



Jharkhand Skill Development Mission Society

Notice Inviting Proposal for “Selection of Chartered Accountant Firm for Maintenance of Books of Account Services”

September 2018

RFP No. JSDM/04/2018

Date of Issue – 10th September 2018
Last date of bid submission – 18th September 2018, 05 pm

Jharkhand Skill Development Mission Society
(An autonomous body under Department of Higher, Technical Education and Skill Development, Government of Jharkhand)
ShramBhawan, Doranda, Ranchi - 834 002, Jharkhand
Phone: +91 651-2481644 Email ID: skilljharkhand@gmail.com
Website: www.skilljharkhand.org

DISCLAIMER

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Jharkhand Skill Development Mission Society (hereinafter "**JSDMS**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by JSDMS to interested parties (henceforth "**Bidders**") who apply for establishing, operation & maintenance of Mega Skill Training Centres in Jharkhand on PPP mode (henceforth "**Project**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for the Project with Jharkhand Skill Development Mission Society for providing skill development training in Jharkhand as per notified norms.

JSDMS makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this bidding process.

JSDMS may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that JSDMS is bound to select any Bidder(s) for any project. JSDMS reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by JSDMS or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and JSDMS shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

1. INTRODUCTION

1.1 Contents of this RFP

This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause.

Chapter 1	Data Sheet
Chapter 2	Terms of Reference
Chapter 3	Instruction to bidders
Chapter 4	Submission & Evaluation of the Proposal
Chapter 5	Technical & Financial Submission Forms

1.2 About Jharkhand Skill Development Mission Society

Jharkhand Skill Development Mission Society ("JSDMS") was registered on 1st October, 2013 under the Societies Registration Act, 1860 to function as an autonomous organisation under Department of Planning and Development, Government of Jharkhand. Through a Government of Jharkhand notification dated 18 June 2015, JSDMS was made an autonomous body under Department of Higher, Technical & Skill Development, Government of Jharkhand.

The primary objectives of JSDMS are:

- (a) To increase the employability of the youth and empower them to take part in the economic growth of Jharkhand and India and thereby reduce unemployment, under-employment, poverty and socio-economic inequality;
- (b) To provide skill development training to the youth of the State;
- (c) To develop self-employment and entrepreneurial skills for youths of Jharkhand;
- (d) To assist in creating an enabling environment to attract investment in professional and skill development sector;
- (e) To assist the State Government in formulating appropriate policy, legislations and/or measures to fulfil the skill gap;
- (f) To monitor the costs and quality of training imparted to produce targeted number of high quality skilled personnel across various strata of youth and workers, especially from amongst the disadvantaged sections of the society;
- (g) To create effective convergence between school education, professional courses and various skill development efforts of Central and State Governments;
- (h) To promote and carry out, on its own or on behalf of the State Government, activities to generate awareness, research and study on skill demand;
- (i) To increase the skill training facility in the state of Jharkhand.

1.3 Data Sheet

- 1.3.1 Name of the Client: Jharkhand Skill Development Mission Society (JSDMS)
- 1.3.2 Name of the Assignment: "Selection of Chartered Accountant Firm for maintenance of books of account. Details on the services to be provided: As Mentioned in Terms of Reference (ToR) under chapter 2 of the RFP.
- 1.3.3 Financial Proposal to be submitted together with Technical Proposal: Yes
- 1.3.4 Financial Proposal to be submitted together with Technical Proposal: Yes with a separate Envelope
- 1.3.5 Proposals must remain valid for 90 days from the submission date.
- 1.3.6 Under this contract the payments for the services of Chartered Accountant Firm will be made as per the Terms of Reference (ToR). It is expected that the Firm will quote its fee after considering all requirements for satisfactory performance of the services specified in the ToR.
- 1.3.7 Amounts payable by JSDMS to the Firm under the contract shall be subjected to local taxes if any. The JSDMS will pay Service Tax/GST, on prevailing rates as applicable on the consultancy charges.
- 1.3.8 The Consultants shall submit the hard copy of the Proposals (Sealed envelope) to the following address
- Mission Director
- Jharkhand Skill Development Mission Society
- Sharam Bhawan, Doranda, Ranchi – 834002.
- Last date for Proposal Submission is 14th September 2018 at 5.00 PM.**
- 1.3.9 Eligibility Criteria: As per mentioned in the ToR
- 1.3.10 Evaluation Criteria: Technical Proposals shall be evaluated on the basis of the criteria provided the RFP.
- 1.3.11 Method of selection: The selection is based on **Least Cost System (LCS)**. The contract shall be awarded to the bidder who has secured Technical Evaluation and L1 in Financial proposal.
- 1.3.12 Expected date for commencement of services: 3rd Week of September 2018

2. TERMS OF REFERENCE

2.1 Background

Jharkhand Skill Development Mission Society ("JSDMS") was registered on 1st October, 2013 under the Societies Registration Act, 1860 to function as an autonomous organisation under Department of Planning and Development, Government of Jharkhand. Through a Government of Jharkhand notification dated 18 June 2015, JSDMS was made an autonomous body under Department of Higher, Technical and Skill Development, Government of Jharkhand.

JSDMS seeks to invite Proposal from Chartered Accountant Firms, meeting the minimum eligibility criteria for providing accounting and financial management services.

2.2 Objective of the Assignment

JSDMS intends to engage a chartered accountant Firm which can provide the services of maintenance of books of accounts (2015-16, 16-17 & 17-18) in order to conduct Statutory Audit and also strengthen the accounting system. The total expenses during 2015-18 was around 100 Crore and bank transactions around 1100.

2.3 Scope of Work

The broad outline of the scope of service would include but not limited to:

1. Design, standardization, implementation of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement relevant enactments and notifications;
2. Preparation and finalization of books of accounts on monthly, quarterly and yearly basis and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guidelines.
3. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
4. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of JSDMS.
5. Data entry of vouchers in latest version of Tally/equivalent accounting software and Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
6. Preparation and maintenance of Vouchers, Ledger, Cash & Bank Books at State level;
Preparation of periodic Bank Reconciliation Statements
7. Verification of Tax Deductions (TDS) details
8. Reviewing JSDMS accounting & financial management systems and suggest modifications/improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
9. Assisting JSDMS in various statutory audits e.g. Annual Audit from time to time and implementing audit recommendations
10. Total bank transactions around 1100nos (approx.) and with 100 Crores (approx.) in value for entire 3 years.

2.4 Time Period:

The Chartered Accountant Firm will be required to provide the maintenance of books of accounts for 2015-16, 16-17 & 17-18 within 45 days.

Notwithstanding anything contained herein above, JSDMS reserves the right to extend the tender for next year i.e. 2018-19 after completion of agreement period on the basis of performance and discontinue the services of Chartered Accountant Firm in the event their services are evaluated as unsatisfactory at any time during the period without any notice.

2.4.1 Firm Experiences

The Chartered Accountant Firm is envisaged to play a critical role in handling accounting and financial management services at JSDMS. The Firm eligible for the bidding process must satisfy the following eligibility criteria:

- i. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI)/ Companies Act and have Income Tax Permanent Account Number (PAN number) & GST Registration [To provide all Certificates of Registration];
- ii. Head Office/Branch office of the Firm entity should be in Jharkhand.
- iii. The Firm should have been in operation for at least 05 years after its registration;
- iv. The Firm should have at least Two (02) partners and at least one (01) of them must be Fellow Chartered Accountants as on date as per ICAI Constitution Certificate. Registered entities have to provide a self-attested affidavit on stamp paper in this regard.
- v. The Firm/Registered entity should have more than 10 qualified/semi-qualified/articles staff with itself. In this regard constitution certificate of the Firm as on NIT date should be attached. Registered entities have to provide a self-attested affidavit on stamp paper in this regard.
- vi. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2018 must be equal to or more than Rs. 50Lakh. [To provide copies of audited Financial Statements for all the 3 years and a certificate of average annual income in the last 3 financial years];
- vii. The Firm should have experience in handling accounting and financial management services of at least 01 Government Organization or Public Sector Undertakings [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].

2.4.2 Team Experiences

The agency is required to provide qualified and dedicated staff to handle the entire accounting and financial management services at JSDMS. The required profile of the key professionals and their desired experience are given below:

Position	Nos	Qualifications	Experience	Role
Team Leader	1	FCA with 3 years' experience	<ul style="list-style-type: none">• Experience in Accounting, Financial Management taxation, etc• Must have worked in at least 1 assignments in Government Accounting & Financial Management with Government/PSU• Should have proficiency in use of Tally software	<ul style="list-style-type: none">• Provide technical leadership to the team including regular coordination & quality assurance• Overall in-charge of accounting & financial management team and accountable for performance of the team
Accountant	2	B.Com with 2years' experience	<ul style="list-style-type: none">• At Least 2 years working experience of accounting in the government/private organizations• Should have proficiency in use of Tally software	<ul style="list-style-type: none">• Maintenance of Books of Accounts• Checking of relevant documents/bills/invoice, approvals, etc.• Preparation of Assets Register• Bank Reconciliation Statement

Management has right to increase or decrease the staff as per need.

- i. In addition to the qualification criteria provided above, staff should also be well versed in English and Hindi languages.
- ii. The team shall be deployed on an exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. The office timing, list of holidays, shall be as per JSDMS's terms and conditions.
- iii. JSDMS will provide the required office space to the team. However, the team shall arrange for their travels etc. on their own cost. Any expenses incurred by the team on request of the JSDMS will be borne by the JSDMS.

- iv. If any staff of the team member is found to be indulging in fraud/ corruption or not performing during the contract period, JSDMS shall have the right to discontinue his services and the Firm shall provide replacement with equal or more qualified personnel within a period of 15 days. This shall also apply in case any of the team members resign/leave the Firm/Registered entity.

2.5 Payment Schedule

The Firm shall be paid consolidated Fees as prescribed in Fin-2 of the Proposal during the entire contract period towards outputs and deliverables as mentioned in Terms of Reference.

2.6 Payment Terms

The payment shall be made on the completion of entire services against the services provided by the team members subject to the following terms and conditions:

1. Any additional expenses incurred for the activities/travel performed by the team members on official duty, incurred as per JSDMS rules and duly certified by the JSDMS, shall be reimbursed on submission of actual bills.
2. JSDMS reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of JSDMS will be final in this regard.

2.7 Support and inputs to the agency

JSDMS shall provide adequate office space to the Agency to perform its services.

3. INSTRUCTION TO THE APPLICANTS

3.1 General

In preparing their Proposals, applicants are expected to examine in detail the documents comprising this RFP Document. Material deficiencies in providing the information requested may result in rejection of an applicant. The Applicants are requested to submit the proposal and all their correspondence in English.

3.2 Number of Applications

Each applicant is eligible to submit only one proposal in the format prescribed in the RFP.

3.3 Proposal Validity

The Proposal shall remain valid for acceptance by the JSDMS for a period of 90 days from the last date of submission of proposals. In case of need JSDMS may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

3.4 Pre-bid Queries

The Applicants can also submit their queries in writing (through fax/email) to the Mission Director, JSDMS. Enquiries, if any, can be addressed to:

Mission Director, JSDMS

All communication seeking clarifications pertaining to the RFP document, if any, should reach the designated official **on or before 12th September 2018**. Any communication received after the due date will not be entertained.

JSDMS shall endeavor to clarify the queries through a written response and circulate to all the Applicants within a week time, without identifying the party seeking the clarifications.

3.5 Amendment of RFP

At any time prior to the Proposal Due Date, JSDMS for any reason, whether on its own initiative or in response to clarifications requested by a prospective Applicant may modify and/or amend the RFP Document or part thereof by the issuance of an amendment.

Any amendment thus issued shall form a part of the RFP Document and shall be communicated in writing to all the Applicants who shall acknowledge receipt of such amendment in writing to JSDMS.

To give the prospective Applicants reasonable time in which to take such amendments/modifications into account for preparing their Proposals, JSDMS reserves the right to extend the Proposal Due Date.

3.6 Association of consultants and Sub-Consultants

Associates or Joint Venture arrangement or Consortiums are not allowed under the assignment.

3.7 Confidentiality

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant / Successful Applicant shall not be disclosed to any person who is officially not concerned with the Bidding Process or is not a retained professional advisor advising JSDMS in relation to, or matters arising out of, or concerning the Bidding Process. JSDMS shall treat all information submitted as part of Proposal as confidential and shall require all those who have access to such material to treat the same in confidence. JSDMS shall not divulge any such information unless it is ordered to do so by any authority that has power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory registered entity and/or JSDMS.

3.8 Litigation History

Any registered entity which has been barred/blacklisted by the Central/ State Government, or any registered entity controlled by it, from participating in any assignment/ project, and the bar subsists as on the date of Application (even if the litigation is pending on the same dispute (barred / blacklisted) under the jurisdiction / arbitration/ laws), would not be eligible to submit Application, either individually or as an associate.

3.9 Conflict of Interest

The Applicant shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, JSDMS shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the JSDMS and not by way of penalty for, inter alia, the time, cost and effort of the JSDMS, including consideration of such Applicant's Application (the "Damages"), without prejudice to any other right or remedy that may be available to JSDMS under the agreement or otherwise. The shortlisted Firm/Registered entity shall not be allowed to bid for any Audit related assignments with JSDMS during the contract period.

3.10 Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, JSDMS may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

Without prejudice to the rights of JSDMS hereinabove, if the Applicant is found by JSDMS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any RFP issued by JSDMS during a period of 2 (two) years from the date such

Applicant is found by JSDMS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case maybe.

For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the JSDMS who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the

service of the JSDMS, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical adviser of the JSDMS in relation to any matter concerning the Project;

- b. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- d. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the JSDMS with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

4. SUBMISSION & EVALUATION OF THE PROPOSAL

4.1 Submission of Proposal

The Consultants shall submit the hard copy Technical & Financial Proposals (separate envelope) to

Mission Director
Jharkhand Skill Development Mission Society
Shram Bhawan, Doranda, Ranchi - 834002

4.2 Content of the Proposal

4.2.1 Technical Proposal

The Technical Proposal shall necessarily comprise the following:

- Profile of the Firm/Registered entity
- Experience in providing accounting and financial management services
- Turnover of the Firm/Registered entity

4.2.2 Financial Proposal

The agency is required to submit the Professional Fee quote for maintenance of books of accounts services. The Financial Proposal to be submitted in the format provided in the Chapter5.

4.3 Evaluation Methods

The detailed evaluation methods for Technical and Financial proposal are specified below.

4.3.1 Evaluation of Technical Proposal

Technical proposals of all the Firm which meet the basic requirements would be taken up for detailed evaluation as per the technical bid evaluation criteria. All Firms scoring **70 or above marks** would be technically qualified and would only move into the next stage of financial evaluation.

The Applications shall be first evaluated on the basic requirements parameters. Those Applicants, who meet the basic requirements, shall be evaluated further as part of Technical Evaluation.

Criteria for evaluation: Eligibility criteria have been given as above.

Detailed evaluation of the proposals shall be undertaken for those Firms which qualify the above basic requirements.

Detailed Evaluation:

S.No	Parameter	Max. Marks
1	Firm/Registered entity Experience 5 Years to 7 Years-10 marks More than 7 Years-20 marks	20 Marks
2	No. of Partners 2 to 4 Partner –10 marks More than 4 Partner – 20 marks	20 Marks
3	Staff Capacity Up to 10Staff –10 marks More than 10 Staff –20 marks	20 Marks
4	Average Turnover of the Firm Rs. 50 Lakh to 75 Lakh –10 marks More than 75 Lakh –20 marks	20 Marks
5	Firm experience in handling accounting and financial management services of at least 1 Public Sector Undertaking or Government Organizations: 1 to 5 Projects- 10 marks More than 5Projects- 20 marks	20 Marks
	Total Score	100 Marks

432 Opening and Evaluation of Financial Proposal

The Client's shall evaluate the Technical Proposal after the closing of bid. The envelope containing the financial proposal shall not be opened till the technical evaluation is complete.

The financial proposal of only such Applicants will be opened who obtain **minimum qualifying 70 or above Marks prescribed**. Out of the technically qualified applicants, the final selection shall be based on **Least Cost System (LCS) method**. The final selection shall be based on the Technically Qualified vender with the lowest financial bid.

4.4 Last date of submission of the Proposal

Proposal must be submitted on or before 14thSeptember, 2018 at 3.00 PM.

4.5 Award of work order

JSDMS will issue Lol to the selected agency and after acceptance issue work order for the same.

5. SUBMISSION FORMS - TECHNICAL & FINANCIAL

Form Tech - I: Technical Proposal Covering Letter

FORM TECH I

(To be placed in the sealed cover containing technical proposal)

[Location, Date]

To,
The Mission Director,
Jharkhand Skill Development Mission Society
Shram Bhawan, Doranda, Ranchi.

Dear Sir,

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

We are submitting our Proposal in our own individual capacity without entering into any association / as a Joint Venture. 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 RFP, 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 RFP (*Please indicate date*).

We understand you are not bound to accept any Proposal you

receive. Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form Tech - II: Profile of the Firm/Registered entity

FORM TECH II

[Provide here a brief description of the background and organization of your Firm/Registered entity for this Assignment/job. The brief description should include both functional and sectoral experiences of the bidders.

FORM TECH IIA: Brief Description about background of the Firm covering ownership details, date of incorporation, number of employees, geographical experiences etc. It must cover the following:

Criteria	Firm/Registered entity's Strength	Supporting documentation
The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have PAN & GST number	ICAI Registration – Yes/No PAN – Yes/No GST – Yes/No	Provide all Certificates of Registration
The Firm/Registered entity should have been in operation for at least 5 years after its registration	Year of Registration/ start of Operations	Provide necessary evidences
The Firm/Registered entity should have at least Two partners and at least one of them must be Fellow Chartered Accountants	Numbers of Partner – Number of FCA Partner -	Provide necessary detail and undertaking for the same
Average annual income (i.e. average gross professional fees earned during 3 years) of the firm in the last 3 years	Average annual income -	Provide copies of audited financial statement for all the 3 years and a certificate of average annual income in the last 3 financial year
Firm experience in handling accounting and financial management services of at least 01 Public Sector Undertaking or Government Organization	No of assignment	Provide copies of contract/agreements

Form Tech - III: Firm Experiences of Similar Services

Firm experience in maintenance of books of accounts services of at least 5 Public Institution or Government Organization

[Using the format below, provide the summary of information on each Assignment/job for which your Firm/Registered entity was legally contracted for providing similar services (The Firm/Registered entity shall specify exact assignment / job for which experience details may be submitted)]

Sr. No.	Name of Project	Name of client	Sector Government /Private/Others	Nature of Project				Name of documentary evidence provided
				Government Accounting	Financial Management	Project Accounting	Payroll Management	

[Documentary proof/ work orders/client certificates/ completion certificates to be submitted]

Form Tech - IV: Firm's Professional Income

[Using the format below, provide the Firm/Registered entity's Average Annual Income in the last 3 financial years ended on 31st March 2018]

Particulars	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)	Average Annual Income
Annual Income* (in Rs. Lakh)				

*i.e. Gross Professional Fees earned during the year

“The Applicants are required to attach Auditor's certificate certifying their annual income(s). No marks will be awarded to the applicants for this criterion, in case the auditor's certificate is not submitted along with the proposal”.

Fin 1 - Financial Proposal Covering Letter

(To be placed in the sealed separate cover containing financial proposal)

[Location, Date]

To,
The Mission Director,
Jharkhand Skill Development Mission Society
Shram Bhawan,
Doranda, Ranchi.

Dear Sir,

We, the undersigned, offer to provide “Maintenance of Books of Accounts Services at Jharkhand Skill Development Mission Society” in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures1*] is fee for the services to be provided. This amount is inclusive of all taxes.

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 Clause 1.5 of the Data Sheet.

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

Thanking you,

Sincerely,
Authorized Signature [In full]:
Name and Title of Signatory:
Name of Firm/Registered
entity:

Fin 2- Summary of Costs

Sl No	Name of the Resource	Suggested Monthly Fee (Minimum)	Quoted Monthly Fee	Estimated days to Complete the assignment	Amount
1	Team Leader (40% Time effort)	40,000			
2	Accountant	20,000			
3	Accountant	20,000			
			Total Cost (excluding Taxes)		