

Jharkhand Industrial Infrastructure Development Corporation (JIIDCO)
(A Govt. of Jharkhand Undertaking)
5th Floor, DIC Campus, Udyog Bhawan, Ratu Road, Ranchi-834001, (Jharkhand)
Email: jiidcoltd@gmail.com

CIN U45208JH2004GOI011078

Letter no.....

dated.....

Request for Proposal

Subject:- Request for Proposal (RFP) for hiring firm for "Internal Auditor" of Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) & Jharkhand Plastic Park Limited (JPPL).

1. RFP is being floated for inviting rate quotation from CAG empanelled Chartered Accountant Firm or Cost Accountant (ICWA) firm for "Internal Auditor" as per following:

Last date of submission of RFP	04.01.2024 at or before 5.00 PM
Date of pre bid Meeting	12.12.2023 at 11.30 AM in JIIDCO
Date of opening Technical and financial Bids	05.01.2024 at 1.00 PM in JIIDCO
Office address	Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) & Jharkhand Plastic Park Limited (JPPL) (Subsidiary Company of JIIDCO) Address: 5th Floor, DIC Campus, Udyog Bhawan, Ratu Road, Ranchi-834001, (Jharkhand)
RFP details available at website	www.jiidco.co.in

Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) reserves the right to accept/reject any RFP or cancel entire process at any point of time without assigning any reason whatsoever.

GENERAL TERMS AND CONDITIONS:-

2. The scope of work for both JIIDCO & JPPL will be as follows:
- Verification of entries of Cash Book with vouchers & its data in Tally
 - Verification of Bank Reconciliation Statements.
 - Assist in preparation of Financial Accounts, Balance Sheet, Profit & Loss Account with schedules on the basis of verified & corrected data entries of cash / book & journal entries as per Schedule III of Companies Act 2013.
 - Verification of Journal vouchers & Entries in books of Accounts.
 - Checking for adjustment of various Advances / ad-hoc payments (Employee as well as Contractor/ Suppliers) and ageing analysis of outstanding Advances & Creditors.

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- f. Checking of Fixed Assets Register & computation of Depreciation thereon as per Corporation's policy and other acts as applicable.
 - g. Checking of Fixed deposit register customized in Tally & computation of interest thereon as per available records, statements and 26 AS.
 - h. Checking of salary preparation and payment procedures along with employee master data under HR & Finance Department.
 - i. Checking of statutory remittance and deductions.
 - j. Checking the regular Return filings of Income Tax , GST, TDS, JPT, EPF etc. of both the Companies-JIIDCO & JPPL.
 - k. Checking of process for award of contract/supply/sanction of various advances/approval of expenditure etc. with respect to Works & Procurement Policy, DOP and other rules & regulations of the Corporation and suggestions thereon, if any.
 - l. Detailed checking of utilization of fund transferred from various Govt. Departments to meet various expenditures in accordance with conditions laid down in Grant letter.
 - m. Expert Comments & Suggestion on Accounts for further improvement.
 - n. Submit a detailed Internal Audit report to cover all the departmental transactions and procedures.
 - o. Help the Company in preparing replies on various other Audits of both the Companies.
 - p. Determine mitigation plans to reduce the Statutory, CAG & other Audit comments.
 - q. Along with preparing monthly & annual statement of accounts, he will also help in getting refund of Income Tax, GST, TDS etc. and also help in correcting and clearing the wrong Demand of Income Tax, GST, TDS etc. of both the Companies.
 - r. Checking the various compliances applicable to JIIDCO & JPPL regularly and advice about whether we are abiding all the compliances regularly.
 - s. All the work as given above will be also to be done for preparing the Consolidated Final Accounts as JPPL is the subsidiary Company of JIIDCO.
3. The firm should be a partnership firm having at least two full time partners. Also, the firm should comply with The Indian Partnership Act, 1932.
 4. The firm must have 3 years experience in conducting the audit in Govt. office/Board/Corporations of Jharkhand.
 5. Average annual turnover of the firm for past three years should be more than Rs.50.00 lakhs. This should be supported by copy of P&L accounts and balance sheet duly certified.

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6. The auditor should be well conversant with Govt. rules and regulations and with overall accounting procedures. Also, he must have knowledge of latest changes in Companies Act, Income Tax Act, TDS, GST, Gratuity, EPF, JPT etc. and should have the capability to update the Accounts accordingly.

7. The firm should not be blacklisted or barred by any Government Department/PSU/Institute/Autonomous bodies etc. Self declaration may be attached in this regard on letter head of bidder.

8. Submission of Bid:-

Technical Bid: should contain:

- i. Bid forwarding letter in prescribed format as per **Annexure-I**
- ii. Technical bid in prescribed format as per **Annexure-II** with all relevant supporting duly signed documents as mentioned in bid document.

With superscription "**Technical Bid for Internal Auditor for JIDCO& JPPL: Part-A**"

Financial Bid:-should contain:

-- Financial bid in prescribed Format as per **Annexure-III**

--With superscription "**Financial Bid for Internal Auditor for JIDCO & JPPL: Part-B**"

9. **Selection of successful Bidder:** The selection of successful bidder will be decided by the Tender committee of the Board.
- i. Financial Bid of Bidder who qualifies in the Technical Bid will be opened.
 - ii. The Bidder who quotes the lowest rate (L1) in the financial bid followed by the technical criteria will be declared as successful bidder.
 - iii. The decision of the committee will be final.

10. **Termination** in case of breach of work order by the successful bidder the contract will be terminated and the firm may also be blacklisted.

11. **Dispute Resolution:** In the event of any dispute or differences, the decision of the Managing Director of JIDCO will be final.

12. **Applicable Law:** the court of Jurisdiction shall be Ranchi for all such purpose.

13. **Cancellation:** Board may cancel the tender process at any time without citing any reason.

14. **Term of work:** The Firm will be hired for two years and will be continued for next Financial year if the work is found satisfactory and up to the mark.

Meenakshi

Sybil S.

ANNEXURE-I

BID FORWARDING LETTER

(On the Letter head of the Bidder)

RFP No:

Date:

From,

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To

The Managing Director
Jharkhand Industrial Infrastructure Development Corporation (JIIDCO)
5th Floor DIC Campus Udhog Bhawan,
Ratu Road , Ranchi-834001 (Jharkhand)

Sub: submission of RFP for "Internal Auditor" of Jharkhand Industrial Infrastructure Development Corporation (JIIDCO)& Jharkhand Plastic Park Limited (JPPL).

Dear Sir

With reference to the above subjected tender, I/we/am/are submitting our bid for the above cited work. I/we hereby confirm and declare that I/we have carefully studied the RFP document therein and undertake myself /ourselves to abide by the terms and condition laid down in the tender document.

Yours faithfully,

(Signature of the authorized official of the bidder with seal)

Henry

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ANNEXURE-II

TECHNICAL BID

(To be submitted in a separate sealed envelope)

RFP No:

Date:

Submission of RFP for "Internal Auditor" of Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) & Jharkhand Plastic Park Limited (JPPL).

(Self-attested photo copies of all supporting documents must be attached with the technical bid)

Sl no.	Particulars	Compliance	Page No.
1	Name of the firm		
2	Address of the firm: Tel/Mob No Email.ID		
3	CAG Empanelled CA Form /ICWA Firm (Attached proof in support of this)		
4	Name and designation of Authorized person with Tel/Mob N, Email id to deal with JIIDCO		
5	GST No. (Attached self- certificate copies of the same).		
6	PAN No. (Attach self-certified copy of same		
7	ITR		
8	Computation of Average Annual Turnover of previous 3 years		
9	The firm should not be blacklisted or barred by any dept. of Govt. PSU, Institute or Autonomous Bodies etc. (Attach self-declaration on the letter head of bidder)		

Declarations:-

I/We.....
.....Names of the partner/proprietors) do hereby declare that the
entire made here are true to the best of my our knowledge. I/We hereby agree to abide by all terms
and conditions laid down in tender document.

Place:

Date:

(Signature and seal of bidder)

Memon

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ANNEXURE-III

Financial BID

(To be submitted in a separate sealed envelope)

RFP No:

Date:

Submission of RFP for "Internal Auditor " of Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) and Jharkhand Plastic Park Limited (JPPL)..

S.NO	Per Financial Year audit Rate (In Rs.)excluding Travelling & Conveyance expenses and GST (if applicable)

Travelling & Conveyance & Out of pocket Expenses:

GST Amount (If registered under GST Act):

Maurya *2/18/22*

(Signature and seal of bidder) Jharkhand Industrial Infrastructure Development Corporation (JIIDCO).
5th Floor DIC Campus Udhog Bhawan,
Ratu Road , Ranchi-834001 (Jharkhand)

REQUEST FOR PROPOSAL

RFP No:-JIIDCO/...../.....

Jharkhand Industrial Infrastructure Development Corporation (JIIDCO) invites RFP from Cost Accountant Firms and CAG empanelled Chartered Accountant firms for "Internal Auditor" of the Company- JIIDCO & JPPL for financial year FY2022-23 & FY2023-24.

Interested Agencies may submit their proposal in accordance with the details available at website <http://jiidco.co.in>

Last date for submission is

Pre-Bid

Tender will be opened on

Sd/-
(Managing Director)
JIIDCO & JPPL

Contact Detail: Jharkhand Industrial Infrastructure Development Corporation (JIIDCO).
5th Floor DIC Campus Udhog Bhawan,
Ratu Road , Ranchi-834001 (Jharkhand) Ph-9999984388

Meenap

27.10.12