



झारखण्ड सरकार
झारखण्ड राज्य आवास बोर्ड
(नगर विकास एवं आवास विभाग)
हरमू, राँची, झारखण्ड-834002, E-mail : md.jshb@gmail.com



शुद्धि पत्र

झारखण्ड राज्य आवास बोर्ड, राँची द्वारा प्रकाशित निविदा सूचना संख्या JSHB/Acct./RFP/02/2025-26 (Tender ID: 2025_UDD_107950_1):SELECTION OF CAG empanelled Chartered Accountant Firm for compilation of Financial Statement of Jharkhand State Housing Board and implementation of accrual based Double Entry Accounting System (ABDEAS) for the period FY 2018-19 to FY 2022-23, में निम्नलिखित रूप से संशोधन किया जाता है:-

Sl. No.	Items	Dates as per Corrigendum Letter no. 42 Dtd. 07.01.2026	To be read as
1.	Last Date of Submission of proposal	20.01.2026 upto 15:00 Hrs	02.02.2026 upto 15:00 Hrs
2.	Date/Time of Online Technical Bid opening	22.01.2026 at 15:00 Hrs	05.02.2026 at 15:00 Hrs

शेष सभी शर्तें पूर्ववत रहेंगी।

प्रबंध निदेशक के आदेश से

सचिव

20.01.2026



झारखण्ड सरकार
झारखण्ड राज्य आवास बोर्ड
(नगर विकास एवं आवास विभाग)

हरमू, राँची, झारखण्ड-834002] Email : md.jshb@gmail.com



पत्रांक:-लेखा-16/2024.....1196

राँची, दिनांक26/12/2025

प्रेषक,

सचिव,
झारखण्ड राज्य आवास बोर्ड,
राँची।

सेवा में,

कार्यपालक अभियंता,
झारखण्ड राज्य आवास बोर्ड,
राँची/हजारीबाग प्रमण्डल।

विषय :-

झारखण्ड राज्य आवास बोर्ड का वित्तीय वर्ष 2018-19 से वित्तीय वर्ष 2022-23 तक का लेखा संकलन कार्य वाहय स्रोत (CAG empanelled C.A. firm) द्वारा करवाने संबंधी निविदा संख्या :-RFP : JHSB/Acct./RFP/02/2025-26 (PR. NO. 368439 Jharkhand State Housing Board (25-26): D dated 13/12/2025) का तिथि विस्तार के संबंध में।

प्रसंग :-

बोर्ड का पत्रांक 1172 दिनांक 12.12.2025 एवं ई-मेल दिनांक 12.12.2025

महाशय,

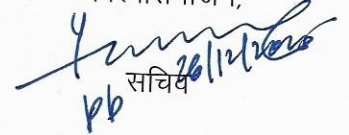
उपर्युक्त विषयक कार्य हेतु आपके द्वारा प्रकाशित निविदा RFP : JSHB/Acct./02/2025-26 के संबंध में सूचित किया जाता है कि है कि वर्णित निविदा प्रस्ताव के प्रस्तुतिकरण के अन्तिम तिथि को 02.01.2026 से 20.01.2026 तक विस्तार किया जाता है।

अतः अनुरोध है कि निविदा प्रस्ताव के प्रस्तुतिकरण के तिथि विस्तार से संबंधित सूचना अधिकृत Website पर अपलोड करने की अग्रेतर कार्रवाई अतिशिघ्र करें।

सुलभ संदर्भ हेतु सूचना का प्रारूप संलग्न किया जा रहा है।

अनुलग्नक:-यथोक्त।

विश्वासभाजन,


सचिव
pb



Govt. of Jharkhand
Jharkhand State Housing Board
(Urban Development & Housing Department)
Harmu, Ranchi-834002, E-mail : md.jshb@gmail.com



**Notice for Date Extension
of
Request for Proposal**

(RFP : JSHB/Acct./RFP/02/2025-26)

(PR. NO. 368439 Jharkhand State Housing Board (25-26): D dated 13/12/2025)

Name of the Work	Selection of CAG empanelled Chartered Accountant Firm for Compilation of Financial Statement of Jharkhand State Housing Board and implementation of Accrual Based Double Entry Accounting System (ABDEAS). Financial Statement shall be prepared for below accounting system. • Preparation of Financial Statement on the Basis of Accrual Based Double Entry Accounting System for the period FY 2018-19 to FY 2022-23.
Due to receipt of a large number of queries and clarification request related to technical specification, additional time is required to incorporate necessary modifications and to publish Corrigendum/ Addendum and thus, the last date of submission of Proposal is hereby, extended from 02.01.2026 (Fri) to 20.01.2026 (Tue).	

By the Order of Managing Director

Sd/-
Secretary
Jharkhand State Housing Board



RFP NO : JSHB/Acct./RFP/02/2025-26

Date: 16.12.2025

Request **for Proposal (RFP)**

Request for proposal (RFP) is invited from CAG empanelled Chartered Accountant firm for Compilation of financial statement of JSHB in Accrual Based Double Entry Accounting system (ADBEAS) for FY 2018-19 to FY 2022-23.

Interested CA firms may download further details from Jharkhand procurement (e-procurement) website: <https://jharkhandtenders.gov.in>.

The last date of receipt of proposal is 02.01.2026 upto 3:00 PM.

The MD, JSHB reserves the right to accept or reject any or all bids without assigning any reasons thereof.

Dated: 16.12.2025
Place: Ranchi

M.D.
Jharkhand State Housing
Board, Ranchi



**GOVERNMENT OF JHARKHAND
JHARKHAND STATE HOUSING BOARD**



Selection of CAG empanelled chartered Accountant Firm for compilation of Financial Statement of Jharkhand State Housing board and implementation of Accrual Based Double Entry Accounting System (ABDEAS).

Request for proposal

Date: 16.12.2025

Sale/Down load of RFP document	:	From 16.12.2025
Pre-Bid conference	:	23.12.2025
Submission of proposal document	:	18.12.2025 to 02.01.2026
Opening of Proposals	:	06.01.2026

**GOVERNMENT OF JHARKHAND
JHARKHAND STATE HOUSING BOARD**

Date:-16.12.2026

Request for Proposal

1	Name of the Work	Selection of CAG empanelled Chartered Accountant Firm for compilation of Financial Statement of Jharkhand State Housing Board and implementation of Accrual Based Double Entry Accounting System (ABDEAS). Financial Statement shall be prepared for below accounting system. • Preparation of Financial Statement on the basis of Accrual Based Double Entry Accounting System for the period FY 2018-19 to FY 2022-23.
2	Mode of submission of bids	e-tender (online)
3	Tender Fee & Earnest Money Deposit (EMD) (In INR)	Cost of Tender Document : Rs. 10,000.00 (Rs. Ten Thousand only) Processing Fee : Rs. 20,000.00 (Rs. Twenty Thousand only)
4	Statutory Audit of Financial Statement of JSHB	Financial Statement of below mentioned needs to be prepared : No. of Divisions : 5 Head quarters accounts : 1 Consolidated Financial statement : 1
5	Number of years for which accounts needs to be Audited	5 years Accrual Based Double Entry Accounting System (From FY 2018-19 to FY 2022-23)
6	Total time period for completion of work	5 Months
7	Date of starting of Sale / downloading of Tender document	16.12.2025 at 10:00 Hrs. from WWW.Jharkhandtenders.gov.in (Tender link)
8	Last Date for Submission of pre-bid queries	22.12.2025
9	Date of Pre Bid Conference	23.12.2025
10	Date of start of Submission of Bids	18.12.2025
11	Last Date/ Time for Submission of Bids	02.01.2026 till 3:00 PM
12	Date of Technical Bid opening	06.01.2026
13	Bid Sale/ Submission address	Jharkhand State Housing Board, Head quarters, Harmu, Ranchi-834002
14	Helpline No.	0651-3510037

Sd/-

**Managing Director
Jharkhand State Housing Board**

**GOVERNMENT OF JHARKHAND
JHARKHAND STATE HOUSING BOARD**

DISCLAIMER

1. Though adequate care has been taken while issuing this RFP, the Applicant CHARTERED ACCOUNTANT 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 respects.
2. Jharkhand State Housing Board 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. Jharkhand State Housing Board reserves the right to reject any or the entire Proposal without assigning any reasons whatsoever. No further correspondence will be entertained in this matter.

Sd/-

Managing Director
Jharkhand State Housing Board

GOVERNMENT OF JHARKHAND JHARKHAND STATE HOUSING BOARD

Selection of CAG empanelled chartered Accountant Firm for compilation of Financial Statement of Jharkhand State Housing board and implementation of Accrual Based Double Entry Accounting System (ABDEAS).

Financial statement shall be prepared on below accounting system:

- Preparation of financial Statement on the basis of Accrual Based Double Entry Accounting System for the period from FY 2018-19 to FY 2022-23.
1. The Jharkhand State Housing Board (“JSHB” or the “Authority”) is engaged in development of various housing schemes and related infrastructure facilities in the state. The objective of the Board is to ensure provision of quality housing accommodation at affordable prices for all sections of the society.
 2. One of the many facets of improved good governance is maintaining complete set of accounting records to ensure accountability and transparency in all government functions. This necessitates JSHB to convert its existing accounting and financial management system to such methods which have wide acceptance.
 3. Preparation of financial statement is a statutory requirement, however, financial statement of JSHB and its 5 divisions have not been prepared since FY 2018-19. JSHB, in the present scenario, with the help of a chartered Accounting firm has compiled its Financial statements for the period from FY 2000-2001 to FY 2017-2018 on the basis of available Cash Books etc. To update the financial records of Board’s Head quarters and Division Offices the existing system has therefore, created the following needs ;
 - a. Preparation of financial statement from FY 2018-19 to FY 2022-23 ;
 - b. Implementation and smooth functioning of Accrual Based Double Entry Accounting system .

Adoption & implementation of ABDEAS would enable JSHB in :

- i. Right decision, which leads to efficiency;
 - ii. Increased transparency & accountability in utilization of public fund.
- Accrual Based Double Entry Accounting Reform is a Gol flag-ship programmes and is one of the conditions stipulated by the 13th Finance Commission, 14th finance Commission, AMRUT etc. JSHB now envisions the adoption of Accrual Based Double Entry Accounting Reforms.

4. Accordingly sealed proposal is invited from experienced and well qualified CA Firm for the following :
 - a. Compilation of accounts of JSHB :
On Accrual Based double Entry Accounting System from FY 2018-19 to FY 2022-23.
 - b. Implementation and smooth functioning of Accrual Based Double Entry Accounting System in JSHB.
5. Accounting requirement:
 - a. Preparation of division account:
 - i. Ranchi,
 - ii. Jamshedpur,
 - iii. Dhanbad
 - iv. Hazaribagh
 - v. Dumka
 - b. HQs. Account
 - c. Consolidated Account of JSHB
6. Details with respect to submission of such proposal can be obtained from Jharkhand State Housing Board, Head quarters, Harmu, Ranchi on any working day between 16.12.2025 and 02.01.2026 upon payment of Rs 10,000.00 (Rupee Ten Thousand only) in the form of D.D. in favour of “Jharkhand State Housing Board” Payable at Ranchi or downloaded from Tender link : www.jharkhandtenders.gov.in. If RFP is downloaded from the site the cost of RFP Rs. 10,000 (Rupee Ten thousand only) will be submitted along with Technical Bid in the form of D.D. in favour of “Jharkhand State Housing Board” Payable at Ranchi.
7. The last date for submission of Proposal initially is 02.01.2026 up to 15:00 hrs
8. All communications including the submission of Proposal document should be addressed to:

Managing Director,
Jharkhand State Housing Board ,
Head quarters, Harmu, Ranchi -834002.
Phone : 0651-3510037
Email : md.jshb@gmail.Com

9. The technical Part of the Proposal shall be opened on 06.01.2026 at 15:00 hrs. in the JSHB office before a duly constituted committee. The Applicant Firm or their duly authorized representative may remain present at the time of opening of the technical bid.
10. Later on, the Financial Bid of Technically qualified bidders will be opened before the duly constituted committee at suitable time, date and place and that will be communicated to the technically qualified bidders.
11. The JSHB 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 Fee, Bid Security and Total Time Period of Work is defined in Table 1.1

Table 1.1			
	Selection of CAG empanelled Chartered Accountant firm for compilation of financial statement of Jharkhand State housing Board and implementation of Accrual Based Double Entry accounting System (ABDEAS). • Preparation of financial statement on the basis of Accrual Based Double Entry Accounting system for the period from FY 2018-19 to FY 2022-23	Rs.20,000/- (Rupee twenty thousand onl) in the form of demand draft in favour of "Jharkhand state Housing Board" payable at Ranchi	Rs.10,000/- (Rupee Ten Thousand only) in form of Demand Draft in favour of " Jharkhand State Housing Board" payable at Ranchi

13. Initially, Period of availability of tender document. date and time/ Pre-bid meeting/date of submission/opening of tender papers are given in Table 1.2.

Table 1.2						
Sl. No.	Procurement Agency	Place of opening	Availability of tender document		Pre Bid Conference	Date and Time of Bid Opening
1.	Managing Director, Jharkhand State Housing Board	Jharkhand State Housing Board, Head quarters, Harmu, Ranchi	Starting of sale /downloading of Bid Document from 16.12.2025	Bid Submission period 18.12.2025 to 02.01.2026 up to 3:00 PM	23.12.2025	06.01.2026

14. Tender Fee, Bid security and total time period of work is defined above .
15. Tender Fee (non-refundable) as mentioned in column 4 (as shown in table 1.1 above) shall be deposited online on Jharkhand Government e-procurement website : <https://jharkhandtenders.gov.in>.
16. The Bidder shall furnish processing fee for the amount as mentioned in column 3 (as shown in table -1.1). Processing fee shall be in form of Demand Draft drawn on a Nationalized /Scheduled Bank, in favour of “ Jharkhand State Housing Board “ payable at Ranchi.
17. Processing fee envelopes should contain the NIT No. and addressed to the Managing Director , Jharkhand State Housing Board, HQs., Harmu, Ranchi- 834002, Jharkhand with detail of bidder's address as well.
18. The tender shall be submitted in online mode i.e. only e-tender will be accepted. Only those bids will be entertained whose cost of bidding document (tender fee) has been paid and processing fee is received before 15:00 Hrs, on 02.01.2026 Jharkhand State Housing Board will not be held responsible for the postal delay, if any, in delivery of the document or non-receipt of the same.

Submission of Proposal:-

Bidders shall submit their proposals in online mode only i.e. e-tender only will be accepted within the time frame as specified in the RFP. The Processing fee in original shall be submitted in a sealed cover superscribed "Processing fee for compilation of accounts" .

The Technical Proposal shall be submitted online with all documents inside as per list of documents given in RFP.

The Financial Proposal shall also be submitted online in the duly filled in Financial Proposal Formats as given in RFP.

The above mentioned sealed cover shall be super scribed with the Name of firm, its address, and Name of the work as given in the RFP.

19. Pre- bid Conference : The interested bidders should confirm their participation and must submit their queries through post or email at md.jshb@gmail.com in writing before 23.12.2025 at 15:00 Hrs. Queries received after the set time limit shall not be considered in the Pre-bid conference.
20. Pre-bid Conference will be held at 15:00 Hrs. on 23.12.2025 at Managing Director's Office, Jharkhand State Housing Board, HQs, Harmu, Ranchi-834002, Jharkhand to clarify the queries. All the Chartered Accountant Firms who are interested in this proposal are requested to attend the Pre bid meeting.
21. The undersigned reserves the right to accept or reject all proposals without assigning any reason . It also reserves the right to postpone or to cancel the invitation and Pre bid meeting.
22. For any other clarifications related to bid submission, firms may contact Jharkhand State Housing Board telephonically on telephone no. 0651-3510037 before the last date of submission of the bid document during working hours.
23. Other details can be seen in the RFP document.

24. Bids without requisite details/documents are liable to rejection and Board will not entertain any further communication in such cases.

Sd/-
Managing Director
Jharkhand State Housing Board

Section -1

Instruction to Bidders

Instruction to Bidders

1. MINIMUM ELIGIBILITY CRITERIA

a. Technical Capabilities:

- i.** Chartered Accountant (CA) Firm (Lead firm and/or associate separately) should have at least five (5) years of experience of working in the accounting and financial management.
- ii.** The CA firm must be CAG empanelled as on the due date of this proposal.
- iii.** The CA Firm must be registered with ICAI (Institute of Chartered Accountants of India) and operational in India since last 10 (Ten) years from the date of publication of this RFP and must remain operational thereafter.
- iv.** The CA Firm must not have been blacklisted or Debarred by any State Govt/Govt. Agency/PSU/GoI during last three (3) years from time of submission of tender.
- v.** Joint ventures with other firms are not permitted for this assignment.
- vi.** CA firm must have at least 2 CA's as partner/employee
- vii.** The CA firm must have their head office or branch office set up in Jharkhand .

b. Financial Capabilities:

Average Annual turnover of the Firm from Consultancy services in last 3 (three) Financial years (2022-23, 2023-24 & 2024-25) must be equal or greater than Fifty (50) lakh per annum. The Bidder must submit the audited balance sheet and Profit and Loss statement certified by CA for the last three financial years. Provisional balance sheet and Profit and loss statement can be submitted for FY 2024-25. In case of Provisional balance sheet and Profit and loss statement, GST Returns to be submitted for proof of turnover.

2. LANGUAGE OF THE PROPOSAL

Applicant Firms are required to furnish all information and documents, as called for in this Document, in English Language. Any printed literature furnished by the Applicant Firm in other language, must be accompanied by an English translation. In that case, for the purpose of interpretation of the document, the English version duly authenticated will prevail.

3. SIGNING OF THE PROPOSAL

- a. Proposal shall be signed by the Applicant Firm or by its duly authorized person holding power of attorney for signing the proposal document. A copy of registered power of attorney shall accompany the Proposal.
- b. 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.
- c. In case the Proposal is submitted by a partnership firm, it shall be signed by 2 partners or 50% of the partners whichever is more 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 declare as lead partner by all other partners. All the correspondence would be done in the name of lead partner only.

- d. 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.
- e. 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 Applicant Firm. All pages of the Proposal and where entries or amendments have been made shall be initialled by the person or persons signing the Proposal.
- f. The Proposal shall ordinarily contain no alterations or additions, except those to comply with instructions issued by the Board, 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.
- g. 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

- a. The Applicant Firm shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purpose of clarification of the Proposal, if any.
- b. Board, in no case, shall be responsible or liable for any such costs regardless of the conduct or outcome of the bidding process.
- d. All payments to the CA Firm shall be made in INR in accordance with the provisions.

5. BOARD'S RIGHT TO ACCEPT OR REJECT PROPOSAL

- a. The decision of the Managing Director, Jharkhand State Housing Board regarding the opening of Proposals, evaluation and acceptance of the Proposal shall be final and binding on all the Applicant Firms.

- b. The Board reserves the right to accept or reject the Proposal at any time prior to award of Proposal, without thereby incurring any liability to the affected Applicant Firm or any obligation to inform the affected Applicant Firm on the grounds for the Board's decision.

6. PERFORMANCE GUARANTEE

- a. The qualified and selected applicant shall submit irrevocable performance bank guarantee, in prescribed format : - Form No.- F-3 from a scheduled commercial bank, at the time of signing the agreement.
- b. The successful applicant shall provide a Bank Guarantee amounting to 2% of the Project amount towards Performance Guarantee in favour of "Managing Director, Jharkhand State Housing Board", Payable at " Ranchi" for a period after two months of the agreement period.

7. SIGNING OF AGREEMENT

- a. The successful Applicant Firm will report in the office of the Managing Director, Jharkhand State Housing Board with required non-judicial paper of appropriate amount, to be purchased from the state of Jharkhand only, within 15 (fifteen) days, for signing the formal agreement between the parties.
- b. The signing of the agreement shall take place only after furnishing of performance guarantee. The agreement will be signed by the legally authorized person of the Applicant Firm as stated in RFP. If the applicant fails to sign the agreement in the specified time period, the performance guarantee, shall be forfeited.

8. TIME SCHEDULE OF CONSULTANCY

The CA Firm, thus selected, would be expected to provide services within the time frame as finalized by the Jharkhand State Housing Board.

9. GENERAL OUTPUTS AND TIMELINE EXPECTED FROM CA FIRM

The assignment is output based. The expected outputs and deliverables for CA Firm would be as below during period of assignment:

SN	Deliverable	Timeline
1.	Inception Report	One (1) week
2.	Balance Sheet, Income Expenditure A/c & other relevant schedule for the period FY 2018-19 to FY 2022-23	Twenty (20) weeks

10. HIGH LEVEL REVIEW COMMITTEE:

- a. A High level Review Committee at the Jharkhand State Housing Board level is proposed to be constituted to review the work of the CA firm and make sure that the work is proceeding according to the agreed programme. The Committee will ensure that the CA Firm work is not held-up for want of necessary data / information from JSHB. The committee will meet regularly for the purpose and will give orders for release of payments to the CA Firm.
- b. The committee will monitor the progress and make modifications on the programme as and when necessary.
- c. The CA Firm shall finalize a programme and submit fortnightly progress reports on tasks achieved and any other details required by High Level Review Committee.
- e. The progress report shall indicate inter-alia a status of the work completed and other information for monitoring progress. Reasons for shortfall should be clearly stated and suggestions for corrective measures be given.

11. INFORMATION FOR CA FIRM FOR SUBMITTING THE PROPOSAL

A. Technical Proposal :

- i. Bidders shall submit the technical proposal in the formats given in RFP. While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:
 - a. The processing fee is provided;
 - b. All forms are submitted in the prescribed formats and signed by the prescribed signatories;
 - c. CVs of all Key Personnel have been included;
 - d. No alternative proposal for any Key Personnel is being made and CV for each position has been furnished;
 - e. The CVs have been signed and dated, in blue ink, by the respective Personnel and Countersigned by the Bidder. Photocopy or unsigned/un-countersigned CVs shall be rejected;
 - f. The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
 - g. Key Personnel would be available for the period indicated in the TOR;
 - h. No Key Personnel should have attained the age of 65 years at the time of submitting the proposal;
 - i. Failure to comply with the requirements spelt out in above Clause shall make the Proposal liable to be rejected;
 - j. 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 Jharkhand State

Housing Board for a period of 3 (three) years. The award of this work to the Bidder may also be liable to be cancelled in such an event.

- k. The proposed team shall include experts and specialists (the “Professional Personnel”) in their respective areas of expertise and managerial/support staff such that the CA Firm should be able to complete the consultancy within the specified time schedule. The team shall comprise of 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 which shall remain attached with this RFP.

Jharkhand State Housing Board reserves the right to verify all statements, information, and documents submitted by the Bidder in response to the RFP.

B . Financial Proposal :

- i. Bidders shall submit the financial proposal in the prescribed format which is attached with this RFP (the “Financial Proposal”) clearly indicating the total cost of the Consultancy in Indian Rupees. It must be signed by the Bidder’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- ii. While submitting the Financial Proposal, the Bidder shall ensure the following:-
 - a. All the costs associated with the assignment shall be included in the Financial Proposal;
 - b. The Financial Proposal shall take into account all expenses and tax liabilities (excluding GST);
 - c. Costs shall be expressed in INR.

12. EVALUATION OF THE PROPOSAL

a. **Technical Evaluation:** Proposals are to be submitted in two covers. Technical covers are opened first and evaluated. Those securing less than the minimum marks shall be rejected and the financial cover of the rest will be opened. The qualified bidders will be intimated about the opening of price bid. The firm with the lowest price shall then be selected. Proposal is to be evaluated in “LCS” (Least Cost Selection) based Method. Proposal will be evaluated on the basis of Technical & Financial Proposals submitted 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:

Sl. No	Criteria	Marks
1.	Firm's general experience in the similar assignment	40
2.	Qualifications of the key staff for the assignment. Adequacy of the proposed work plan and methodology in responding to TOR.	30
3.	Competence/ experience of the key staff for the assignment.	30
	Total Points	100

- i. The number of points to be given under each evaluation sub-criteria for firm's general experience in the field of assignment is:

Sl. No	Criteria	Marks
1	Number of Completed projects for compilation of accounts of any government department in India during the last 5 financial years (5 or more projects will fetch full points and less will be marked proportionately)	15

2	Number of Completed projects for implementation of Accrual Based Double Entry Accounting System in any Govt. Department during the last 5 financial years (5 or more projects will fetch full points and less will be marked proportionately)	15
3	Competence/experience of the key staff for the assignment	10
	Total points-	40

- ii. The number of points 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:

Sl. No	Criteria	Marks
1	General Qualification:	
	Team Leader- Qualification: Qualified Chartered Accountant/ Other equivalent degree in respective field of specialization.	5
	Dy. team leader-Qualification: Qualified chartered Accountant/ Other equivalent degree in respective field of specialization.	5
	Accountant/Assistant: CA (Intermediate completed and 2 years of article-ship)	5
	Data Entry Personnel : Commerce Graduate-preferably CA trainees (Article Clerk)	5
2	Methodology like work plan and proposal presentation	10
	Total Points	30

iii. The number of points to be given under each evaluation sub-criteria for competence/experience of key staff for the assignment is:

S. No.	Position	Criteria	Marking	Maximum
1	Team leader	10 years of experience in relevant field	1 point for each year of experience, maximum up to 10 points.	10
2	Dy. Team Leader	10 years of experience in relevant field	1 point for each year of experience, maximum up to 10 points.	10
3	Accountant /Assistant	5 years of experience in relevant field	1 point for each year of experience, maximum up to 5 points.	5
4	Data Entry Personnel	5 years of experience in relevant field	1 point for each year of experience, maximum up to 5 points.	5
	Total points-			30

Grand total (12.a.i+12.a.ii+12.a.iii)	100
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Note:- Financial Proposal of only those Bidders will be opened who have scored a minimum of 70 marks in above.

b. Financial Evaluation: Financial proposal is to be evaluated in “LCS” (Least Cost Selection) based Method.

13. THE MANDATORY KEY POSITIONS (BUT NOT LIMITED TO) FOR THE ASSIGNMENT AREAS LISTED

Sl.No.	Personnel	Qualification & Experience
1	Team leader & Dy. Team Leader	1. Chartered Accountant with at least 5 years of relevant experience; 2. Must have successfully managed & completed at least 2 nos of similar assignments in conversion to ABDEAS in Govt./ PSUs; 3. Fluent in Hindi and English ; 4. Proficiency in use of Tally ; [For Team Leadership, the expert must possess leadership qualities and must have been a team leader / Dy. Team Leader in at least two projects]
2	Accountants /Assistant	1. C.A (Intermediate completed & 2 years of articleship) with at least 2 years of relevant experience; 2. Fluent in Hindi/English
3	Data Entry Personnel	Commerce Graduate – preferably CA trainees (Article Clerks); with two years post qualification Experience.

Not: The CA Firm may in addition, procure the services of expert/Qualified CA as per the requirement of services.

14. **PRE-PROPOSAL/PROPOSAL CONFERENCE:**

- a. Pre - Proposal/Proposal Conference of the Applicant Firms shall be convened at the designated date, time and place. Only those Applicant Firms, who have downloaded the RFP form the Website, shall be allowed to participate in the Pre-Proposal/Proposal Conference. A maximum of two representatives of each Applicant firm shall be allowed to participate on production of an authority letter from the Applicant firm.
- b. During the course of Pre-Proposal/Proposal Conference, the Applicant firms will be free to seek clarifications and make suggestions for consideration by

Board. The Board shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process.

15. CLARIFICATIONS:

- a. Applicants requiring any clarification on the RFP may send their queries to the JSHB in writing before the date mentioned. The queries should be sent to md.jshb@gmail.com. The Board shall endeavour to respond to the queries within the period specified there in.
- b. Board will post the reply to all such queries on the official website. Board 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 Board to respond to any question or to provide any clarification.

16. AMENDMENT TO RFP:

- a. At any time prior to the deadline for submission of Proposal, Board, 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.
- b. In order to afford the Applicant firms a reasonable time for taking an amendment into account, or for any other reason, the Board may, in its sole discretion, extend the Proposal Submission/ Opening date.
- c. 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 term of the RFP.

17. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSALS:

- a. The Applicant Firm may modify, substitute, or withdraw its Proposal after submission provided that written notice of the modification, substitution, or withdrawal is received by Board prior to closing date. No Proposal shall be modified, substituted, or withdrawn by the Applicant Firm on or after the closing date.
- b. The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as applicable.

18. SUBSTITUTION OF KEY PERSONNEL:

- a. JSHB 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 Board.
- b. Board expects all the Key Personnel to be available during implementation of the Agreement. Board 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 Board. As a condition to such substitution, a sum equal to 20% (twenty percent) of the remuneration specified for the original Key Personnel shall be deducted from the payments due to CA firm. In the case of a second substitution hereunder, such deduction shall be 50% (fifty percent) of the remuneration specified for the original Key Personnel. Any further substitution may lead to disqualification of the consultancy.

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

19. PAYMENT SHALL BE MADE IN 3 (three) STAGES AS DETAILED BELOW:

Sl.No.	Deliverable / Output	Payment Schedule (% of Total fees)
1	Inception Report describing existing situation, a comprehensive Scope Assessment Report for the whole assignment period along with Accounting Manual (Only one inception report with separate section on each division of JSHB would be required)	10%
2	Up to date Statutory Audit of all Books of accounts, entering all transaction in Tally ERP 9, Balance Sheet of JSHB for the period 2000-01 to 2022-2023 including Income Expenditure A/c & other relevant schedule on Accrual Based Double Entry Accounting System. Hand holding support to JSHB Accounts related staff & all balance services as per detailed TOR	80%
3	Suggesting remedial measures for improving maintenance of Books of Accounts as per CAG norms and Training and Handholding support to JSHB and day to day accounting entries.	10%

20. INCOME TAX

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

21. GST & OTHER TAXES:

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

22. PRICE:

Bidders are requested to quote their rates for the complete work (refer FORM FIN : 1-3). The rate should be inclusive of all kind of taxes and duties excluding GST. The CA Firm will be required to submit justification to substantiate the price break-up of the rate quoted in price bid.

23. INSURANCE:

No insurance charge in any shape will be paid by the Board. However the CA Firm may insure their staff and equipments for damage or loss in transit or during the work, at their own cost. Board will not be responsible for any loss arising from the damage to the equipment or person for any unforeseen reasons.

24. NUMBER OF PROPOSALS

No Bidder or its Associate shall submit more than one Application/ Proposal for this bid.

25. SUBMISSION, OPENING AND EVALUATION OF PROPOSAL:

- a. **Submission of Proposal:** The RFP fee along with the Processing fee and all related documents as described in RFP should be submitted online only on Jharkhand Government e-procurement website-<https://jharkhandtenders.gov.in>,
up to 15:00 hrs. of 02.01.2026

Fees:

The CA Firm will have to submit a non- refundable tender document cost of Rs. 10,000/- and processing fee of Rs. 20,000/- by bank draft of any Nationalized/ Scheduled Bank in favour of Managing Director, Jharkhand State Housing Board, Payable at Ranchi.

Technical Proposal

All details as asked in this RFP is to be submitted, The Bid will be treated as non-responsive if the relevant documents as mentioned in the NIT is missing.

Financial Proposal

Duly filled Financial Proposal in the format as given in this RFP is to be submitted.

The Processing fees shall be kept in an envelope and shall be properly sealed and super scribed with the name of Firm, its address, name of the work and Package No as given in the RFP.

- b. **Opening of Proposal:** Bidders are required to submit the requisite RFP document fee and processing fee as described in this RFP. Only those proposals will be opened whose processing fee and RFP document fee reach the Tender Inviting authority at prescribed address and time as specified in this RFP. Bid will be opened in two cover system as described. Financial Proposal of only those bidders will be opened who have qualified in the Pre-qualification-cum-Technical bid and declared “technically qualified”

26. TOR WILL FORM PART OF AGREEMENT:

The notes to CA Firm, other terms & conditions, detailed scope of work and TOR shall be part of the Agreement.

27. 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, Fax No, Mobile No. and E-mail address. If any letter is sent at the given address by Fax or email or by post does not reach bidder or returns undelivered, it will be deemed to have reached to the bidder, once the letter is posted in post office, sent by email or sent through fax.

28. LIST OF DOCUMENTS ATTACHED WITH TECHNICAL BID:

The bidder should enclose the list of documents as specified in this RFP.

29. FORCE MAJEURE CLAUSE:

Board will not be responsible for any delay / stoppage of work due to any force majeure conditions like natural calamities, civil disturbances, strike, war etc. and losses suffered, if any, by the CA Firm on this account. Managing Director, Jharkhand State Housing Board shall not be liable in any way to bear such losses and no compensation of any kind, whatsoever, will be payable by the Jharkhand State Housing Board to the CA Firm.

30. LEGAL MATTERS:

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

31. DURATION OF THE ASSIGNMENT:

The duration of the assignment shall be 5 (five) month.

32. OTHER TERMS AND CONDITIONS:

- a. The CA Firm shall abide by the instructions issued by the Jharkhand State Housing Board to them from time to time for the timely completion of the assigned services.

- b. Any entity which has been barred 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.
- c. An Applicant Firm or its Associate should have, during the last three years, neither failed to perform on any agreement, evidenced by imposition of a penalty by an arbitral or judicial authority or judicial pronouncement or arbitration award against the Applicant Firm or its Associate, not been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant Firm or its Associate.
- d. 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 Firm may format the specified forms making due provision for incorporation of the requested information.
- e. No Applicant Firm or its Associate shall submit more than one proposal. An Applicant Firm applying individually or as an Associate shall not be entitled to submit another Application either individually or as a member of any consortium, as the case may be.

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Section -2

Term of Reference

TERMS OF REFERENCE (TOR) FOR CA FIRMS

1. INTRODUCTION

- a. JSHB, in the present scenario has compiled its Financial statements of five (5) divisions, headquarters and consolidated JSHB as a whole for the period from FY 2000-2001 to FY 2017-18 on the basis of available Cash Books etc.

2. OBJECTIVE

- a. The Jharkhand State Housing Board (“JSHB” or the “Authority”) is engaged in development of various housing schemes and related infrastructure facilities in the state. The objective of the Authority is to ensure provisions of quality housing accommodation at affordable prices for all sections of the society.
- b. One of the many facets of improved good governance is maintaining complete set of accounting records to ensure accountability and transparency in all government functions. This necessitates JSHB to convert its existing accounting and financial management system to such methods which have wide acceptance.
- c. Preparation of financial statement and its Audit is a statutory requirement, however, financial statement of JSHB and its 5 divisions have not been prepared since FY 2018-19 . JSHB, in the present scenerio, with the help of a chartered Accounting firm has compiled its Financial statements for the period from FY 2000-2001 to FY 2017-2018 on the basis of available Cash Books etc. To update the financial records of Board’s Head quarters and Division Offices the existing system has therefore, created the following needs ;
 - i. Preparation of financial statement from FY 2018-19 to FY 2022-23 ;
 - ii. Implementation and smooth functioning of Accrual Based Double Entry Accounting system .

Adoption & implementation of ABDEAS would enable JSHB in :

- i. Right decision, which leads to efficiency;
- ii. Increased transparency & accountability in utilization of public fund.

Accrual Based Double Entry Accounting Reform is a Gol flag-ship programmers and is one of the conditions stipulated by the 13th Finance Commission, 14th finance Commission, AMRUT etc. JSHB now envisions the adoption of Accrual Based Double Entry Accounting Reforms.

- d. Accordingly sealed proposal is invited from experienced and well qualified CA Firm for the following:

- i. Compilation of accounts of JSHB:

On Accrual Based Double Entry Accounting System from FY 2018-19 to FY 2022-23

- ii. Implementation and smooth functioning of Accrual Based Double Entry Accounting System in JSHB.

- e. Audit requirement:

- I. Preparation of division account:

- i. Ranchi,
- ii. Jamshedpur,
- iii. Dhanbad
- iv. Hazaribagh
- v. Dumka

- II. HQs. Account

- III. Consolidated Account of JSHB

3. SCOPE OF SERVICES

The selected Firm shall be responsible for the time bound completion of project deliverables as envisaged in RFP. The personnel deployed by the Firm shall work in the JSHB. Broadly the scope of services of consulting firm shall be the following but not limited to the same:

- i. The Firm shall prepare Financial Statement of JSHB from FY 2018-19 to FY 2022-23;

- ii. The Firm shall be responsible for the implementation of ABDEAS in the JSHB and will report periodically not later than fortnightly or as and when necessary to the Board;
- iii. Carrying out survey & verification of assets (FIXED ASSETS & Movable Assets) & INVENTORY, Listing out the same, Incorporation of the assets, if any, (by physical verification) not identified so far, carrying out Valuation of Fixed Assets & Movable assets & liabilities/ Preparation of a Comprehensive Fixed Assets Register (FAR)/ Document;
- iv. Computerisation of all Accounting Transactions of JSHB as per the division in the groups allotted in Accrual Based Double Entry Accounting System for the financial years from FY 2018-19 to FY 2022-23 through suitable software available & thereby establishing computerized Accounting System. The computerized Accounting System shall be interlinked with other existing or proposed system of JSHB so that its synchronization with the output of each system like Property Tax, Fixed Asset & others could be established;
- v. Preparation of Trial Balance, Income and Expenditure statements, Bank Reconciliation Statements, Receipts and Payment Statements, Balance sheet with relevant schedules & annexure from the year 2018-19 to FY 2022-23;
- vi. Preparation and furnishing of all financial reports to Managing Director, JSHB;
- vii. Rapid Assessment of the Existing Finance & Accounting Systems and review of on- going initiatives in JSHB and identification of the gaps/deviation from best practice;
- viii. Preparation of Bank Reconciliation Statements, Advance and Deposit Registers;

- ix.** Assist in the reconciliation of amounts receivables/recoverable (on account of license fees, interest on deposits, loans and advances etc.) and amounts payable to supplier, contractors, employees etc. and obtaining confirmation of balances;
- x.** Addressing the Audit pertaining to JSHB by preparing Audit Action List and documenting procedures so as to eliminate possibility of future recurrence of such audit;
- xi.** Assist in reconciling the investments in fixed deposits, etc. and determine the amount of accrued interest and to obtain balance confirmation from institutions holding deposits on behalf of the JSHB;
- xii.** Assessment of Capital Work in Progress and contingent liabilities;
- xiii.** Identification of pre-paid expenses, outstanding expenses, outstanding income and other income which is received in advance;
- xiv.** Identification of any grant received for specific projects and the work done till date, pending balance, if any;
- xv.** Provide handholding support and assistance to sustain the new accounting system including asset accounting and inventory management and provide necessary 'on site' professional support in maintaining various books of accounts prescribed;
- xvi.** Assist in implementation and preparation of budgets (including outcome budgeting) following Jharkhand State Housing Board Act;
- xvii.** Receivables and payables management concerning improved collection of dues and timely payments of contractors/suppliers;
- xviii.** Assist JSHB in getting completed financial statements audited by external auditors, if any;

- xix.** Assist JSHB in formulating & putting in place proper system in respect of smooth functioning of Audit/Account committees formed/ to be formed at JSHB;
- xx.** Preparation of General Provident Fund ledgers of employees of JSHB;
- xxi.** Preparation of work ledgers including treatment of income tax, sales tax, royalties and others;
- xxii.** Assist in implementing the MIS structure and ensuring regular updates to the MIS, so that Board can receive correct and timely information from all the divisions;
- xxiii.** The firm shall be responsible for simultaneously imparting on the job training/ handholding support to the accounting staff of the JSHB, as part of the hand-holding assistance, for ensuring building up of necessary competencies in them for future maintenance of accounts & computerized system subsequent to migration to Accrual Based Double Entry Accounting System. Successful bidder shall be required to enter all the transaction for financial year 2018-19 to 2022-23 in relevant software till schedule date of completion of contract or exit date from JSHB for completion of work taking the support from JSHB staffs, So that they acquire competence to carry forward the work from that date;
- xxiv.** Recommending process re-engineering of existing accounting related practices, to recommend necessary changes and help implement the same in all the divisions of JSHB so as to enable the implementation of a real time live ABDEAS online system at the divisions of JSHB from the financial year 2023-24;

- xxv.** For the new accounting system to be sustainable in the future, exhaustive hand holding exercise & professional help would be required by JSHB, which the CA Firm is expected to provide;
- xxvi.** Any other activities necessary for implementation of ABDEAS.

4. COMPONENTS OF THE SERVICES

Phase	Mile Stone
Pre Implementation	1. Preparation of computerised revenue register which also calculate interest and penalty amount due from the beneficiaries. 2. Carrying out survey & verification of JSHB Assets & Inventory. 3. Valuation of Fixed Assets & Movable Assets& Liabilities. 4. Determination and creation of data base of Fixed Assets, infrastructure assets, Current assets, Investments, Long-term liabilities, Current Liabilities and net worth as on the transaction date. 5. Categorization, grouping and sub-grouping of assets and liabilities. 6. Reducing backlog in Bank Reconciliation, up-dation of registers and adoption & audit of Annual Financial Statements. 7. Assessing Existing System of Municipal Accounting, indentifying Deficiencies, Verifying availability of Data with JSHB & Submission of Status Report division-wise for JSHB

Computerization	1. Computerization of Records and Accounting system using the new codes and account heads- Using Tally ERP 9 which should cover Expenditure module, Income module, Budget module and Procedures module using new codes and chart of accounts. 2. Generating MIS reports 3. Computerization of Bank Reconciliation. 4. Development and updation of Data of Pay Roll System and grouping employees functionary wise.
Preparation of balance sheet for the year 2018-19 to 2022-23	1. Preparation and finalisation of Balance Sheet, on the job training and Financial Statement preparation for the period FY 2018-19 to 2022-23. 2. Implementation of Double Entry Accounting System on Accrual basis. 3. Preparation of Financial Statements for the transition period as per need.
Book keeping, Accounting and implementation of ABDEAS	1. Book keeping, Accounting and Assisting the JSHB in account related activities from FY 2018-19 to FY 2022-23 2. Implementation of Accrual Based Double Entry Accounting System.
Training and Handholding support	1. Training and Handholding support to JSHB in day to day accounting entries. 2. Any other activities as required for implementation of Accrual Based Double Entry Accounting System.

- a.** The CA Firm shall submit a Report highlighting issues that could become critical for the timely completion of the work and that requires urgent attention of the Managing Director, JSMB.
- b.** Regular communication with Managing Director, JSMB is required in addition to all key communication. This may take the form of telephone/ Teleconferencing, e-mails, faxes, and occasional meetings.

5. DELAYS IN THE PERFORMANCE

- a.** Timely implementation of the project shall be as per the provision mentioned in the agreement.
- b.** In case of delay in the implementation of the project and / or any delay in performance during the contract period, the CA Firm shall be liable to any or all of the following actions:
 - i.** Imposition of Liquidated Damages.
 - ii.** Forfeiture of Performance Guarantee.
 - iii.** Termination of the Contract for default.
- c.** If, at any time, with respect to commencement of the project as required during performance of contract, the CA Firm facing difficulties impending timely completion of the project under the contract and / or performance of services, the CA Firm shall promptly inform the Board in writing of the fact of delay within 24 hours and its causes and likely duration.
- d.** As soon as practicable, after receipt of the CA Firm notice, the Board shall assess the situation and may at its discretion extend the time for commencement and/or performance with or without Liquidated Damages.

6. LIQUIDATED DAMAGES

- a.** In the event of failure of the implementation of the project by the CA Firm as per the provision mentioned in the agreement, the Board reserves the

option to recover liquidated damages and not by way of penalty, for late implementation from the CA Firm in the following manner:-

Sl. No.	Details of delay	Liquidated damages to be charged
(i)	For delay up to 25% of the implementation period	2.5% of the Proposal price
(ii)	For delay of more than 25% and up to 50% of the implementation period	5% of the Proposal price
(iii)	For delay of more than 50% and up to 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)
(v)	If the firm abandons the work on its own	An amount equal to increase in cost on Retendering plus amount already paid would be recovered.

- b.** The aforesaid chargeable liquidated damages, if not paid by the CA Firm, would be recoverable under the relevant provisions of Public Damage Recovery Act' 1914 by the JSHB.

7. ACKNOWLEDGEMENTS BY APPLICANT FIRM

- a.** It shall be deemed that by submitting the Proposal, the Applicant Firm has made a complete and careful examination of the RFP;
- b.** Received all relevant information requested from the Board;
- c.** Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Board;

- d.** 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 thereunder;
- e.** Agreed to be bound by the undertaking provided by it under and in terms hereof;
- f.** Board shall not be liable for any omission, mistake or error on 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;
- g.** Process, including any error or mistake therein or in any information or data given by Board.

8. NO CLAIM ARRANGEMENTS

- a.** The CA Firm shall not be entitled to make any claim, whatsoever, against the Board, under by virtue of or arising out of this contract, nor shall the Board entertain or consider any such claim, if made by the CA Firm and the Firm shall have to sign a “no claim” certificate in favour of the Board in such forms as shall be required by the Board after the expiry of the agreement.

9. QUALITY STANDARDS

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

10. CORRUPT PRACTICES

- a.** Board is a public service organisation and requires to serve honestly, diligently and timely. The CA Firm would be the assisting agency of the

Board and therefore, they are also required to maintain highest standards of honesty and ethics.

b. The CA Firm is advised to refrain from the corrupt and fraudulent practices during the execution of the contract. Corrupt and fraudulent practices are defined as follows:-

- i. "Corrupt Practice" means behaviour of CA Firm including his personnel by which they improperly and unlawfully enrich themselves and /or those close to them,
- or
- ii. 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.
- iii. "fraudulent Practice" means a misrepresentation of facts in order to influence, and collusive practices of the CA Firm.

11. DETAILS TO BE KEPT CONFIDENTIAL

a. The CA Firm shall treat the details of the agreements 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 particular thereof in any trade or technical paper or elsewhere without the prior consent in writing of the Board.

If any dispute arises as to the necessity of any publication or disclosure for the purpose of the agreement, the same shall be referred to the Managing Director, JSMB, whose decision shall be final.

b. The CA Firm or his representative should neither disclose the data nor sell the data or use it for commercial exploitation or research work without written permission of the Managing Director, JSMB.

12. TRANSFER OF RIGHTS

The CA Firm shall not transfer the agreement or part of the agreement to anybody.

13. DECISIONS AND INTERPRETATION

- a. Except where otherwise specifically stated, the officer designated by Jharkhand State Housing Board will decide the agreed matter between the Board and the CA Firm and the matter shall be referred to the Managing Director, JSHB whose decision would be final and binding on both the parties.
- b. In case of dispute over the interpretation of any clause of agreement, decision of Managing Director, JSHB shall be final and binding.

14. SUSPENSION

- a. The Board may, by a written notice to the CA Firm, suspend the agreement if the CA Firm fails to perform any of its obligations under this agreement, 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 CA Firm to rectify such failure within a specified period from the date of receipt of such notice of suspension.
- b. No payments shall be made to the CA Firm for such suspended period and no damage shall be claimed on account of this suspension.

15. DISQUALIFICATION

- a. Board, in its sole discretion and at any time during the processing of Proposals, may disqualify any Applicant Firm from the Proposal process, If:
 - i. Firms not meeting eligibility criteria;

- ii. Firms made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii. If found to have record of poor performance such as abandoning works, not properly completing the agreement, inordinately delaying completion, being involved in litigation or financial failures, etc;
- iv. Submitted Proposal which is not accompanied by required documents and is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one Bid for same package. This will cause disqualification of all Bids submitted by such applicants;
- vii. 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.

16. TERMINATION OF THE CONTRACT

- a. The Board shall have a right to cancel the agreement if the CA Firm commits breach of any condition. Breach of agreement include, but are not limited to, following:
 - i. It is found that the time schedule of implementation of the scheme is not being adhered to;
 - ii. The CA Firm stops work & such stoppage has not been authorized by the JSMB;
 - iii. The CA Firm may become bankrupt or goes into liquidation;
 - iv. The Board gives notice to correct particular defect/irregularity and the CA Firm fails to correct such defects/irregularity within a reasonable period of time determined by the Board;

- v. In case the CA Firm fails to carry out the instructions/orders issued by the Board from time to time during the currency of the agreement and fails to comply with the laws applicable in the State;
 - vi. The CA Firm fails to deliver any or all the obligations within the time period(s) specified in the agreement, or any extension thereof, granted by Board;
 - vii. The CA Firm fails to perform any other obligation(s) under the agreement.
- b. Because of breach of agreement by the CA Firm for any of the above reasons, the Board shall have the right to terminate the agreement and forfeit the security deposit and invoke the performance Bank Guarantee.

17. CESSATION OF RIGHTS AND OBLIGATIONS

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

- i. Such right and obligations as may have accrued on the date of termination or expiry;
- ii. The obligation of confidentiality set forth;
- iii. Any right which a party may have under the applicable law.

18. CESSATION OF SERVICES UPON TERMINATION

Upon termination of the agreement, the CA 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.

19. DISPUTE RESOLUTION

- a. The Board and the CA Firm shall make every effort to resolve amicably by direct negotiations and disagreement or dispute, arising between them under agreement;
- b. If after 30 days from the commencement of such direct negotiations, the dispute is not resolved it shall be referred to Managing Director, Jharkhand State Housing Board, whose decision shall be final and binding upon both parties;
- c. Pending the submission of and/ or decision on a dispute, difference or claim or until the matter is decided by Managing Director, Jharkhand State Housing Board, the CA Firm shall continue to perform all its obligations under this agreement without prejudice to final adjustment in accordance with such award;
- d. The Board may terminate this agreement, by giving a written notice of termination to the CA Firm (notice period: minimum 30 days), if the CA Firm fails to comply with any decision delivered by Managing Director, Jharkhand State Housing Board.

Signature Not Verified

Digitally signed by Om Prakash Oraon
Date: 2025.12.18 12:01:25 IST
Location: Jharkhand-JH

