jharkhand 834002 Mobile: +91 9431361695 Website: <a href="https://www.jharkhand.gov.in/industries">https://www.jharkhand.gov.in/industries</a> Email: <a href="mailto:jhr-doi@nic.in">jhr-doi@nic.in</a>

## 3. SCOPE OF WORK

- 3.1 The task involves examining both online and offline incentive proposals for various policies of the department and providing observations and recommendations to the Directorate of Industries, Government of Jharkhand.
- 3.2 To examine all the Cases filed with Jharkhand MSME Facilitation Council Monitoring and getting the meetings of MSME Facilitation Council conducted, preparation of its agendas and proceedings of the meeting.
- 3.3 To create a functional specification for the development of an online system for distributing incentives through the Single Window System, and to collaborate with the IT team of the Single Window System to implement it effectively.
- 3.4 Preparation of Standard Operating Procedure for incentive disbursement under different policies of the state.
- 3.5 To evaluate financial aspects of the applicant to check the organization's project cost, and entitlement under different policies in order to establish whether the applicant is eligible for

incentive disbursement under any of the industrial policies by thoroughly evaluating the Bank appraisal report, Detailed Project Report (DPR) and any other reports to establish a valid project cost of the companies and identify related discrepancies, if any.

**3.6** Mid-term review of the existing policies and providing suggestions for the upcoming policies.

**3.7** Development of collaterals will also be done by the agency, e.g.- Calculation sheet, Validation sheet etc. for the disbursement of incentives.

**3.8** Any other related work assigned from time to time by the Directorate of industries.

#### **4. ELIGIBILITY:**

The minimum eligibility criteria will be as below along with submission of all annexures attached with (proper indexing and serial number) herewith.

- a) The applicant CA firm should be empaneled with the Comptroller and Auditor General of India (C&AG). [Last empanelment certificate required FY 2022-23]
- b) The Bidder firm should have a minimum experience of ten years as a practicing Firm/LLPs in India and should have a head office or branch office in Jharkhand.
- c) The bidder should have experience of conducting assignments of Internal audit of PSU/ Government undertaking/ Listed Private Companies. Details of Audit experience should be given in the below-prescribed format.

Name of the area/sector	Name of the Company/ body audited	Government Authorities /PSU's	Year of audit 2017-18 2018-19 2019-20 2020-21 2021-22	Nature of Assignment

- d) The bidder should have an average turnover of INR.50 (fifty) Lakh in the last three Financial Year i.e. 2019-20, 2020-21 and 2021-22.

Financial Years	2019-20	2020-21	2021-22
Annual Gross Receipts (in INR Lakhs) excluding GST			

- e) The Bidder must have at least 5 Chartered Accountants associated with the firm/LLPs as per the ICAI certificate.
- f) The Bidder firm should be registered with Income Tax and GST Authority. GST & PAN should be submitted.
- g) The Bidder should not have been blacklisted from any State/Central Government department or Central / State PSU/ Authority as on the bid submission date. Self-declaration regarding the non-blacklisting of the firm should be submitted.

## 5. Team Composition

The team for the engagement should comprise of the following:

#	Position	Number	Qualification and Experience
1	Team Leader	1	Chartered Accountant with post qualification relevant experience of 5 years with a minimum 3 years in state/central govt. or PSUs
2	Team Member	1	Chartered Accountant with post qualification relevant experience of 3 years with a minimum 1 years in state/central govt. or PSUs

Note:

- If at any point in time, the DIRECTORATE feels that a resource is not up to the mark, a replacement will be demanded in written, and will need to be obliged within 2 weeks.
- The consultant is not expected to change the team from what is proposed as a part of the response to this RFP. However if a resource needs to be changed due to unforeseen circumstances, the consultant needs to give it in written to the Client and only upon agreement, the replacement may be carried out.
- No Third Party Resources will be provided. All Resources will have to be on Company Rolls as on the date of the commencement of Project. Failure to do so will lead to rejection and blacklisting.
- DIRECTORATE may engage additional resources on the role of Expert, payment for which will be based on the rate quoted by selected bidder for the specific Expert.
- All resources will work from the office provided by directorate in Nepal House or any other place as and where provided.

## 6. PERIOD OF CONTRACT:

The consultants will be initially engaged for a period of one year starting from the date of the order. This engagement may be extended for an additional period of two years on a year-to-year basis, with the same rate, terms, and conditions, subject to their satisfactory performance.

## 7. BIDDING:

First, The Technical bid will be opened. The Financial bid may be opened in presence of technically qualified Bidders. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening is as follows:

- Technical Bid
- Financial Bid

### 7.1 Mode of submission of Bid/Tender

Bid/Tender has to be submitted physically at Directorate of Industries along with the physical copy of bid/Tender Document fee and EMD on or before the deadline of date and time as mentioned in the fact sheet.

### 7.2 Tender Document Fee

- Cost of tender/bidding document of Rs 5000 (Rupees Five Thousand) only by way of Demand Draft in favour of "Director- Industries", payable at Ranchi issued by any nationalized /scheduled Indian after the date of publication of Tender.

- b) Tender Document fee has mandatorily to be submitted physically till June 28, 2023 at 3.00 PM.
- c) Proposals received without or with inadequate Tender Document fees shall be rejected.

### 7.3 EMD

- a) Earnest Money Deposit of INR 1 (one) Lakh, in the shape of Bank Guarantee in favour of “Director-Industries”, payable at Ranchi from any schedules/nationalized bank and valid for 120 (one hundred twenty) days from the date of receipt of tender.
- b) EMD has mandatorily to be submitted physically till August 16, 2023 at 3.00 PM
- c) Original hard copy of EMD received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- d) EMD of all unsuccessful Bidders would be refunded within 60 Days of the selection of Successful Bidder. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee which shall be 10 percent of the project cost.
- e) EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.

### 7.4 Submission of Responses

- a. Technical Bid (containing)
  - i. EMD and Tender Document Fees
  - ii. Cover letter and Eligibility Criteria supporting documents as detailed in section-4
  - iii. Technical Proposal
- b. Financial Bid (containing)
  - i. Cover Letter
  - ii. Financial Proposal

### 7.5 Tender Opening

The Proposals submitted up to date and time mentioned in this RFP document by the Tender committee authorized by the Directorate of Industries in the presence of such of those Bidders or their representatives who may be present at the time of opening. The representatives of the Bidders should be advised to carry an identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the Proposal.

## 8. Evaluation and Selection

### 8.1 Technical Evaluation

S. No.	Technical Proposal Evaluation Parameters	Max Score	Supporting Documents
A	Turnover of the Firm	10	
A-1	Average annual turnover Up to 50 Lakh: 0 Marks Above 50 Lakh: 1 mark for every 20 lakh	10	Certificate from statutory auditor /audited financial statements for the previous financial year as mentioned,

<b>B</b>	<b>Similar Previous Experience</b>	<b>40</b>	
<b>B-1</b>	Experience of working on engagements with State Governments/PSUs/ private Listed Company in the domain of internal audit/statutory audit in the last 5 Financial years Experience with Three State Governments/PSUs/Private Listed Company: 5 Marks 03 (three) Marks for each additional companies up to 5 Companies: 15 marks	20	Letter of Award /Agreement /Certificate from the Client showing the time period and contract value
<b>B-2</b>	Chartered Accountants associated with the firm Upto 5 chartered Accountant: 0 Marks Above 5 Chartered Accountant: 1 mark each for 2 additional Chartered accountants	20	ICAI Certificate as on date
<b>B-3</b>	experience as a practicing Firm/LLPs in India up to 10 Year: 0 Marks 1 mark each for additional 3 years of experience	10	Certificate of Registration from ICAI
<b>S. No.</b>	<b>Technical Proposal Evaluation Parameters</b>	<b>Max Score</b>	<b>Supporting Documents</b>
<b>C</b>	<b>Approach and Methodology</b>	<b>30</b>	
<b>C-1</b>	<ul style="list-style-type: none"> <li>Approach &amp; Methodology for execution of assigned work: 8Marks</li> <li>Understanding of the Project including incentive structure and knowledge of various policies, disbursement guideline: 8 Marks</li> <li>Project Plan and work breakdown structure: 8 Marks</li> <li>Proposed Tools and technologies for effective management of project: 6 Marks</li> </ul>	30	(Technical Proposal & Technical Presentation (PPT) by Project Manager of the team or team member)
<b>D</b>	<b>Experience of the Core Team</b>	<b>20</b>	
<b>D-1</b>	Team Experience: <b>1.Team Leader:</b> 05 year of Experience: 0 Marks More than five year of experience: 2 marks for each year maximum 10 marks <b>2. Team Member:</b> 03 year of Experience: 0 Marks More than three year of experience: 2 marks for each year maximum 10 marks	20	Enclose CV as per format defined in the RFP with consent from the proposed personnel
	<b>Total</b>	<b>100</b>	

Bidders may submit only relevant project experience while preparing the technical proposal. **A minimum of 60 marks in Technical Evaluation is mandatory for the bid to be qualified for financial evaluation stage.**

## 8.2 Financial Evaluation

The Bidder shall be selected on the basis of Quality cum Cost Based System (QCBS), whereby

Technical Proposal will be allotted weightage of 60% and Financial Proposal will be allotted weightage of 40%. The Proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal as stated below. The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.

Financial Proposals of only those Applicants who scores at least 60% marks in Technical Proposal evaluation shall be opened and evaluated as per financial evaluation criteria.

The Financial Proposals shall be given scores as follows:

$S_f = 100 \times F_m / \text{Financial Proposal of Applicant under consideration}$

1.  $F_m$ : Lowest Financial Proposal

2.  $S_f$ : Financial Score

For selection of Consultant/Advisor, final ranking will be determined based on the combined total score for each Bidder separately. This will be done by applying a weight of 0.60 (or 60 %) and 0.40 (or 40%) respectively to the technical and financial scores of each qualifying Proposal.

The Total Score of Technical Proposal and Financial Proposal shall be computed as follows:

$\text{Total Score} = (T_m \times 0.60) + (S_f \times 0.40)$   $T_e$ : Technical score

$T_m$ : Technical Marks  $S_f$ : Financial Score

#### Minimum Financial Quote

Name of Position	Min. Financial Quote
Team Leader	55000 Per Month
Team Member	45000 Per Month

Tender below minimum limit would be rejected

### 8.3 Selection

- The Bidder scoring the highest Total Score shall be declared as the —Selected Consultant
- In case of tie, the applicant with longer experience will be preferred based on the year of practice.
- Decision of The Director, Department of Industries, Government of Jharkhand shall be binding on all the participants.

### 9. PAYMENT:

Payment Terms: Monthly payment will be made along with taxes and duties (as applicable) on the basis of rate awarded, subject to fulfilment of other terms and conditions of the contract and a list of “deliverables”

### 10. OTHER TERMS AND CONDITIONS:

#### 10.1 Disqualifications: -

The applicant would be disqualified while selection or during its ongoing work if:-

- a) The applicant has been cautioned or any action has been taken against the applicant or its firm or any of the partners by ICAI/ICWAI or any other such authority.



- b) The applicant is associated with any industrial unit established within Jharkhand or its regional offices during the assignment.
- c) Any court case or arbitration relating to disciplinary matter is pending against the applicant or its firm or any of the partners.
- d) Any action/disqualification or any similar action taken by any Centre /State Government, Govt. Organization, PSU in relation to performance, professional misconduct, unethical activities or financial transactions.

Note: Self certification required for Para 10.1 (a-d)

#### **10.2 Indemnity:**

The firm shall defend, indemnify and hold during and after the term of the contract from any liabilities, damages, claims, fines, penalties, actions, proceedings and expenses of whatever nature arising and resulting from the non-compliance or violation of any law by the consultant.

#### **10.3 Jurisdiction of Courts:**

Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Courts of Ranchi only.

#### **10.4 Disclaimer:**

The Department of Industries, Government of Jharkhand reserves the right to accept or reject any or all responses and to request additional submission or clarification from applicant (s) or any other concerned organization at any stage or to cancel the process entirely without assigning any reason.

#### **10.5 Termination:**

- The Directorate of Industries, GoJ may without prejudice to any other remedy/claim for breach of contract, terminate the contract in whole or part by giving not less than 15 (fifteen) days written notice of default to the consultant.
- The engagement/empanelment of the Consultant shall be completely at the discretion of The Directorate of Industries, GoJ
- Sub-contract of the work is not permissible.
- No document presented by the applicant after closing date and time of the Bid will be taken into account by the Evaluation Committee unless otherwise called for during technical scrutiny by tender committee as clarification. This, however, will have no bearing with the price quoted in the priceBid

### Proposal Covering Letter- Annexure-I

Date: .....

Director, Industries  
3<sup>rd</sup> Floor, Industry Department,  
Nepal House, Doranda, Ranchi, Jharkhand-834002

Dear Sir,

We.....(Name of the Bidder) hereby submit our Proposal in response to notice inviting tender date .....and tender document no. .... and confirm that:

1. All information provided in this Proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bids is 180 days from the last date of submission of Proposal, and
4. We are quoting for all the services mentioned in the Scope of Work of the RFP.
5. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies/PSUs.
6. We resolve to state that after entering the agreement to work , we will be no more associated with any industrial unit established within Jharkhand and has applied for incentive under any industrial policy during the assignment.
7. Industries Department may contact the following person for further information regarding this tender:  
Name and full address of office:  
Contact No.-  
Email ID:  
Company Name:
8. We are submitting our Eligibility criteria, Proposal bid documents and technical bid documents along with original DD of Tender Document Fee & EMD.

Yours sincerely, Signature  
Full name of signatory  
Designation Name of the  
Bidder (firm etc.)

**Annexure – II**  
**Format for Technical Bid**

1. Name of the Applicant :
2. Registration No. of the Individual/ Firm :  
(Institute of Chartered Accountants of India  
/Institute of Cost Accountants)
3. Date of Registration :
4. PAN No. :
5. Details of Office at Ranchi :

9. Details of Partners in case Applicant is a Firm				
Details of Sl. No.	Name of the Partner	Membership No.	Membership Status ACA/ FCA/ACMA/FCMA/	Date of joining the firm as Partner
1				
2				
3				
4				
5				

7. Details of Experience as Tax consultant in State Govt./PSU/listed Private Company (For CA/CMA Applicants and firms)				
Sl. No.	Name of the Client	Period of Engagement	Copy of appointment letter	Remarks
1				
2				
3				
4				

**Annexure – III**

**Format for Financial Bid**

S. No.	Position	Number	Unit Monthly Rate without taxes (in INR)	Total
1	Team Leader	1		
2	Team Member	1		
<b>Total</b>		2	<b>Total</b>	
			GST @18%	
			<b>Grand Total</b>	
<b>Amount in words</b>				

**Note: The above rate is all inclusive charges, no TA/DA and out of pocket expenses will be paid separately.**

Signature and Seal of Applicant

Date:

Seal:

#### Annexure-IV: Format for Professional Experience Citation

Assignment Name		Country
Project Location within the Country		Professional Staff provided by your Firm/ Company
Name of Client		No. of Staff
		No. of Person Months
Start Date	Completion Date	Approx. Value of Services
Name of Associated Firms (s)if any		No. of Professional Staff Months provided by Associated Firms(s)
Name of Senior Staff (Project Director/ Coordinator, Team Leader) involved, and functions Performed		
Detailed Narrative Description of Project		
Detailed Description of Actual Services Provided by your Firm		

## Annexure V: Format for Curriculum Vitae (CV) of Key Staff

Photo	1.Name:			
	2.Position:			
	4. Date of Birth:			
	5. Education:			
6. Employment Record	<u>From</u>	<u>To</u>	<u>Company</u>	Position Held
7. Brief Profile				
8. Countries of Work Experience				
9. Languages				
10. Representative Projects				
Nature of Work: Year: Location: Company: Position Held: Main Features: Activities Performed:				
Nature of Work: Year: Location: Company: Position Held: Main Features: Activities Performed:				
Signature:			Name:	