



## **RequestforProposal(RFP)**

**SELECTION OF A CHARTERED ACCOUNTANT TO WORK AS  
CONSULTANT IN  
JHARKHANDTOURISMDEVELOPMENTCORPORATIONLIMITED.**

**Ref.No.:- 680/2024**  
**RanchiDated:- 04/07/2024**



**JharkhandTourismDevelopmentCorporationLimited**

6<sup>th</sup> Floor, Premium Suite Building,

JUPMI Campus, Dhurwa, Ranchi,

Jharkhand - 834004

E-MAIL:[jtdcltd@gmail.com](mailto:jtdcltd@gmail.com)

Visituson <https://tourism.jharkhand.gov.in>



**Directorate of Tourism, Government of Jharkhand**

MDI Building, 2nd floor,  
HEC Campus, Dhurwa, Ranchi-04 Tele

Fax : 0651-2331828

Email: [dirjharkhandtourism@gmail.com](mailto:dirjharkhandtourism@gmail.com) / [jtdcltd@gmail.com](mailto:jtdcltd@gmail.com)

**Ref.No.:680/2024**

**Date:04/07/2024**

**TENDER NOTICE**

**FOR SELECTION OF A CHARTERED ACCOUNTANT FIRM TO WORK AS  
CONSULTANT IN JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED.**

The Jharkhand Tourism Development Corporation Limited (JTDCL), Government of Jharkhand (GoJ) undertaking intends to invite Request for Proposal (RFP) for the Selection of a Chartered Accountant Firm to work as a Consultant for Jharkhand Tourism Development Corporation Limited.

The detailed RFP document can be downloaded from the website <https://tourism.jharkhand.gov.in> and the applicant can submit their applications. The Application Due date is on **29/07/2024 at 12:00 hours**.

All subsequent notifications, changes and amendments will be posted only on the above website.

**Director**

## **1. SECTION1:-INTRODUCTION**

### **1.1 Background**

- 1.1.1 Jharkhand Tourism Development Corporation Limited (JTDCL) is a Government of Jharkhand undertaking registered under the Companies Act, 1956.
- 1.1.2 JTDCL invites tender from reputed Chartered Accountants Firms to work as consultant for JTDCL.
- 1.1.3 RFP document is available at the Directorate of Tourism/DOT website i.e. [www.jharkhandtourism.gov.in](http://www.jharkhandtourism.gov.in). Interested parties may download the RFP documents from the website and submit their Proposals.
- 1.1.4 **Earnest Money Deposit (EMD)** cum Performance Security amounting to **Rs.25,000/- (Twenty Five Thousand only) and Tender fees for Rs.5900/-(Rupees Five Thousand Nine Hundred Only)** in the form of a Demand Draft in favour of “**Managing Director, Jharkhand Tourism Development Corporation Limited**”, of any Nationalized / scheduled bank, payable at “**Ranchi**” along with bid documents is required to be submitted by the Bidder.
- 1.1.5 The scope of services to be provided by the Chartered Accountant firm is general and the list is not exhaustive i.e. does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall be governed by the provisions of the RFP and work order. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The scope of services is as stated in **Annexure-1**.
- 1.1.5 JTDCL has adopted a two stage (Technical & Financial) selection process (referred to as the “**Selection Process**”) for identifying a Chartered Accountant firm. JTDCL invites eligible Bidders to submit their Proposals in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at JTDCL office up to **29/07/2024 12:00 noon** in accordance with the terms of this RFP document.

### **Contact Information & Address** **for communication:-**

To

The Managing Director

Jharkhand Tourism Development Corporation  
Limited, 6<sup>th</sup> Floor, Premium Suite Building, JUPMI  
Campus, Dhurwa, Ranchi, Jharkhand - 834004  
E-MAIL: [jtdcltd@gmail.com](mailto:jtdcltd@gmail.com)

[Visitusontourism.jharkhand.gov.in](http://Visitusontourism.jharkhand.gov.in)

And endeavor to adhere to the following schedule:

**ScheduleofSelectionProcess:**

Sl No	EventDescription	Date
1	Pre-BidQueriesSubmission	11/07/2024by17:00Hoursthroughemail
2	Pre-BidConference	12/07/2024 by15:30 hours online. The link will be uploaded on our website.
3	BidDueDate	29/07/2024by11:00 hours
4	Bid opening	29/07/2024at12:00Hours
5	EarnestMoneyDeposit	Rs.25,000/-(Twenty-Five Thousandonly)
6	Tenderfees	Rs.5900/-(Nonrefundable)

**SECTION2:MinimumEligibilityCriteria:****A. WorkExperience:**

i) The Chartered Accountant firm shall be selected and entrusted to work as consultant should maintain highest standards of professional competence and ethics. A thorough professional approach towards work, with concrete suggestions, clear & unambiguous approach towards issues of concern and practical solutions to the issues is highly desirable.

ii) The Chartered Accountant of the firm (partner or proprietor)should have experience of more than 30 years in his profession and at least 7 years of experience of Government department.The application should be supported byWork Certificates issued by the government organization/s.

**B. General:**

i) TenderersshouldhavevalidGSTRegistrationandPANnumber.

ii) TenderermusthaveanofficeinJharkhand, and whichcanbecontactedatalltime whenever required.

iii) Tenderer should be registered with ICAI. A copy of the registration certificatewithICAIto besubmittedalongwithotherbidddocuments.

2. The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done onthe basis of documents submitted by the bidders with the bids. Bids with Incomplete / Ambiguous information will be rejected.

3. The biddersare advised intheir owninterest to submit their bid documents well in advance from lastdate/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.

4. Tenderswillbeopenedinpresenceoftendererortheirauthorized representatives.

5. ListofDocumentstobesubmitted:

a) Declaration from bidder (s) in support of Earnest Money Deposit (EMD) has to be submitted which should be duly signed and stamped by the Chartered Accountant or authorized representative having power of attorney on

## RFP....APPOINTMENTOFCHARTERED ACCOUNTANT AS CCONSULTANT

letter head of the company, in Hard copy in original; else his bid will be out rightly rejected.

- b) DemandDraftofanyScheduledBanktowardsEarnestMoneyDeposit.
- c) UnconditionalLetterofAcceptanceofTenderConditions(inoriginal)(Annexure-II) (On Letter Head of the Applicant/ Bidder).
- d) DetailsofWorkExperienceincluding Certificates from the Government organization.
- e) PowerofAttorneyofthepersonauthorisedforsigning/submittingthetender.
- f) Copy of PAN Card.
- g) Copy of Partnership Deed in case applicant is a Partnership Firm.
- h) Registration Certificate of ICAI.
- i) GeneralInformationoftheBidder(Annexure III)
- j) GSTRegistrationDetailsofBidder (Annexure IV)

7Allthesubmitteddocumentsshallbedulysignedbybidder/authorizedrepresentative.

8. Consultancy fee/charges(AnnexureV).

9. ProposalPreparationCost:

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Selection Process. JTDCL will not be responsible or in any way liable for such costs, regardless of the conductor outcome of the selection process.

### **SECTION3:SubmissionofProposals:**

TheBiddershallberequiredtosubmitaTechnical&FinancialBidinseparatesealedenvelopesput in a bigger sealed envelopes super scribed as “**RFP for SELECTION OF A CHARTERED ACCOUNTANT FIRM TO WORK AS CONSULTANT FOR JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED – “**”.

Bid should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Jharkhand TourismDevelopmentCorporation Limited office up to 11:00 hours on **29/07/2024** on the Proposal DueDateas indicated.

### **SECTION4:Clarificationaftertendersubmission:**

Tenderer'sattentionisdrawn to the fact that during the period, the tenders are under consideration, the tenderersare advised to refrain from contacting by any means,JTDCL and/or its employees/ representatives on matters related to the tender under consideration and that if necessary, JTDCL will obtain clarifications in writing or as may be necessary. The tender evaluation and process of award of works is done by duly authorized Tender Scrutiny Committee and this committee is authorized to discuss and get clarification from the tenderers.

The EMD shall be returned to the unsuccessful Bidders after selection of the Selected Bidder. The EMD submitted

by the Selected Bidder shall be retained as **Performance Security**.

### **ProposalDueDate**

Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Jharkhand TourismDevelopmentCorporation Limited office up to **11:00 hours** on **29/07/2024**(the Proposal Due Date as indicated), in the manner and form as detailed in this RFP Document.

JTDCL, at its sole discretion, may extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of this RFP.

### **LateProposals**

Applications submitted after the Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

### **Modifications/Substitution/WithdrawalofProposals**

The Applicants will not allow Modifications/Substitution/Withdrawal of Applications after submission of application.

Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period will not be allowed.

### **Confidentiality**

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

### **SECTION 5: Terms & Conditions of Contract:**

Consultation Fees per month (excluding Taxes) is to be quoted in the financial bid as per the scope of work. Terms of payment will be within 15 days on submission of Invoice/Bill by the Consultant.

Income tax deductions shall be made from all payments made to the bidder in accordance with the provisions of the Income Tax Act and Rules made thereunder and prevailing and in force from time to time.

1. GST shall be paid extra as per norms.
2. Bidders shall ensure that there should not be any conflict of interest for their carrying out this assignment.
3. Bidders shall not be under liquidation, court receivership or similar proceedings.
4. If any of the terms and conditions provided herein or any direction issued is not complied with or the

applicant is found to have committed any breach thereof, the contract shall be terminated and security deposit will be forfeited. The decision of JTDCL in this regard shall be final.

**SECTION 6: Miscellaneous:**

**a) Notification of Award:**

**Evaluation of the bids:** Bids received by JTDCL, the Chartered accountant firm having quoted the lowest Consultation fees (L1) will be issued Work Order. JTDCL will issue the Work Order (WO) to the successful Bidder and communicate the same through Courier/Fax/email as per details given by Bidder. The said communication will constitute the formation of a Contract.

**b) Fraud Prevention Policy:**

- i) The Bidders shall be bound to take all measures necessary to prevent fraud and corruption while dealing with JTDCL.
- ii) The Bidders shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of JTDCL's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- iii) The Bidder shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other action to restrict competitiveness or to introduce cartelization in the bidding process.
- iv) The Bidder shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- v) The Bidder if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform JTDCL of same without any delay.
- vi) The Bidders shall not pass on any information of JTDCL to outside parties.

**c) Termination:**

- a) JTDCL reserves the right to summarily terminate the contract due to failure of the Chartered Accountant to provide satisfactory services.
- b) JTDCL may at any time by giving one month notice close the contract without any liability, financial or otherwise on itself.
- c) The Terms & Conditions and the procedures laid down should be strictly adhered to. The Department reserves the right to reject any tender without assigning any reason whatsoever.

**ANNEXURE-I**

**Scope of Work:**

1. Ensure Compliance of Income Tax, GST and all direct and Indirect Tax Laws, Rules and Regulations framed from time to time.
2. Assistance in:
  - # proper maintenance of accounts including finalization of accounts
  - # Statutory Audit, CAG Audit, Audit by Lok Upakram Samity
3. Vetting of proposals of allotment of Land or land with infrastructures etc for consideration by JTDCL.
4. Any other professional work incidental to the above for JTDCL.

**Please Note:**

1. Any dispute will be in the jurisdiction of Ranchi, Jharkhand.

**Annexure-II**

**ACCEPTANCEOFTENDERCONDITIONS**

From:(TobesubmittedinORIGINALontheletterheadoftheChartered Accountant or bytheauthorized officer having power of attorney)

JharkhandTourismDevelopmentCorporationLimited,

\_\_\_\_\_  
\_\_\_\_\_  
6<sup>th</sup> Floor, Premium Suite Building, JUPMI Campus,  
Dhurwa, Ranchi, Jharkhand - 834004

**Sub:Nameofthework&RFP No.:**

Sir,

i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work, and I/Wehereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.

ii) I/weareeligibletosubmitthetenderforthe subjecttenderandI/Weareinpossession of all the documents required.

iii) I/We have viewed and read the terms and conditions of this RFP carefully. I/We have downloaded the following documents forming part of the tender document:

- a) NoticeInvitingTender
- b) thescopeofwork(Annexure I)
- c) AcceptanceofTenderConditions(AnnexureII)
- d) GeneralInformationInformation(Annexure-III)
- e) GSTRegistrationDetailsofBidder(Annexure-IV)
- f) FormatforFinancialProposal(AnnexureV)
- e) Addendum/Corrigendum,ifany-Dulysignedbyauthorizedperson
- f)Pre-bidclarifications,ifany

iv) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and payJTDCL, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

v) If I/we fail to commence the work within 10 days of the date of issue of Letter of Award and/or I/we fail to sign the agreement and/or I/we fail to submit performance guarantee, I/we agree that JTDCL shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

Yoursfaithfully,

(Signatureofthetendererwithrubberstamp)

Dated \_\_\_\_\_

**ANNEXURE–III GENERAL INFORMATION**

<b>GENERAL INFORMATION</b> 1.Name of Applicant/Firm	
2.Addressforcorrespondence	
3 Official e-mail for communication	
4 ContactPerson: TelephoneNos. Fax Nos. Mobile	
5 TypeofOrganization: a) Anindividual b) Aproproprietaryfirm c) A firm in partnership (AttachcopyofPartnership)	
6 Placeand YearsofProfessional Experience(detail)	
Name of Government Organization and years of Experience	
8 Name(s) andDesignation ofthe persons , whoisauthorizedtodealwith JTDCL (Attach copy of Power of Attorney)	

**SignatureofBidderwith Seal**

**Annexure-IV****GSTRegistrationDetailsofBidder**

Name	
Address(AsperregistrationwithGST)	
City	
PostalCode	
Region/State(CompleteStateName)	
PermanentAccountNumber	
GSTINID/ProvisionalIDNo.: (copyofRegistration Certificaterequired)	
TypeofBusiness(Asperregistrationwith GST)	
ServiceAccountingCode/HSNCode:	
ContactPerson	
PhoneNumberandMobileNumber	
EmailID	
ComplianceRating(ifupdatedbyGSTN)	

**SignatureofBidderwithSeal**

**Annexure:V(OnLetterHeadoftheBidder)FormatforFinancialProposal**

To  
TheManagingDirector  
JharkhandTourismDevelopmentCorporationLimited 5,  
Mahatma Gandhi Marg  
Ranchi,Jharkhand

Dear Sir/ Ma'am,

Sub:**BidfortheSelectionofaCharteredAccountant to work as Consultant forJTDCL**

**WearepleasedtoquoteourconsolidatedC o n s u l t a t i o n f e e s a s p e r t h e s c o p e o f w o r k m e n t i o n e d i n A n n e x u r e I o f the bid documents:**

**ConsolidatedConsultation feesper month (inRupees)..... (excludingtaxes)**

- a) I/ We confirm and agree that we have reviewed allthe terms and conditions of the Request for Proposal and conform that we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP.
- b) I / we confirm that our Financial Proposal is unconditional and that we accept all terms and conditions specified in the RFP.
- c) I /we agree tobe bound by this offer if we are the Selected Agency for the said Assignment.
- d) We further certify that we shall follow the Scope of Work, without any deviations, enumerated in this RFP, if the Assignment is awarded to us.

**Sincerely,**

NameoftheBidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person