



Request for Proposal (RFP)

**SELECTION OF A CHARTERED FIRM FOR INTERNAL AUDIT IN
JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED.**

Ref. no.:- 1016/2022
Ranchi/Dated:- 07 /12/2022



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Ref. No.: 1016/2022

Date : 07/12/2022

TENDER NOTICE

FOR SELECTION OF A CHARTERED FIRM FOR INTERNAL AUDIT 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 Firm for Internal Audit in Jharkhand Tourism Development Corporation Limited.

The detailed RFP document can be downloaded from the website <https://tourism.jharkhand.gov.in> and submit their Applications. The Application Due date is on **04/01/2023 at 12:00 hours.**

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

**SD/-
Director**

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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 firm for it's Internal Audit work for the financial year **2019-20, 2020-2021, 2021-22, 2022-23 and 2023-24.**

1.1.3 RFP document is available at the Directorate of Tourism/DOT website i.e. 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.50,000/- (Fifty 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.

1.1.5 The scope of services to be provided by the Agency are 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 shall be 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 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 **04/01/2023 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 5, Mahatma Gandhi Marg, Ranchi,
Jharkhand - 834001

Phone No: +(91)-651-2331828 & 2331643 Fax: +(91)-651-2331828

E-MAIL: jtdcltd@gmail.com

Visit us on www.jharkhandtourism.gov.in

JTDCL shall endeavour to adhere to the following schedule:

Schedule of Selection Process:

Sl No	Event Description	Date
1	Pre-Bid Queries Submission	19 /12/2022 by 17:00 Hours through email
2	Pre-Bid Conference	20/12/2022 by 15:30 Hours online. The link will be uploaded in our website.
3	Bid Due Date	04 /01 /2023 by 12 noon
4	Bid opening	05 /01/2023 at 13:00 Hours
5	Earnest Money Deposit	Rs.50,000/- (Fifty Thousand only)
6	Tender fees	5900/- (Non refundable)

SECTION 2: Minimum Eligibility Criteria:**A. Work Experience:**

i) The Chartered Firm shall be selected and entrusted the work of Internal Audit should maintain highest standards of professional competence and ethics. A thorough professional approach towards work, concisely written Audit Report with concrete suggestions, clear & unambiguous approach towards issues of concern and practical solutions to the issues is highly desirable. Consolidated Yearly financial statement too must be submitted to the management.

ii) The past experience of last 5 years in similar nature of work should be supported by Work Orders & Certificates issued by at least **five** different government organisations.

Similar work means “Rendering Internal Audit Services of Government Company”

B. General:

i) Tenderers should have valid GST Registration and PAN number.

ii) Tenderer must have an office in Ranchi and which can be contacted at all time whenever required.

iii) Tenderer should be registered with ICAI and CAG. A copy of the registration certificate with ICAI and CAG to be submitted along with other bid documents.

iv) Tenderer should have an office in Ranchi

v) Tenderer should submit details of the partners so engaged as well as the Article Members present in the firm.

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

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

4. Tenders will be opened in presence of tenderer or their authorized representatives.

5. List of Documents to be submitted:

a) Declaration from bidder (s) in lieu of Earnest Money Deposit (EMD) has to submit duly signed and stamped by the authorized representative having power of attorney on letter head of the company, in Hard copy in original; else his bid will be out rightly rejected.

b) Demand Draft of any Scheduled Bank towards Earnest Money Deposit.

c) Unconditional Letter of Acceptance of Tender Conditions (in original) (Annexure-II)
(On Letter Head of the Applicant/ Bidder).

d) Details of Work Experience Certificates.

e) Power of Attorney of the person authorised for signing/submitting the tender.

f) Copy of GST Registration Certificate and PAN Card.

g) General Information of the Bidder (Annexure III)

h) Format of Application

i) GST Registration Details of Bidder(Annexure IV)

7 All the submitted documents shall be considered as duly signed by bidder/ authorized representative.

8. Audit fee charges (Annexure V).

9. Proposal Preparation Cost:

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 conduct or outcome of the selection process.

SECTION 3: Submission of Proposals:

The Bidder shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelopes super scribed as “**RFP for SELECTION OF A CHARTERED FIRM FOR INTERNAL AUDIT IN 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 Tourism Development Corporation Limited office up to **04/01/2023 12:00 noon** on the Proposal Due Date as indicated. The documents accompanying the Proposal(s) submission shall include:

SECTION 4: Clarification after tender submission:

Tenderer's attention is drawn to the fact that during the period, the tenders are under consideration, the tenderers are 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**.

Proposal Due Date

Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Jharkhand Tourism Development Corporation Limited office up to **04/01/2023 12:00 noon** on 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.

Late Proposals

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/ Withdrawal of Proposals

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:

Consolidated rate of 5 years is to be quoted in the Financial bid as per the scope of work.
Terms of payment will be 20% for every financial year on submission of all reports mentioned in the scope of work.

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 there under prevailing and in force from time to time.

1. GST shall be paid extra as per norms.
2. Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Partner of Bidding firm if the signatory is other than Partner.
3. Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.
4. Bidder shall not be under liquidation, court receivership or similar proceedings.
5. If any of the terms and conditions provided herein or any direction issued is not complied with or agency 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 the bids received by JTDCL, the Chartered firm having quoted the lowest Audit fees (L1) will be issued Letter of Award. JTDCL will issue the Letter of Award (LOA) 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 Bidder shall be bound to take all measures necessary to prevent Fraud and corruption while dealing with JTDCL.
- ii) The Bidder 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 actions 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 Bidder 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 agency 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.

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- 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:

Area of Checking

1. Income and Expenditure Vouching
2. Journal Vouching
3. Income Tax
4. GST.
5. EPF AND ESIC.
6. Bank Reconciliation.
7. Sundry Debtors
8. Sundry Creditors
9. Fixed Assets
10. Transport Log books

Please Note:

1. Year end audit. Time of completion of audit within 60 days from the start of work.
2. Audit Report(findings & recommendations) should be submitted unit wise.
3. Yearly Consolidated financial statement with Balance Sheet, Profit & Loss, Schedules, Depreciation, Cash Flow should be submitted.
4. Any dispute will be in the jurisdiction of Ranchi, Jharkhand.

Annexure-II

ACCEPTANCE OF TENDER CONDITIONS

From: (To be submitted in ORIGINAL on the letter head of the company by the authorized officer having power of attorney)

Jharkhand Tourism Development Corporation Limited,

Sub: Name of the work & 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/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.

ii) I/we are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.

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

- a) Notice Inviting Tender
- b) Understood the scope of work (Annexure I)
- c) Acceptance of Tender Conditions (AnnexureII)
- d) General Information Information (Annexure-III)
- e) GST Registration Details of Bidder(Annexure-IV)
- f) Format for Financial Proposal(Annexure V)
- e) Addendum/Corrigendum, if any- Duly signed by authorized person
- f)Pre-bid clarifications, if any

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 pay JTDCL, 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.

Yours faithfully,

(Signature of the tenderer with rubber stamp)

Dated _____

ANNEXURE-III GENERAL INFORMATION

<p>GENERAL INFORMATION 1. Name of Applicant/Company</p>	
<p>2. Address for correspondence</p>	
<p>3 Official e-mail for communication</p>	
<p>4 Contact Person: Telephone Nos. Fax Nos. Mobile</p>	
<p>5 Type of Organization: a) An individual b) A proprietary firm c) A firm in partnership (Attach copy of Partnership) d) A Limited Company (Attach copy of Article of Association) e) Any other (mention the type)</p>	
<p>6 Place and Year of Experience</p>	
<p>organization</p>	
<p>8 Name(s) and Designation of the persons , who is authorized to deal with JTDCL (Attach copy of Power of Attorney)</p>	

Signature of Bidder with Seal

Annexure-IV

GST Registration Details of Bidder

Name	
Address (As per registration with GST)	
City	
Postal Code	
Region/State (Complete State Name)	
Permanent Account Number	
GSTIN ID/Provisional ID No.: (copy of Acknowledgement required)	
Type of Business (As per registration with GST)	
Service Accounting Code/HSN Code:	
Contact Person	
Phone Number and Mobile Number	
Email ID	
Compliance Rating (if updated by GSTN)	

Signature of Bidder with Seal

Annexure: V (On Letter Head of the Bidder) Format for Financial Proposal

To
The Managing Director
Jharkhand Tourism Development Corporation Limited
5, Mahatma Gandhi Marg
Ranchi, Jharkhand

Dear Sir/ Ma'am,

Sub: **Bid for the Selection of a Chartered Firm for Internal audit of JTDCL**

We are pleased to quote our consolidated audit fees of 5 years as per the scope of work mentioned in Annexure I of the bid documents:

Consolidated Audit fees for 5 years (in Rupees)..... (excluding taxes)

- a) I/ We confirm and agree that we have reviewed all the 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 to be 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,

Name of the Bidder
.....
Signature of the Authorised Person
.....
Name of the Authorized Person