



Jharkhand Skill Development Mission Society (JSDMS)

**Notice Inviting Proposal for “Selection of Chartered
Accountant Firm for Statutory Audit of JSDMS for
Financial Year 2015-16, 2016-17 & 2017-18”**

December 2018

RFP No. JSMD/RFP/11/2018

Date of Issue – 13th Dec 2018
Last date of bid submission – 20th Dec 2018, 5 pm

Jharkhand Skill Development Mission Society
(An autonomous body under Department of Higher, Technical Education and Skill
Development, Government of Jharkhand)
Shram Bhawan, 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 Statutory Audit of JSDMS for Financial Year 2015-16, 2016-17 & 2017-18". Details of 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 entity 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 to the following address
- Mission Director
- Jharkhand Skill Development Mission Society
- Sharam Bhawan, Doranda, Ranchi – 834002.
- Last date for Proposal Submission is 20th Dec 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 in 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: 4th Week of Dec 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 for Statutory Audit of JSDMS for Financial Year 2015-16, 2016-17 & 2017-18. The total expenses during 2015-18 was around 100 Crore and bank

transactions around 1100.

The objective of the audit is to ensure that JSDMS receives adequate, independent, professional audit assurance that the grant proceeds provided by the Government of Jharkhand and different Agency and authorities are used for purposes intended in line with approved guidelines of the programs and that the annual financial statements are free from material mis-statements.

The objectives of the Statutory Audit are to:

enable the auditor to express a professional opinion on the effectiveness of the overall financial management and procurement arrangements;

whether the overall financial management and arrangements including the system of Internal controls are in practice, effective and adequate, commensurate to the nature of the operations and

In addition, it is expected that Statutory audit should play a role in assisting management with fraud-related issues, including the prevention and detection of fraud as part of “bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process. The funds were utilized for the purposes for which they were provided, for which the Auditor has to verify in detail each and every payment.

2.3 Scope of Work

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

- The Statutory Audit of 2015-16, 2016-17 & 2017-18 have to be completed within 45 days from date of Lol.
- The scope of Statutory Audit will generally cover the following basic areas, so that during the course of statutory Audit majority of the areas/items are covered:-

○ **GENERAL**

- Reliability of the accounting record in conformity with the accounting standard.
- Adherence to the legal regularity requirements.
- Guidance on effective utilization of the fund in a systematic manner.
- Checking and suggesting issues in respect of all Taxes and other statutory matters.
- Adequacy of Internal control and Statutory check about system of payment made to different Agencies
- Specific action to be taken to unresolved items, if any.
- Scrutiny of all voucher and payments as per the existing rules & procedures.

○ **ACCOUNTS**

- Review the cash & bank balances – physical verification, insurance coverage, reasonableness of the balances maintained, reconciliation.
- Scrutinize the ledgers and sub-ledgers for proper accounting and classification, reconciliation.
- Accounting of Fixed assets, sale / disposal of assets, depreciation calculation.
- Review the physical verification of fixed assets – procedure followed, accounting treatment for discrepancies, etc.
- Confirmation of balances of suppliers, creditors, employees and other parties.
- Payroll accounting.
- Loans and advances granted to employees' w.r.t (i) accounting (ii) Interest / accrued interest calculation (iii) reconciliation of sub-ledgers.
- Compliance with statutory provisions.

○ **INVESTMENTS AND BORROWINGS**

- Checking with reference to procedure followed, delegation of powers, accounting and maintenance of proper records of Investments, Borrowings & Government Funding if any...

○ **TAXATION**

- Whether payment/reimbursement of Service Tax/ TDS/ WCT / Labour Cess, Profession Tax

& other taxes are done appropriately.

- Review of Direct & Indirect Taxes.

○ **CONTRACTS**

- Review of procurements.
- Scrutiny of all vouchers & payment. - Arithmetical accuracy, - Compliances with purchase order / Work order terms, - accounting treatment.
- Review the outstanding advances and actions taken for adjustments / recoveries.
- Compliance with statutory provisions.

- **In conducting the audit special attention should be paid to the following:**
 - Funds have been spent in accordance with the condition laid down by the concerned disbursing authority, Government of Jharkhand/India from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
 - Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI/ State Government
 - All necessary supporting documents, records and accounts have been kept in respect of the Mission
 - All necessary supporting documents, records, and accounts have been kept in respect of all project transactions including expenditures reported.
 - JSDMS assets are adequately safeguarded and used solely for their intended purposes;

2.4 Time Period:

The Chartered Accountant Firm will be required to provide the Statutory Audit 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 Eligibility Criteria

The Preliminary eligibility criteria required for technical qualification, and other terms & conditions for selection are as follows:-

- 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. The CA firm must be registered, and empanelled with Comptroller and Auditor General of India.
- iii. Head Office/Branch office of the Firm entity should be in Jharkhand.
- iv. The Firm should have been in operation for at least 05 years after its registration;
- v. The Firm should have at least Five (05) partners and at least three (03) of them must be Fellow Chartered Accountants as on NIT date as per ICAI Constitution Certificate. Registered entities have to provide a self-attested affidavit on stamp paper in this regard.
- vi. 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 in this regard.
- vii. 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. 50 Lakh. [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];
 - viii. The Firm should have experienced at least 05 Statutory Audit of Government Organization/ Public Sector Undertakings [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].

2.5 Payment Schedule

The Firm shall be paid a 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 on prior approval, 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

- i. 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.
- ii. 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.

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 20th Dec 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 may be.

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 therefrom, 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

421 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

422 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 Chapter 5.

4.3 Evaluation Methods

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

431 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 a. 5 Years to 7 Years- 10 marks b. 2 marks for every additional year after 7 years c. Maximum Marks 20	20 Marks
2	No. of Partners a. Less than 5 Partner – 0 mark b. 5 to 10 Partner – 10 marks c. 1 mark for every additional Partner exceeding 10 Partners d. Maximum 20 Marks	20 Marks
3	Staff Capacity a. Less than 10 Staff – 0 mark b. 10 to 20 Staff – 10 marks c. 21 to 40 Staff – 15 marks d. More than 40 staff – 20 marks	20 Marks
4	Average Turnover of the Firm a. Less than 50 Lakh – 0 mark b. INR 50 Lakh to 75 Lakh – 10 marks c. 1 mark for every additional 5 Lakhs beyond 75 Lakhs d. Maximum 20 marks	20 Marks
5	Firm experience in handling Statutory Audit at least 05 Public Sector Undertaking or Government Organizations: a. Less than 5 Statutory Audit – 0 mark b. 5 to 10 Statutory Audit - 10 marks c. 2 marks for every additional Statutory Audit of PSU/Govt Organizations beyond 10 projects d. Maximum 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 **20th Dec, 2018 at 5.00 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 – PAN – GST –	Provide all Certificates of Registration
The CA firm must be registered, and empanelled with Comptroller and Auditor General of India.	Registration number & date -	Registration Certificate
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 Five partners and at least Three of them must be Fellow Chartered Accountants	Numbers of Partners – Number of FCA Partners -	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 Statutory Audit at least 05 Public Sector Undertaking or Government Organization	No of assignment (Govt/PSU) -	Provide copies of contract/agreements

The Firm/Registered entity should have more than 10 qualified/semi-qualified/articles staff with itself.	No of Staff -	Registered entities have to provide a self-attested affidavit in this regard.
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Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form Tech - III:

Firm Experiences in Statutory Audit

Firm experience in Statutory Audit at least 5 PSU/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 the client	Sector Government/PSU	Documentary evidence provided

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

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”.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

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 “Statutory Audit of JSDMS for Financial Year 2015-16, 2016-17 & 2017-18” 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 Assignment	Minimum Audit Fee	Quoted Audit Fee
1	Statutory Audit of JSDMS for Financial Year 2015-16, 2016-17 & 2017-18	75,000, Taxes extra	

Authorized Signature [In full]:

Name and Title of Signatory:

Name of Firm/Registered entity: