

E-mail:- monitoring@sfcjharkhand.in



Jharkhand State Food and Civil Supplies Corporation Limited.
(A Government of Jharkhand Undertaking)
JSFC Bhawan, Kadru, Main Road, Ranchi-834002

NIT no. **2393**

Date: **06/08/2022**

Invitation of Proposal for Selection of Chartered Accountant Firms for preparation of Books & Accounts and Financial Statements for 24 JSFC (Jharkhand State Food and Civil Supplies Corporation Limited Districts), Head Quarter and Consolidated. The deatiled of NIT & RFP are available on the website of Jharkhand.gov.in → Department → Food, Public Distribution & Consumer Affairs → Tender & Corrigendum.



**JHARKHAND STATE FOOD & CIVIL SUPPLIES
CORPORATION LIMITED**

(A GOVERNMENT OF JHARKHAND UNDERTAKING)

JSFC Building, Kadru, Main Road, Ranchi – 834002 Mail id monitoring@sfcjharkhand.in

TENDER NOTICE

NIT NO: 2393

DATE: 06/08/26

S.No	NAME OF THE WORK	Selection of Chartered Accountant Firms for preparation of Books and Accounts and Financial Statements for 24 JSFC Districts, Head Quarter and Consolidated.
1	SCOPE OF WORK	AS MENTIONED IN REQUEST FOR PROPOSAL (RFP)
2	AVAILABILITY OF BID DOCUMENTS	AS MENTIONED IN REQUEST FOR PROPOSAL (RFP)
3	MODE OF SUBMISSION OF BID	By Speed Post /Registered Post/By Hand (Open Tender) in sealed envelope
4	ESTIMATED COST	OPEN TENDER
5	COST OF TENDER DOCUMENT AND EMD (IN INR)	Cost of Tender Document: 5,000.00 (Rs. Five thousand only) via demand draft EMD: 1,25,000.00 (Rs. One Lakh Twenty Five thousand only) via demand draft
6	START DATE OF DOWNLOADING OF RFP DOCUMENT	08/08/2026 from www.jharkhand.gov.in
7	DATE OF PRE BID CONFERENCE	14/08/2026 (Physical at JSFC Bhawan , Kadru Ranchi) at 01:00 PM
8	SUBMISSION OF PRE BID QUERIES	14/08/2026, Upto 05:00 PM at (monitoring@sfcjharkhand.in)
9	DATE OF START OF SUBMISSION OF BIDS	18/08/2026 from 11:00 AM
10	LAST DATE OF BID SUBMISSION	31/08/2026 Up to 05:00 PM
11	LAST DATE OF RECEIPT OF TENDER FEE AND EMD	31/08/2026 Up to 05:00 PM
12	DATE OF TECHNICAL BID OPENING	01/09/2026 at 03:00 PM
13	HELPING NUMBER	0651-2341038/8084696646 MAIL ID : monitoring@sfcjharkhand.in
14	NAME AND ADDRESS OF OFFICE INVITING TENDER	JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED, JSFC BHAWAN, KADRU, MAIN ROAD, RANCHI-834002
15	Tender Document	Tender document can be downloaded from Website- Jharkhand.gov.in → Department → Food, Public Distribution & Consumers Affairs → Tender & Corrigendum.


MANAGING DIRECTOR

JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION
LIMITED





GOVERNMENT OF JHARKHAND
**JHARKHAND STATE FOOD & CIVIL
SUPPLIES CORPORATION LIMITED**

SELECTION OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION OF BOOKS
& ACCOUNTS AND FINANCIAL STATEMENTS FOR 24 JSFC DISTRICTS, HEAD
QUARTER AND CONSOLIDATED.

REQUEST FOR PROPOSAL

NIT No. : 2393

Date: 06/08/2026

Sale/Download of RFP document	: From 08/08/2026
Pre-Bid conference	: 14/08/2026, 01:00 PM
Submission of Proposal document	: 18/08/2026, 11:00 AM to 31/08/2026, 05:00 PM
Opening of Technical Proposals	: 01/09/2026, 03:00 PM

GOVERNMENT OF JHARKHAND
JHARKHAND STATE FOOD & CIVIL
SUPPLIES CORPORATION LIMITED

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 respect.
2. Jharkhand State Food and Civil Supplies Corporation Limited 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 Food and Civil Supplies Corporation Limited reserves the right to reject any or the entire Proposal without assigning any reasons whatsoever. No correspondence will be entertained on this account.

(Ranjeeta Toppo)
Managing Director
Jharkhand State Food and Civil
Supplies Corporation Limited

GOVERNMENT OF JHARKHAND
JHARKHAND STATE FOOD & CIVIL
SUPPLIES CORPORATION LIMITED

NIT No.:

Date:

REQUEST FOR PROPOSAL

1.	Name of the Work	Selection of Chartered Accountant Firms for preparation of Books and Accounts and Financial Statements for 24 JSFC Districts, Head Quarter and Consolidated.
2.	Descriptions and Objectives of the Assignments	Preparation of Books of Accounts and Financial Statements and ensuring compliance with accounting principles and statutory requirements from the F.Y. 2014-15 to 2025-26
3.	Language of Documentation	English
4.	Mode of submission of bids	By Speed Post /Registered Post/By Hand (Open Tender)in a sealed envelope
5.	Cost of Tender Document and EMD (In INR)	Cost of Tender Document: 5,000.00 (<i>Rs. Five thousand only</i>) EMD: 1,25,000.00 (<i>Rs. One Lakh Twenty Five thousand only</i>)
6.	Method of Selection	Quality and Cost Based Selection (QCBS) Method.Wherein 70% weight age will be given to the technical proposal and 30% to the financial proposal
7.	Total time Period for completion	14 (fourteen) months from the date of work order issued
8.	Date of starting of sale/downloading of Tender.	08/08/2026 from www.jharkhand.gov.in (Tender link)
9.	Last date of submission of pre-bid queries	14/08/2026,Upto 05:00 PM at(monitoring@sfcjharkhand.in)
10.	Date of Pre Bid Conference	18/08/2026 at 11:00 PM
11.	Date of Start of Submission of Bids	31/08/2026 from 05:00 AM
12.	Last Date/Time for submission of Bids	31/08/2026 Up to 05:00 PM
13.	No of Copies of Tech. and Financial Proposal for each package.	1 copy of Technical Proposal 1 copy of Financial proposal
14.	Date of Technical Bid Opening	01/09/2026 at 03:00 PM
15.	Bid Sale/ Submission address	Managing Director, Jharkhand State Food & Civil Supplies Corporation Limited, JSFC Bhawan , Kadru Main Road , Ranchi – 834002
16.	Helpline no.	0651-2341038/8084696646

Sd/-
(Ranjeeta Toppo)
Managing Director
Jharkhand State Food and Civil
Supplies Corporation Limited

GOVERNMENT OF JHARKHAND
JHARKHAND STATE FOOD & CIVIL
SUPPLIES CORPORATION LIMITED

NIT No.:

Date:/...../2026

1. Selection of Chartered Accountant Firms for preparation of Books and Accounts and Financial Statements for 24 JSFC Districts, Head Quarter and Consolidated.
2. The Secretary, Department of Food, Public Distribution & Consumers Affairs, Government of Jharkhand (GoJ), provides guidance to Jharkhand State Food & Civil Supplies Corporations, in performing their day to day activities in adherence to the policies, procedures and guidelines provided by the Department of Food, Public Distribution & Consumers Affairs, to achieve effective goal.
3. The Department, in its supervisory role, monitors the functioning of the JSFC against key parameters such as the tax collections, project and civic works executed, the implementation of the schemes of the Government, etc.
4. It will be necessary to maintain complete set of accounting records to ensure accountability and transparency in all government functions. This necessitates existing accounting and financial management system to such methods which have wide acceptance.
5. The JSFC would maintain accounts of income and expenditure of JSFC by way of Accrual Based Double Entry Accounting System.
6. It will assist in improving the accountability of use funds and provide a deterrent to malpractice or mismanagement.
7. The Jharkhand State Food & Civil Supplies Corporation Limited, proposes to hire services of CA Firms to assist in improving the accountability of use funds and provide a deterrent to malpractice or mismanagement. Accordingly sealed Proposals are invited from experienced and well qualified Chartered Accountant Firms for the same.
8. All communications should be addressed to:
The Managing Director,
Jharkhand State Food & Civil Supplies Corporation Limited,
JSFC Bhawan , Kadru Main Road , Ranchi – 834002.
Email: monitoring@sfcjharkhand.in
9. Later also, the Financial Bid of Technically qualified bidders will be opened before the duly constituted committee at suitable time, date and place and date of opening of financial bid will be communicated to the technically qualified bidders.
10. The Jharkhand State Food and Civil Supplies Corporation Limited reserves the right to accept or reject in part or as a whole, any of the proposal received without assigning any reason thereof.

11. Tender Fee, Bid Security and Total Time Period of Work is defined in Table 1.1.

S. No.	Name of the Work	Cost of Tender Document
1.	Selection of Chartered Accountant Firms for preparation of Books and Accounts and Financial Statements for 24 JSFC Districts, Head Quarter and Consolidated.	Rs. 5000/- for Tender Document Fee and Rs. 1,25,000/- for EMD in form of Demand Draft drawn on a Nationalized/Scheduled Bank in favour of Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited payable at Ranchi.

12. Initially, Period of availability of tender date & time/pre-bid, meeting/date of submission/opening of tender papers are as given in Table 1.2.

Table – 1.2					
S. No.	Procurement Agency	Place of opening	Availability of tender document		Date & Time of Technical Bid Opening
A	B	C	D		F
1.	Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited, Govt. of Jharkhand	Official Chamber Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited 2nd Floor Kadru Main Road , Ranchi– 834002	Starting of sale/downloading of Bid Document from 18/08/2026, 11:00 AM	Bid submission period 18/08/2026, 11:00 AM to 31/08/2026, 05:00 PM.	14/08/2026 at 01:00PM Official Chamber Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited 2nd Floor Kadru Main Road , Ranchi– 834002

13. Cost of Tender document (non-refundable) as mentioned in column 4 (as shown in table 1.1 above), will be in form of Demand Draft drawn on a Nationalized/Scheduled Bank, in favour of **"Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited"** payable at Ranchi.
14. The Bidder shall furnish Cost of Tender Document and EMD shall be in form of Demand Draft drawn on a Nationalized/Scheduled Bank, in favour of Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited" payable at Ranchi.
15. The tender shall be submitted in the Office of Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited, 2nd Floor Kadru Main Road , Ranchi– 834002, Jharkhand on all working days between 18/08/2026, 11:00 AM to 31/08/2026, 05:00 PM either by registered post/Speed post or by hand. Only those bids will be entertained whose cost of tender document (tender fee) is received before 05:00 PM, dated 31/08/2026. Jharkhand State Food and Civil Supplies Corporation Limited will not be held

responsible for the postal delay, if any, in the delivery of the document or non-receipt of the same.

16. **Submission of Proposal:** Bidders shall submit their proposals at the address and within the time frame as specified in the RFP.

The tender Fee in original shall be submitted in a sealed cover superscripted "tender Fee".

The **Technical Proposal** shall be submitted in a sealed cover super scripted "Technical Proposal For Audit" with the all documents inside as per list of document given in RFP.

The **Financial Proposal** shall be submitted in a sealed cover superscripted "Financial Bid duly filled in Financial Proposal Formats as given in RFP.

The above mentioned all 3 sealed covers shall be kept in an envelope of bigger Size and shall be properly sealed and super scribed with the name of Firm, its address, name of the work and No as given in the RFP.

17. The interested bidders should confirm their participation and must submit their queries through post or email monitoring@sfcjharkhand.in in writing before 17/08/2026, Upto 05:00 PM. Queries received after the set time limit shall not be considered in the pre bid conference.
18. Pre-bid Conference will be held at 01:00 PM on 14/08/2026 at Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited 2nd Floor Kadru Main Road , Ranchi- 834002, Jharkhand to clarify the pre-bid queries. All the Chartered Accountant Firms who are interested for this proposal are requested to attend the pre bid meeting.
19. 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.
20. For any other clarifications related to bid submission, firms may contact Jharkhand State Food and Civil Supplies Corporation Limited, Jharkhand telephonically on telephone no. 0651-2341038/8084696646 before the last date of submission of the bid document during working hours.
21. Other details can be seen in the RFP document.
22. Bids without requisite details/documents are liable for rejection and JSFC/ Department will not entertain any further communication in such cases.

Sd/-

(Ranjeeta Toppo)

Managing Director

Jharkhand State Food and Civil
Supplies Corporation Limited

Section-1

INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

1. MINIMUM ELIGIBILITY CRITERIA

1.1. Technical capabilities:

- 1.1.1. Chartered Accountant Firm should have more than 5 years of experience of working in the Internal and statutory audit of Books and Accounts in Government sector/PSUs/JSFC in India.
- 1.1.2. The Firm must be registered with ICAI (Institute of Chartered Accountants of India and operational in India since last **15 (Fifteen) Years** from the date of publish of this RFP and must remain operational thereafter.
- 1.1.3. The Head Office / Branch Office of the Firm must be located in Ranchi for more than 08 years.
- 1.1.4. The Firm must not have been blacklisted or Debarred by any state Govt./Govt. Agency/PSU/GoI during last three years from time of submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory as mentioned in the RFP
- 1.1.5. Joint venture with other firms is not permitted for this assignment.
- 1.1.6. CA Firms, who have been selected/working for implementation of accrual based double entry accounting (ABDEAS) in a particular Districts, will not be eligible for Audit work of those JSFCs for which they have been awarded work for ABDEAS.
- 1.1.7. The firm must have a valid Peer Review certificate issued by the Institute of Chartered Accountants of India.
- 1.1.8. The firm must be empanelled with the CAG.
- 1.1.9. The firm must have a valid Provident Fund Registration since two years from the date of RFP.

1.2. Financial capacity

- 1.2.1. Average Annual turnover of the Firm from Consultancy services in last 3 (three) Financial years (2022-2023, 2023-24, 2024-25) must be greater than 50 Lakhs (Fifty Lakhs) per annum.

2. LANGUAGE OF THE PROPOSAL :

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

SIGNING OF THE PROPOSAL:

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

4. COST OF PROPOSAL :

- 4.1 The Applicant Firm shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if any.
- 4.2 JSFC in no case shall be responsible or liable for any such costs regardless of the conduct or outcome of the bidding process.
- 4.3 Any Applicant Firm wishing to undertake JSFC visits for familiarization with site conditions may do so. All costs towards JSFC visits, conference and submission of documents shall be borne by the Applicant Firm themselves.
- 4.4 All payments to the Firm shall be made in INR in accordance with the provisions.

5. RIGHT TO ACCEPT/REJECT PROPOSALS:

- 5.1 The decision of the Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited, Jharkhand regarding the opening of Proposals, evaluation and acceptance of the Proposal shall be final and binding on all the Applicant Firms.

- 5.2 JSFC/Department reserves the right to accept or reject any Proposal, and reject all Proposals at any time prior to award of Proposal, without thereby incurring any liability to the affected Applicant Firm or Applicant Firms or any obligation to inform the affected Applicant Firm or Applicant Firms of the grounds for the department's decision.

6. SIGNING OF AGREEMENT :

- 6.1 The successful Applicant Firm will report in the office of the Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited, Jharkhand 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.
- 6.2 The tripartite agreement will be signed between JSFC concern and selected Firm.
- 6.3 The agreement will be signed by the legally authorized person of the Applicant Firm as stated in RFP.

7. TIME SCHEDULE OF CONSULTANCY:

- 7.1 The Chartered Accountant Firm, thus selected, would be expected to provide services within the time frame as finalized by the Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited.

8. GENERAL OUTPUTS AND TIMELINE EXPECTED FROM FIRM :

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

- 8.1 Quarterly Audit Report including Utilisation certificate for various schemes should be structured as prescribed in **Annexure-2**
- 8.2 Utilisation certificate on cumulative basis for various schemes e.g. Central and Sate Government
- 8.3 All the above deliverables shall be in three copies (in English) are to be submitted to One copy is to be submitted to Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited. (Hard copy as well as soft copy in PDF format and editable as well).
- 8.4 Prior to submission of signed report and their comments discussed with the Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited.
- 8.5 The CA firm should report the minor irregularities; wrong calculations etc. to the JSFC (HQ) immediately after detection so that the same may be get rectified on the spot.
- 8.6 The CA firm should submit Quarterly report within 30 days of end of the quarter positively covering all the irregularities detected during course of the audit.

Note:

- i. The activities/assignment mentioned in above points will have to be carried out parallel within the given time period from the date of work order issued:-

**Timeline for completion and Submission of Accounts
from Financial Year 2014-15 to 2025-26**

S.No	Financial Year	Time Period
1	2014-15	2 month
2	2015-16	1.5 month
3	2016-17	1.5 month
4	2017-18	1 month
5	2018-19	1 month
6	2019-20	1 month
7	2020-21	1 month
8	2021-22	1 month
9	2022-23	1 month
10	2023-24	1 month
11	2024-25	1 month
12	2025-26	1 month
Total Months		14 Months

- ii. All reports must be submitted in both print and electronic version to the concerned JSFC(HQ and Districts). All equipment required for satisfactory services for this project shall be obtained by the Firm at their own cost and shall be their property.

9. SUBMISSION OF REPORT:

- 9.1 The Firm shall submit the reports after 30 days of the work order received.

10. INFORMATION FOR FIRM FOR SUBMITTING THE PROPOSAL:

10.1 TECHNICAL PROPOSAL

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

- 11.1.1 The tender fee is provided;
- 11.1.2 All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- 11.1.3 CVs of all Key Personnel have been included; one key personnel will be considered for one package only.
- 11.1.4 No alternative proposal for any Key Personnel is being made and CV for each position has been furnished;

- 11.1.5 The CVs have been recently signed and dated, in blue ink by the respective Personnel and Counter signed by the Bidder. Photocopy or unsigned /countersigned CVs shall be rejected;
- 11.1.6 The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- 11.1.7 Key Personnel would be available for the period indicated in the TOR;
- 11.1.8 No Key Personnel should have attained the age of 75 years at the time of submitting the proposal;
- 11.1.9 Failure to comply with the requirements spelt out in above Clause shall make the Proposal liable to be rejected.
- 11.1.10 If an individual Key Personnel makes a false information regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment of Jharkhand State Food and Civil Supplies Corporation Limited for a period of 03 (three) years. The award of this Consultancy to the Bidder may also be liable to cancellation in such an event.
- 11.1.11 The proposed team shall include experts and specialists (the "Professional Personnel") in their respective areas of expertise and managerial/support staff such that the Chartered Accountant Firm should be able to complete the Consultancy within the specified time schedule. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy. The CV of each such professional personnel, if any, should also be submitted in the prescribed format which is attached in this RFP.
- 11.1.12 Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited reserves the right to verify all statements, information, and documents submitted by the Bidder in response to the RFP.

11.2 FINANCIAL PROPOSAL:

- 11.2.1 Bidders shall submit the financial proposal in the prescribed format which is attached in this RFP ("Financial Proposal") clearly indicating the total cost of the work (year wise) in Indian Rupees. It's signed by the bidder's authorized representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- 11.2.2 While submitting the Financial Proposal, the Bidder shall ensure the following:
- All the costs associated with the assignment shall be included in the Financial Proposal.
 - The Financial Proposal shall take into account all expenses and tax liabilities (Excluding of Goods and Services Tax).
 - Costs shall be expressed in INR.

1. EVALUATION OF THE PROPOSAL (QCBS):

11.1 Technical Evaluation:-

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

S. No.	Criteria	Marks
1	Firm's General Experience & Experience in similar assignments	40
2	Manpower strength, experience of Team Leader & other key professionals	40
3	Technical presentation (Adequacy of the proposed work plan and methodology- Power point presentation)	20
Total Points-		100

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

S. No.	Description	Criteria	Marks
1	General Experience of the firm : (Bidders must submit incorporation certificate of the firm and work orders/contract Agreement documents)	Up to 15 Years 2 marks for each additional year. (Example:- A firm having experience of 20 years will get 10 marks.)	0 Maximum 10 Marks
2	Minimum Experience: Minimum 3 Number of Completed Assignments For Statutory Audit /Govt. Audit / Accrual Based Double Entry Accounting System/ Tax Consultancy of Govt. sector, handled in the last 5 financial years. (Bidders must submit work orders/contract Agreement documents. For this purpose one work order will count for one project/assignment)	Up to 3 assignments in Govt. sector. 4 mark for each additional assignment (Example:- A firm having completed 8 projects will get 10 marks.)	0 Maximum 20 Marks

S. No.	Description	Criteria	Marks
3	Average Annual Turnover from consultancy services during last 3 Financial years will be at least 50 lakhs (Bidders must submit C.A certificate for turnover along with Balance Sheet and P&L Account. The last three Financial year should be read as FY :2022-23, FY2023-24 and FY 2024-25	Up to 50 Lakhs 1 mark for every additional 05 lakhs. (Example:- A firm having turnover of 100 Lakhs will have 10 marks.)	0 Maximum 10 Marks
Total Marks -			40

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

SL.N o.	Position	Criteria	Marking	Maximum Marks
1.	Team Leader (1 Person) Chartered Accountant	Minimum 5 years of experience in relevant field. (Bidders must submit experience certificate of Team leader.)	For 5 years of experience. 2 marks for each additional year of experience. (Example: - A C.A having experience of 15 years will get 20 marks.)	0 Maximum 10 Marks
3.	Audit Assistant (5 Persons) CA Inter	Minimum 2 years of experience in relevant field. (Bidders must submit experience certificate of Audit Assistants.)	For 2 years of experience. 4 marks for each additional year of experience. (Example:- Audit Assistants having average experience of 7 years will get 10 marks.)	0 Maximum 30 Marks
Total Marks -				40
Grand Total (Table 12.1.1+12.1.2)				80

Note:-

Chartered Accountant Firm who will secure minimum 50 Marks out of above 80 Marks in Technical Evaluation, will only eligible for Technical presentation (Power point presentation).

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

S. No.	Criteria	Marks
	Technical presentation (Adequacy of the proposed work plan	

1.	and methodology, Resource engagement & Institutional support- Power point presentation 20 Minutes. (The Technical presentation is mandatory for qualifying in the Technical Bid)	20
Total Marks -		20
Grand Total (Table 12.1.1+12.1.2+12.1.3)		100

Note:-

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

11.2 PUBLIC OPENING AND EVALUATION OF FINANCIAL BID

11.2.1 Public Opening of Financial Proposals

- 11.2.1.1 At the public opening of Financial Proposals, Consultant's representatives who choose to attend will sign on Attendance Sheet.
- 11.2.1.2 The marks of each Technical Proposal that met the minimum mark of 70 will be read out aloud and their financial proposal will be open.
- 11.2.1.3 Each Financial Proposal will be checked to confirm that it has remained sealed and unopened.
- 11.2.1.4 The department's representative will open each Financial Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the representative.

11.2.2 Evaluation of Financial Proposals

- 11.2.2.1 Following the ranking of Technical Proposals, financial proposals shall be opened publicly.
- 11.2.2.2 Consultants' attendance at the opening of Financial Proposals is optional.
- 11.2.2.3 The tender committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any JSFC personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are free from any arithmetical or computational errors:
- 11.2.2.4 The detailed contents of each Financial Proposal will be subsequently reviewed.
- 11.2.2.5 Following completion of evaluation of Technical and Financial Proposals, the firm which has been selected for clusters will be invited for contract negotiation.
The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) The formula for determining the

financial scores (Sf) of all other Proposals is calculated as following:

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

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

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

T = 40 [weight]

F = 60 [weight]

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

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

12. THE MANDATORY KEY POSITIONS FOR THE ASSIGNMENT:

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

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

13. PRE-PROPOSAL/PROPOSAL CONFERENCE

13.1 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 from 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.

13.2 During the course of Pre-Proposal/Proposal Conference, the Applicant firms will be free to seek clarifications and make suggestions for consideration of Department.

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

15. CLARIFICATIONS:

- 15.1 Applicants requiring any clarification on the RFP may send their queries to the JSFC in writing before the date mentioned. The queries should be sent to monitoring@sfcjharkhand.in. The Department shall endeavour to respond to the queries within the period specified therein.
- 15.2 Department will post the reply to all such queries on the Official Website. Department 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 Department to respond to any question or to provide any clarification.

16. AMENDMENT OF RFP:

- 16.1 At any time prior to the deadline for submission of Proposal, Department, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant Firm, modify the RFP document by the issuance of Addendum/Amendment and posting it on the Official Website.
- 16.2 In order to afford the Applicant firms a reasonable time for taking an amendment into account, or for any other reason, the Department may, in its sole discretion, extend the Proposal Submission/Opening Date.
- 16.3 The Applicant Firms shall submit the Proposal in PDF format with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorized Representative of the Applicant Firm as per the terms of the RFP.

17. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSALS

- 17.1 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 Department prior to closing date. No Proposal shall be modified, substituted, or withdrawn by the Applicant Firm on or after the closing Date.
- 17.2 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 appropriate.

18. SUBSTITUTION OF KEY PERSONNEL

- 18.1 Department will not normally consider any request of the Selected Applicant Firm for substitution of Key Personnel as the ranking of the Applicant Firm is based on the evaluation of Key Personnel and any change therein may upset the ranking.

Substitution will, however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of Department.

18.2 Department expects all the Key Personnel to be available during implementation of the Agreement. Department will not consider substitution of Key Personnel except for reasons of any incapacity or due to health. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of Department.

18.3 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 SCHEDULE :

DELIVERABLES / OUTPUT (JSFC WISE)	FEES PAYABLE
1st Quarterly Report	20% of Annual Contract Price
2nd Quarterly Report	20% of Annual Contract Price
3rd Quarterly Report	20% of Annual Contract Price
4th Quarterly Report with final Accounts.	40% of Annual Contract Price

20. INCOME TAX:

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

21. GST& OTHER TAX:

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 as per Package wise (refer FORM FIN-1-2). The rate should be inclusive of all kind of taxes and duties excluding service tax. The 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 department. However the Firm may insure their staff and equipment for damage or loss in transit or during the work, at their own cost. Department will not be responsible for any loss for the damage to the equipment or person for any unforeseen reasons.

24. SUBMISSION, OPENING AND EVALUATION OF PROPOSAL

24.1 Submission of Proposal:

The RFP fee along with the processing fee and all related documents as described in RFP should be in a sealed cover which will be received in the office of:

Managing Director, 2nd Floor, Jharkhand State Food and Civil Supplies Corporation,
JSFC Bhawan, Kadru, Ranchi – 834002 up to 31.08.2026, 05:00PM

Fees: Cover-1- The Firms will have to submit a non-refundable tender document cost of Rs. 5,000/- and refundable EMD of Rs. 1,25,000/- by bank draft of any Nationalized/ Scheduled Bank in favour of Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited, Payable at Ranchi.

Cover-2- Technical Proposal

Cover-3- Financial Proposal

In Cover-2, 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.

In Cover-3, duly filled Financial Proposal in the format as given in this RFP is to be submitted.

The above mentioned all 03 sealed covers shall be kept in an envelope of bigger Size 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.

24.2 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 reaches the Tender Inviting authority in 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 has qualified in the Pre-qualification cum Technical Bid and declared "*technically qualified*".

25. TOR:

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

26. 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 him 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.

27. LIST OF DOCUMENT ATTACHED WITH TECHNICAL BID:

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

28. FORCE MAJEURE CLAUSE:

Department will not be responsible for any delay/stoppage of work due to any reasons like force majeure conditions like natural calamities, civil disturbances, strike, war etc. and losses suffered, if any, by the Chartered Accountant firm on this account. JSFC/Department shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by the JSFC to the Chartered Accountant firm.

29. LEGAL MATTERS

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

30. DURATION OF THE ASSIGNMENT

The duration of the assignment shall be from the F.Y. 2014-15 to 2025-26. The completion of Financial Statements for all 24 Districts and Consolidated should be completed within 01 (one) year from the date of work order issued.

31. OTHER TERMS AND CONDITIONS

- 31.1 The Chartered Accountant firm shall abide by the instructions issued by the Department/JSFCs to him from time to time for the timely completion of the assigned services.
- 32.2 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.
- 32.3 An Applicant Firm or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant Firm or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant Firm or its Associate.
- 32.4 While submitting a Proposal, the Applicant Firm should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicant Firms may format the specified forms making due provision for incorporation of the requested information.
- 32.5 No Applicant Firm or its Associate shall submit more than one Application for the same Package but a Firm may apply for more than one Package. 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.

Section-2

TERM OF REFERENCE

TOR FOR CHARTERED ACCOUNTANT FIRMS

1. INTRODUCTION :

- 1.1 One of the many facets of improved good governance is maintaining of complete set of accounting records to ensure accountability and transparency in all government functions. This necessitates all JSFC to convert their existing accounting and financial management system to such methods which have wide acceptance.
- 1.2 The Central and State Governments have been providing the JSFCs large sums of money to enable them to effectively discharge their duties and functions. It is proposed to introduce a system of Audit. Audit will assists in improving the accountability of use funds and provide a deterrent to malpractice or mismanagement.

2. SCOPE OF SERVICES/ WORK

CA firm has to cover the following activity during preparation of JSFC's accounts:

- 2.1 CA firm should see the compliance of related rules and regulations as well as related directives by JSFC/Department. In its report there must be a separate section for non-compliance of rules/directives of JSFC/Department.
- 2.2 Report on compliance of Accounts Rules with special attention to following areas:
- 2.3 Recording and accounting of all financial transactions in the prescribed accounting software/system on the basis of supporting documents provided by the Organization.
- 2.4 Maintenance of primary books of accounts, including Cash Book, Bank Book, General Ledger, Journal, Purchase Register, Sales Register, Fixed Asset Register, and other statutory records as applicable.
- 2.5 Preparation and posting of journal entries, adjustment entries, accruals, provisions, depreciation, and other accounting entries.
- 2.6 Monthly reconciliation of bank accounts, cash balances, advances, receivables, payables, and other ledger accounts.
- 2.7 Preparation of monthly, quarterly, and annual Trial Balance, Income & Expenditure Account/Profit & Loss Account, Balance Sheet, Cash Flow Statement, and other financial statements as required.
- 2.8 Verification and reconciliation of statutory deductions such as GST, TDS, EPF, ESI, Professional Tax, and other applicable taxes with the books of accounts.
- 2.9 Preparation of schedules, statements, and reports required for statutory audit, tax audit, or inspection by regulatory authorities.
- 2.10 Assisting the Organization in finalization of annual accounts and providing necessary information, schedules, and reconciliations to the statutory CA firms.
- 2.11 Ensuring that all accounting records are maintained accurately, completely, and in compliance with applicable laws, accounting standards, and the terms of the engagement.

- 2.12 Maintaining proper documentation and filing of vouchers, invoices, receipts, payment records, and other accounting records, both in physical and electronic form, wherever applicable.
- 2.13 Providing periodic Management Information System (MIS) reports and financial analysis as required by the Organization.
- 2.14 Rectification of accounting errors identified during review, audit, or reconciliation and updating the books of accounts accordingly.
- 2.15 Any other accounting and financial record maintenance work assigned by the Organization in connection with the maintenance of books of accounts.

3. ACTIVITIES BASED ON SCOPE OF WORK:

With reference to the scope of work following activities is desired to meet the goal:-

- 3.1 Chartered Accountant Firm should prepare of Books and Accounts and Financial Statements for 24 JSFC Districts, Head Quarter and Consolidated at JSFC Headquarter Ranchi, Jharkhand.
- 3.2 The Firm shall also ensure that the resolution of Governing Body, which violates rule or guideline etc., the same shall be immediately brought to the notice of the Managing Director.
- 3.3 The Firm should be well conversant with JSFC Rules; with all the schemes/guidelines/circulars, standing instructions, orders issued from time to time by JSFC.
- 3.4 Objections, if any, shall be raised at single point right in the beginning. The bills will be passed only after compliance of all the points raised by the CA firm: However, raising fresh queries on the same bill in its subsequent presentation shall be avoided. The CA firm should present a summary of objections raised at to the JSFC regularly on a monthly basis.
- 3.5 It will be the responsibility of the Firm to carry out fast, prompt, accurate and correct preparation .
- 3.6 The Firm should be carried out independently without any pressure from any of the offices. It may be clearly noted that for the purpose of audit the CA firms will be appointed directly by JSFC/Department and shall be accountable to JSFC/Department. The audit work should be carried out in an objective, impartial and fair manner.
- 3.7 The appointment of Firm will be made from the date of awarding the contract and the work will start from the date mentioned in the letter of awarding the contract.
- 3.8 The Firm shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity as prescribed by the Code of Conduct and Code of the Institute of Chartered Accountants of India, New Delhi,

having due regard to nature and purpose of the assignment, and shall ensure that the personnel assigned to perform the services under this Agreement, will conduct themselves in a manner consistent herewith.

3.9 The Firm shall certify on all bills/vouchers that such bills/vouchers are fit for payment.

3.10 Any other areas/reporting/certification as may be required and directed by JSFC/Department.

4. DUTIES AND RESPONSIBILITIES :

As per the scope defined above following methodology is to be carried by the CA firms. Working structure and attendance of the firm appointed on five clusters:-

4.1 Working at JSFC :-

- Qualified CA and Team should be deployed at the JSFC for preparation of Books and Accounts and Financial Statements for 24 JSFC Districts, Head Quarter and Consolidated. Team leader may also be called in case of any time in a week if required by the Managing Director/General Manager Finance of JSFC.

4.1.1 CA firms (Member / Partner) shall submit all Financial Statements to JSFC. The Chartered Accountant of the firm will monitor each and every work of deputed team. He will be responsible for all work and report.

5. AUDIT REPORT :

- 5.1 Financial Statements for 24 JSFC Districts, Head Quarter and Consolidated should be structured as prescribed by JSFC or as per companies Act.
- 5.2 Utilisation certificate on cumulative basis for various schemes e.g. Central Finance Commission Grant, State Finance Commission Grant scheme & Other schemes as may be required during the period of work.
- 5.3 The CA firm should report the minor irregularities; wrong calculations etc. to the Managing Director and concerned officers of JSFC immediately after detection so that the same may be get rectified on the spot.
- 5.4 Prior to submission of report to JSFC, draft must be shared with JSFC and their comment should be incorporated in final report.
- 5.5 All reports and documents shall be submitted to JSFC should be duly signed by partner/proprietor of the firm. (Hard copy as well as soft copy in PDF format, excel and word).

6. DELAYS IN THE PERFORMANCE

- 6.1 Timely submission as per the provision mentioned in the agreement.
- 6.2 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) Termination of the Contract for default.
- 6.3 If at any time with respect to commencement of the project as required during performance of contract the CA firm may face difficulties impeding timely completion of the project under the contract and/or performance of services, the CA firm shall promptly inform the department in writing of the fact of the delay within 24 hours and its causes and likely duration.
- 6.4 As soon as practicable, after receipt of the CA firm notice, the department shall assess the situation and may at its discretion extend the time for commencement and/or performance with or without Liquidated Damages.

7. LIQUIDATED DAMAGES

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

S.No.	Details of delay	Liquidated Damage to be charged
(i)	For delay upto 25% of the implementation period	2.5% of the Proposal price
(ii)	For delay of more than 25% and upto 50% of the implementation period	5% of the Proposal price
(iii)	For delay of more than 50% and upto 75% of the implementation period.	7.5% of the Proposal price
(iv)	For the delay more than 75% of the implementation period	10% of the Proposal price (maximum)

- 7.2 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 Department/JSFC.

3. ACKNOWLEDGEMENTS BY APPLICANT FIRM

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

9. NO CLAIM ARRANGEMENTS

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

10. QUALITY STANDARDS

- 10.1 **Standards:** The CA firm under this agreement shall conform to the accounting standards & Audit Standards shall be maintained.
- 10.2 **Standard of Performance:** The 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.

11. CORRUPT PRACTICES

- 11.1 Department is a public service department and requires to serve honestly, diligently and timely. The Firm would be the assisting agency of the Department; therefore, he is also required to maintain highest standards of honesty and ethics.
- 11.2 The 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:-

“Corrupt Practice” means behaviour of Firm including his personnel by which they improperly and unlawfully enrich themselves and/or those close to them,

or

Induce others to do so, by misusing the position in which they are placed, and it includes the Proposing, giving, receiving, or soliciting of anything of value.

- 11.3 "Fraudulent Practice" means a misrepresentation of facts in order to influence, and collusive practices of the CA firm.

12. DETAILS TO BE KEPT CONFIDENTIAL

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

If any dispute arises as to the necessity of any publication or disclosure for the purpose of the agreement the same shall be referred to the Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited, whose decision shall be final.

- 10.2 The Firm or his representative should neither disclose the data nor sale the data or use it for commercial exploitation or research work without the written permission of the Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited.

13. TRANSFER OF RIGHTS

- 13.1 The selected Firm shall not transfer the agreement or part of the agreement to anybody.

14. DECISIONS AND INTERPRETATION

- 14.1 Except where otherwise specifically stated, the office designated by Department will decide the agreed matter between JSFC and the Firm and the matter shall be referred to the Secretary, Department of Food Public Distribution and Consumer Affairs whose decision would be final and binding on both the parties.
- 14.2 In case of dispute over the interpretation of any clause of agreement, decision of Managing Director, Jharkhand State Food and Civil Supplies Corporation Limited shall be final and binding.

15. SUSPENSION

- 15.1 The Department may, by a written notice to the CA firm, suspend the agreement if the Firm fails to perform any of its obligations under this agreement, including the carrying out of the services. Provided that such notice of suspension:
- (2) Shall specify the nature of the failure, and
 - (ii) Shall direct the Firm to rectify such failure within a specified period from the date of receipt of such notice of suspension.
- 15.2 No payment shall be made to the Firm for such suspended period and no damage shall be claimed on account of this suspension.

16. DISQUALIFICATION

- 16.1 Department, in its sole discretion and at any time during the processing of Proposals, may disqualify any Applicant Firm from the Proposal process, if:
- 16.1.1 Firms not meeting eligibility criteria.
 - 16.1.2 Firms made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - 16.1.3 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.
 - 16.1.4 Submitted Proposal which is not accompanied by required documents is non-responsive.
 - 16.1.5 Failed to provide clarifications related thereto, when sought.
 - 16.1.6 Submitted more than one Bid for same package and use similar key person in more than one package. This will cause disqualification of all Bids submitted by such applicants.
 - 16.1.7 Bidders, who are found to canvass, influence or attempt to influence in any manner the qualification of selection process, including without limitation, by Proposing bribes or other illegal gratification shall be disqualified from the process at any stage.

17. TERMINATION OF THE CONTRACT

- 17.1 The department shall have a right to cancel the agreement if the Firm commits breach of any condition. Breach of agreement include, but are not limited to, the following:
- 17.1.1 It is found that the time schedule of implementation of the scheme is not being adhered to,
 - 17.1.2 The Firm stops work & such stoppage has not been authorized JSFC/Department.
 - 17.1.3 The Firm may become bankrupt or goes into liquidation,
 - 17.1.4 The department gives notice to correct a particular defect/irregularity and the Firm fails to correct such defects/irregularity within a reasonable period of time determined by the department,
 - 17.1.5 In case the Firm fails to carry out the instructions/orders issued by the department from time to time during the currency of the agreement and fails to comply with the laws applicable in the State.

17.1.6 The Firm fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by JSFC/ Department.

17.1.7 The Firm fails to perform any other obligation(s) under the agreement.

17.2 Because of breach of agreement by the Firm for any of the above reasons, the department shall have the right to terminate the agreement and forfeit the security deposit.

18. CESSATION OF RIGHTS AND OBLIGATIONS

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

18.1.1 Such rights and obligations as may have accrued on the date of termination or expiry.

18.1.2 The obligation of confidentiality set forth.

18.2 Any right which a party may have under the applicable law.

19. CESSATION OF SERVICES UPON TERMINATION

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

20. DISPUTE RESOLUTION

20.1 The Department and the Firm shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them under agreement.

20.2 If after 30 days from the commencement of such direct negotiations, the dispute is not resolved it shall be referred to the Secretary, Department of Food Public Distribution and Consumer Affairs, Jharkhand, where decision shall be final and binding upon both parties.

20.3 Pending the submission of and/or decision on a dispute, difference or claim or until the matter is decided by the Secretary, Department of Food Public Distribution and Consumer Affairs, Jharkhand. The Firm shall continue to perform all its obligations under this agreement without prejudice of final adjustment in accordance with such award.

20.4 The JSFC/Department may terminate this agreement, by giving a written notice of termination of minimum 30 days, to the CA firm, if the Firm fails to comply with any decision delivered by the MD, JSFC and Secretary, Department of Food Public Distribution and Consumer Affairs, Jharkhand and Managing Director of JSFC.

21. FORM FOR TECHNICAL BID

Form T – 1

Request letter

District Name:.....(To be filled by the Applicant Firm)

To,
Managing Director
Jharkhand State Food and Civil Supplies Corporation Limited,
Govt. of Jharkhand

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for..... [Insert title of assignment] in accordance with your Request for Proposal dated..... [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate cover.

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

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

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

We remain,

Yours sincerely,

(Signature of authorized signatory of
Chartered Firm and seal)

Form T – 2**BIDDER DETAILS**

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

(Signature of authorized signatory of
Chartered Firm and seal)

Form T – 3

1. Similar Assignment Undertaken for the last five years

A. JSFC Experience

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

B. Departments of State/Central Government/PSUs/Other Govt. Undertaking Experience

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

C. Other Organisation Experience

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

(Signature of authorized signatory of Chartered Firm and seal)

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

[illegible]

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

1. **Proposed Position:**
2. Name of Staff :
.....
3. Date of Birth :
.....
4. Nationality :
.....
5. Educational Qualification:
.....
6. Membership of professional societies:
.....
7. Publications:
.....
8. Employment Record:
(List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned along with certificate for the Team Leader,).
9. Summary of the CV
(Furnish a summary of the above C V. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)
 - 9.1 Education:
 - (i) Field of Graduation and Year:
 - (ii) Field of post graduation/ Professional and year:
 - (iii) Any other specific qualification:
 - 9.2 Experience
 - (i) Experience in Urban Development Sector:Years.
 - (ii) Experience in other Govt. Department/ PSU/Bank etc.: Years.
 - (iii) Total Experience:Years
 - 9.3 Permanent Employment with the Firm (Yes/No):
 If yes, how many years:
 If no, what is the employment:
 Arrangement with the firm

Certification:

1. I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the agreement of his assignment on the project.
2. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualification and my experience.

Signature of the Candidate

Place

Date

Signature of the Authorised Representative of the firm

Place

Date

Note: Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

Form T- 6**FINANCIAL STRENGTH OF THE CHARTERED FIRM**

Year	Turnover (Rs. in Lakhs)
FY 2022-23	
FY 2023-24	
FY 2024-25	

Note:- Pl. attach Audited financial statement for respective years.

(Signature of authorized signatory of Chartered Firm and seal)

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

(Signature, address, Seal & Membership No. of CA Firms)

AFFIDAVIT

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

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

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

Solemnly affirmed by the said at on this the
 day of 2026.

Deponent:

Identified by me

22. Form for Financial Bid

FORM FIN-1

[Location, Date]

To,

Managing Director

Jharkhand State Food and Civil Supplies Corporation Limited,

Govt. of Jharkhand

Dear Sir /Madam,

We, the undersigned, offer to provide the consulting services for [Insert name of Assignment] in accordance with your RFP dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs..... (In word.....) per year. This amount is exclusive of the GST.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand that, you are not bound to accept any Proposal you receive.

Yours sincerely,

(Signature of authorized signatory of
Chartered Firm and seal)

Form F – 1

Certificate as to Corporate/ Firm Principal

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

(Signature of authorized signatory of Chartered Firm and seal)

Form F-2

CERTIFICATE

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

Signature :

Name of the person :
with Designation

Name of the Firm :

ANNEXURE 1: CHECKLIST

Preliminary Checklist for Bidders for Qualification Criteria

- A. All the forms as mentioned in the table below have to be submitted by the firm in order to qualify in qualification criteria.

S. No.	Document
1	RFP Document Fee, (If downloaded from the site)
2	Processing Fee (As asked in RFP)
3	Certificate of Incorporation and ICAI (As asked in RFP)
4	Declaration of not being blacklisted / debarred
5	Audited Balance Sheet for last 3 years (As asked in RFP)
6	CA firm certified Profit Loss Statement for last 3 years
7	Annual Turnover Certificate (As asked in RFP)
8	All Technical Forms (Form TECH 1 to TECH 7, including work experience in form of completion certificates)
8.1	FORM TECH – 1
8.2	FORM TECH – 2(Pl. enclose relevant supporting documents)
8.3	FORM TECH – 3(Pl. enclose relevant supporting documents)
8.4	FORM TECH – 4(Pl. enclose relevant supporting documents)
8.5	FORM TECH – 5(Pl. enclose relevant supporting documents)
8.6	FORM TECH – 6(Pl. enclose relevant supporting documents)
8.7	FORM TECH – 7
9	Financial Form
9.1	FIN – 1
9.2	FIN – 2
10	GST Registration No(Pl. enclose relevant supporting documents)
11	PAN (Pl. enclose relevant supporting documents)
12	Form F 1
13	Form F 2

ANNEXURE-2

Internal Audit Report of (Name of JSFC),

for the period from _____ to _____

conducted by

(Write names of CA firms)

Report Issued on _____

Introduction

Executive Summary

- Name of the JSFC
- Period covered under current work
- Name of Officer for the period

Results and Findings

- *Strengths observed during the engagement.*
- *Weaknesses observed in the functioning of office, maintenance of records etc. observed during the engagement.*
- *The comments under these two categories should summarize each significant observation in the order of materiality. The summary should be as brief as possible and draw on the observations under the Para on Consequence/Effect/Impact of each observation. It should also include a summation of outstanding statutory and audit observations.*

Opinion

- *Over all opinion of Team about the functioning of JSFC.*

Audit Recommendations

- *There commendations of Team on the observed weaknesses .This could be presented in a box of highlighted print.*

Comments from Management

- *This should also include local management's action plan for resolution of the issues and compliance to the CA firm's recommendations and suggestions on the areas of process and control weakness/ deficiency.*

Acknowledgement

- *This section could acknowledge in brief the cooperation, acceptance of the criteria/findings and recommendations by the JSFC (or otherwise).The observations should be stated in a factual and not in the form of an opinion.*

Position	Work Experience	Minimum Qualification	No of Manpower Required (Monthly)	Monthly Rate	Month Amount
Technology Consultant	6-10 Years	BE/B.TECH/MBA Finance/CA	2	3,34,264	6,68,528
Technology Consultant	3-6 Years	BE/B.TECH/MBA Finance/CA	2	2,85,644	5,71,288
Total Monthly Expenditure					12,39,816
Total Yearly Expenditure					1,48,77,792
GST ¹				18%	26,78,003
Total Yearly Expenditure (Including GST)					1,75,55,795