

JHARKHAND BIJLI VITRAN NIGAM LIMITED

(CIN: U40108JH2013SGC001702)

Regd. Office: - Engineering Building, HEC Dhurwa, Ranchi-834004

Sub: - Notice inviting tender for engagement of Chartered Accountants (CA)/Cost Accountants (CMA) firms to supply qualified and semi qualified CA/CMA and other assistant manpower for support services and providing supervision in preparation of Monthly Accounts/Annual Accounts, Financial Report as and when required, Statutory compliances, Taxation and pre-audit in all Accounting units of JBVNL (i.e Hqr. and field offices).

Jharkhand Bijli Vitran Nigam Limited, Ranchi hereby invites CA/CMA firms to supply qualified and semi qualified CA/CMA and other assistant manpower for support services and providing supervision in preparation of Monthly/Annual Accounts, Statutory compliances, Taxation and pre-audit in all Accounting units of JBVNL (Hqr.) and field offices.

Please visit the website of Jharkhand Bijli Vitran Nigam Limited - www.jbvnl.co.in and www.jharkhandtenders.gov.in - for details.

Last date of submission of the Notice Inviting Tender is 31.10.2020 at following address :-

GM(A&R)-CUM -CFO
Jharkhand Bijli Vitran Nigam Limited
Regd. Office:- Engineering Building,
HEC Dhurwa, Ranchi-834004

SELECTION AND APPOINTMENT OF CA/CMA FIRM

Ref:JBVNL/CA/CMA/2020-21

Dated :

SELECTION AND APPOINTMENT OF CA/CMA FIRM	
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1. INTRODUCTION:

Jharkhand Bijli Vitran Nigam Limited (hereinafter referred as JBVNL) is a subsidiary company of Jharkhand Urja Vikas Nigam Limited (JUVNL) having headquarter in Ranchi, Jharkhand and has operations in the entire state of Jharkhand.

2. SCOPE OF WORK:

JBVNL is looking for engagement by outsourcing of CA/CMA firms having its office in Jharkhand for carrying out the following jobs by deployment of qualified and semi qualified CA/CMA and other assistants at JBVNL (Hqr.) and all Area/Circle offices located at different locations in the State of Jharkhand

A. Period of Assignment

Period of work will be for Three Years (3) i.e. from 1st DEC, 2020 to 30thNOV, 2023 which can be extended for further Two (2) years based on the satisfactory performance of CA/CMA firms. The work may be awarded amongst several CA /CMA firms in a location where their registered office/branch office is situated or preferable location at their end within the state of Jharkhand for proper supervision of work and timely completion. In case of an unsatisfactory performance report issued by any accounting unit against a CA/CMA Firm, their services will be discontinued at the sole discretion of JBVNL during the

period of assignment and it can be awarded to other firms having better performance or firm engaged for compilation of all Accounting Units.

B. Preparation of accounts and necessary compliances:

Preparation of Accounts on quarterly and Annual basis for all completed periods during the period of assignment, from the books maintained at Head Office and Area offices and at Circle Levels (including accounts of division which is merged in circle accounts) based on the prevailing IND AS in the prescribed format of Schedule III of the Companies Act,2013. The work will include following under the scope:

Part-I : Work Description For All Accounting Units:

B1. Scope includes preparation and generation of management information/ reports as and when required by the respective accounting units at H.Q, Area or Circle level.

B2. Complete Checking of data entries made in relevant records and updating, rectification of discrepancies and accounting thereof:

- i.** Booking of Income and Expenses in proper accounting head
- ii.** Ensuring day to day accounting transaction of payment and receipt and other miscellaneous expenses on timely basis.
- iii.** Maintaining and scrutinizing all ledger accounts at regular intervals.
- iv.** Scheme wise and project wise capitalization based on the completion certificate of CWIP to Capital asset.
- v.** Checking and reconciliation of recovery and payment of advance to employees including transfer cases and accounting thereof.
- vi.** Entry for issue and receipt of Debit notes (to/from H.Q., Area, Other Circles)
- vii.** Accounting of F.D./Flexi Bank Deposits and interest entries to be made along with tax deducted at source.
- viii.** Scheme wise and Project wise entries of value of SRV and SIV
- ix.** Making Journal entries for;
 - a) Capitalisation
 - b) Depreciation
 - c) Provision of Gratuity, Pension, Leave Encashment and EPF and ESIC.
 - d) ICT Stock
 - e) SRV and SIV
 - f) Provision for Expenses (Salaries and Administrative Expenses, computer billing, rural Franchisee) etc.
 - g) Reversing previous year provision (Salaries and Administrative Expenses except Electricity Expense)
 - h) Debit Note (receipt and Issue)
 - i) Collection of GPF deduction/schedule of all employee of JBVNL and update it on the online GPF management system software

- j) Preparation of NPS contribution and subscription details of all employee (Officer & Staff) and calculate the total NPS liabilities in respect to each and every employee on the basis of JUVNL notification no. 1055 dt 06.08.19

B3. Performing following reconciliation functions:

- To assist in the required reconciliation process of inter unit transaction and other transaction of JBVNL. Inter Unit Transactions include:
 - i) Fund received from Area
 - ii) Fund received from H.Q (RE/ADP/RAPDRP/IPDS/JSBAY/IT/HQ/Area)
 - iii) Fund received from Other location, if any
 - iv) Debit Notes from Area and H.Q
 - v) Debit notes from different circles for stock transfer and other transfer, if any
 - vi) TRW Accounts
 - vii) Advances paid and vouchers received at division level
 - viii) ICT Cash
 - ix) Loans to Staffs
 - x) Supervision Charges

B4. Collection of following statements:

- i) Cash Certificate as per physical Cash and books of Accounts.
- ii) Bank reconciliation including reconciliation of Fixed/Flexi deposits and balance confirmations
- iii) Debit Notes w.r.t. fund received from Area and Circles
- iv) Debit Notes w.r.t. fund received & remittances made from & to H.Q (RE/ADP/RAPDRP/IPDS/JSBAY/IT /HQ/Area)
- v) Debit Notes w.r.t. fund received & remittances from & to Other location, if any.

B5. Audit related assistant:

- i) To assist JBVNL at the time of Statutory Audit/Supplementary audit by CAG of India during the course of Audit.
- ii) Coordination with internal and statutory auditor, providing the data for audit and addressing audit quires/ observation as and when required.

B6. Others:

- i) Apportionment of power purchase based on the purchase data provided and accounting thereof
- ii) Revenue Compilation Circle wise based on the data provided and accounting thereof.

C. Carrying out of work in Tally/SAP

The work of accounting and preparation of Financial Statements will be carried out in Tally environment and to be shifted in SAP during the transition period.

D. Pre- audit of bills before release of payment

- i. Checking and scrutiny of bills before release of payment against all turnkey projects (RGGVY, DDUGJY, R- APDRP, Part-A & B, IPDS etc.) as and when

- required.
- ii. Checking and scrutiny of bills against procurement of materials/ works before release of payment under ADP, RE, DDUGJY, S&D, R-APDRP, IPDS etc.
- iii. Checking of bank guarantee data as provided by JBVNL against all work orders, purchase orders, etc. and regular reporting to concerned DDO regarding necessary action to be taken.
- iv. Checking of contract closure against turnkey projects under different schemes.

E. Statutory Compliances and Consultancy

- i. Filing of all types of returns and revised returns with respect to TDS, Commercial Taxes, Service Tax, GST, EPF and ESIC wherever, applicable. Providing consultancy and compliances of all the Statutory provisions and taxation related works and generation of statutory forms in schedule time. All the compliances related to TDS and others.
- ii. Attending all cases of JBVNL either relating to past or relating future periods, appearance before Income Tax Authorities / Appellate Tribunals, CIT Appeal, Excise Tribunal, Bodies Related to Sales Tax, GST, Service Tax, EPF, ESI etc. and to defend stand of the Company in all perspective. This also includes cases/notices pertaining to TDS compliances and pending cases pertains to erstwhile JSEB period as well as for JUVNL which carries any impact on the function of JBVNL.
- iii. Obtaining registration number with different Central/State Govt. departments as and when required.
- iv. Assessment for the Company in the matter of Income Tax, Commercial Tax, Service Tax, GST as and when required and as applicable and timely suggestions about mandatory compliances for company.
- v. Drafting and filing of petition, appeals, revisions, memorandum, opinion in the matter of CST, VAT, Service Tax, Electricity Duty etc. as and when required for the Company.
- vi. To appear before the Board of Directors, Committee of the Board, Auditors etc as and when required by the Company.
- vii. Any other work which may arise related to matters above.

Part-II : Additional Work description for HQ apart from Part-I

- A. Identification of key differences between JBVNL and its subsidiaries/Joint ventures existing accounting policies, disclosure and financial statement presentation as per IND AS, formulate and suggest the revised accounting policies (including recognition, measurement etc as per IND AS and to document the necessary adjustment arising after identification of key differences. This also require review of the Accounting Policies of JBVNL from time to time and evaluate its practices with reference to valuation of inventory, borrowing cost, fixed assets, depreciation or any other area as deemed fit and recommend changes to JBVNL in order to comply with the Companies Act and IND AS.
- B. Compilation of Annual Accounts of all Accounting Units of JBVNL as per prevailing IND AS and in the prescribed format of Schedule III of the Companies Act,2013.
- C. Consolidation of Annual Accounts of JBVNL with its Subsidiaries/Joint Venture.

- D. To assist in the required reconciliation process of inter-company transaction of JBVNL with its Holding company/ Subsidiaries/Joint ventures.

3. A) Selection Criteria

Sr. No.	Eligibility Criteria	Minimum Criteria
1.	Registration with the appropriate authority	Registered with CA/CMA Institute.
2.	The structure of the Firm	Partnership Firm
3.	Presence in Jharkhand	H.O or Branch Office in Jharkhand
4.	The minimum existence of the firm	Existence: 10 years at least
5.	Number of partners and paid qualified staffs	At least 5 partners and 10 paid Chartered Accountants/Cost Accountants
6.	Minimum FCA/FCMA (Fellow Chartered Accountants/Cost Accountants)	At least 3 partners should be FCA or FCMA as the case may be
7.	Prior experience in the Power Sector	The Firm must have prior experience of Preparation of Accounts in any Power Sector Company/Board and must have provided Tax Related Consultancy Services in any of the last three years. (A Self - Declaration for Successful Completion of the Work to be annexed in the format enclosed as Annexure-C)
8.	Minimum Average Annual turnover (MAAT) during the preceding three financial years (2017-18, 2018-19 and 2019-2020).	MAAT should be Rs 75 lacs (Proof of the same to be Annexed)

B) Technical Evaluation

Following will be the basis of marks for selection/empanelment. Selection/empanelment will be done on the basis of attainment of highest marks obtained:

SI No.	Norms	Basis of Marks	Maximum Marks
1.	Year of establishment of Firms(s) since date of registration	5 marks for 10 years and 1 marks per year beyond 10 years.	10 marks
2.	Number of Partners in the firm	2 marks for each associate member and 3 marks for each fellow member	15 marks
3.	Number of qualified assistants in the firm. He should be a member of his respective institute	1 marks for each qualified assistant	15 marks
4.	The Qualified/Semi-qualified assistants must have experience in Tally and knowledge of ERP-SAP FICO.	1 marks for each qualified assistant and Semi-qualified having experience in Tally upto 5 marks and 2 marks for each qualified and 1 marks for each semi-qualified having knowledge in ERP-SAP FICO upto 10 marks.	15 marks
5.	The firms having the experience of finalization of accounts in PSU/Govt. Sector Company/Board	2 marks for each year experience of PSU and Additional 3 marks for each year of experience in DISCOM.	30 marks
6.	The firms having the experience of consultancy of taxation Statutory compliances of (both direct and indirect) in Central/ State PSUs/DISCOM	2 marks for each year experience of any PSU and additional 3 marks for experience in DISCOM	15 marks
	Total		100 Marks*

***Minimum Qualifying Marks:** A firm scoring a minimum of 60 Marks will qualify.

4. Terms & Condition:

- i. The engagement can be terminated at any point of time by the company on observing any lapses, discrepancies in execution of assignment or completion of job on Firm's part or unsatisfactory performance report issued by the respective accounting unit. The firm will not claim any compensation for the same and will compensate JBVNL in case of loss caused due to fault/negligence of the firm.
- ii. Physical presence of Partners /Principal of CA/CMA firm for supervision of work assigned in JBVNL office is must as and when required. All the calls given to your firms for deputing Sr. Chartered Accountant/Sr. Cost Accountant for any important discussion shall be attended at once.
- iii. The firm will take all initiative to educate and to create awareness amongst employees of compliances on tax related issues.
- iv. The information/ documents held by you on behalf of JBVNL will not be disclosed to third party without written permission of this company. All the secrecy of documents and records of the company will be maintained by you.
- v. The user Id/ Password or any other information will not be shared with outsiders. Any change in user Id/ Password etc. will be communicated to the concerned Sr. Manager (F&A)/DGM (F&A) JBVNL immediately.
- vi. Firm will not assist or extend any services to the company against which there is any litigation of the JBVNL.
- vii. The firm will compensate the damage so caused by deficiency in services rendered by them.
- viii. In case of F.Y. 19-20, the supporting documents for turnover to be provided must be GST Return supported by W.O copy.
- ix. Firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.
- x. The management reserves its right to modify, amend or cancel any or all terms of this advertisement and/or reject any or all the application without the assigning any reason.
- xi. If any information /document provided at the time of Tender is/are subsequently found to be false/incorrect after the award of Contract, the management reserves the right to terminate the Contract.
- xii. A firm will be selected under QCBS procedures. The evaluation will be as follows:

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70, and

P = 30

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

5. *Procedure to furnish the Tender:*

- a) Kindly follow the instructions at Annexure-A carefully. The tender should be in two parts (A & B) in separate two envelopes, Part-A (Techno-Commercial Part) and Part -B (Financial Part).
- b) **Part-A (Techno-Commercial Part)** should contain The EMD value of Rs.1,50,000 in the mode of Demand draft of any Nationalized Bank, in favor of “JBVNL” payable at Ranchi along with the filled format of Annexure -B and documents as desired mentioned at Annexure-A.

Earnest Money Deposit

Each Firm shall submit an Earnest Money Deposit (EMD) of an amount Rs.1,50,000/- (Rupees One lakh Fifty thousand only) in the form of a Demand Draft/Bank Guarantee drawn on a Nationalized bank, in favor of “Jharkhand Bijli Vitran Nigam Limited” payable at Ranchi.

Proposals, which are not accompanied by the above EMD, shall be rejected by JBVNL as non-responsive.

For unsuccessful Firm, the EMD shall be refunded after finalization of Tender. For successful Firm, EMD shall be released on the payment of the performance guarantee.

The following shall cause the forfeiture of EMD.

- i. If the Firm modifies/ withdraws its Bid proposal except as per the provisions specified in the Tender document;
 - ii. If the Firm withdraws its Bid proposal before the expiry of the validity period of the Bid proposal;
 - iii. If the successful Firm fails to provide the performance guarantee and execute the agreement within the stipulated time or any extension thereof provided by JBVNL;
 - iv. If any information or document furnished by the Firm turns out to be misleading or untrue in any material respect;
 - v. If the selected Firm does not accept the Work Order unconditionally within fifteen (15) days of issue of Work Order or the period as extended by JBVNL.
- c) **Part-B (Financial Part)** The Firm has to quote its rate of supervision charges in percentage over summation of monthly fixed rate of Qualified/Semi-Qualified /Other Assistant manpower as decided by the JBVNL. The GST payable over the deployed manpower and supervision charge will be paid separately as applicable. In addition, reimbursement will be made for expenses incurred in case of approved travel from one accounting unit to another unit for the purpose of execution of the work as per the policies of JBVNL.

6. *Performance Guarantee:*

- a) As a Performance Guarantee, the selected Firm, to whom the Work is awarded, shall be required to furnish a performance guarantee from a nationalized bank in the form of Bank Guarantee.

- b) The bank guarantee amount shall be equal to Five percent (5%) of the Contract value for three years (excluding taxes and valid for three and half years) and it shall guarantee the faithful performance of the Work in accordance with the terms and conditions specified in this document and specification. The BG shall be submitted by the Firm, before execution of the Contract agreement. (Format Enclosed)
- c) The performance guarantee shall be valid up to 180 days after the end of Contract period. In case of any default to fulfill the commitment or failure to perform the Work as per Contract, the performance guarantee amount shall be encashed by JBVNL without any condition whatsoever.
- d) Failure of the selected Firm to submit the aforementioned Performance Bank Guarantee or sign the Contract agreement shall constitute sufficient grounds for the annulment (cancellation/ termination) of the award and forfeiture of the EMD. In that event the tendering authority may award the Contract to the next best Firm whose offer is substantially responsive and is determined by the tendering authority to be qualified to perform the Contract satisfactorily on the same rate, terms and conditions which was awarded to the failure Firm.
- e) In the event of failure on the part of the Firm in compliance of terms & conditions of Contract and other contractual obligations, JBVNL may revoke the PBG (Performance Bank Guarantee) in its favor. Not with standing and without prejudice to any rights whatsoever of JBVNL under the Contract in the matter, the proceeds of the PBG shall be payable to JBVNL as compensation for any loss resulting from the Firm's failure to perform/comply its obligations under the contract. JBVNL shall notify the Firm in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Firm is at default.
- f) The Performance Guarantee shall be returned to the Firm only after successful completion of the Contract period and settlement of accounts within six (6) months of completion of contractual period. No interest shall be paid by JBVNL on PBG furnished by the Firm.
- g) The 5% Performance Guarantee on the Contract value in the mode of Performance Bank Guarantee has to be submitted to the DDO (Manager (F&A-Sectt., JBVNL)) before execution of agreement.

7. Contract Agreement:

The firm has to execute the agreement with the CFO-cum-GM (A&R) in the non-judicial stamp paper of Rs. 100.00 (Rs. One Hundred) only within 15 days from the receipt of work order.

ANNEXURE A
Important Instructions to Professional Firms

(A) Instructions:

- a. Format of Application must be completely filled in. Incomplete applications will be rejected out rightly.
- b. All NITs will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the NITs as stipulated in the Notice Inviting NITs, will not be entertained.
- c. Since, all the applications will be evaluated strictly on the basis of Eligibility Criteria please avoid attaching unsolicited information/documents for processing applications expeditiously.
- d. In case the marks obtained by the two or more firms are same then preference/weightage will be given to the firm having more relevant experience in DISCOM in power sector.
- e. All submitted documents shall be signed by a Partner with his name and under the seal of the firm.
- f. Applications must be submitted under sealed cover super scribing the NIT Notice No. & date and the words 'Application for Appointment of Chartered Accountants Firm' for JBVNL Corporate Office and field office. The name and address of the firm must also be indicated on the body of the envelope.
- g. Application may be submitted in person or by post/ courier to GM (A&R)-cum-CFO, Jharkhand Bijli Vitran Nigam Limited Regd. Office: - Engineering Building, HEC, Dhurwa, Ranchi-834004. However, JBVNL does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
- h. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.

(B) List of documents to be submitted along with the applications/ NITs:

Interested firms are advised to go through contents of the NIT documents carefully and submit all attested copies of the following documents in proper sequence along with the NITs as described hereinafter: --

- Registration certificate of the firm issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India
- Membership certificates/Certificate of Practice of the Partners issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
- Copies of supporting papers in the form of ITR/W.O./P&L/26AS/GST Return to be provided for last three years, as a proof of average turnover, as applicable.
- Copies of appointment letters/experience certificate for Consultant of Income Tax, Commercial Tax, Service Tax, EPF and ESIC in organizations as evidence of experience (in cases, where the firm worked as Central/Joint Statutory Auditor, it should be clearly mentioned on the certificate/letter), and Preparation of Accounts.

- Copy of relevant documentary evidence for Knowledge of SAP-FICO module.
- Copy of PAN Card.
- Copy of GST Registration.
- A copy of complete NIT document duly signed and sealed as a token of acceptance of all terms and conditions.

ANNEXURE B
Standard format for submission of Technical details

To be printed on the letterhead of the Firm

I. Basic Details

- a. Name of the firm :
- b. Base Location and Full Address :
- c. Registration No. :
- d. Date of Registration :
- e. Age in Years (cut-off date 30/09/2020) :
- f. Average turnover for last 3 years (in Rs. Cr.) :

Year	Turnover from professional services (in Rs. Cr.)

- g. Details of branches: Total.....no. of Branches in no. of Cities

S. No.	No. of Branches	City/State	Address
1.			
2.			

II. Manpower Details

- h. Details of Partners: Total.....no. of Partners

S.No.	Name	FCA/FCMA/ACA/ACMA	Membership No. and Member since	Date of Joining the firm	Knowledge of SAP ERP-FICO Module (Y/N)	Experience in Tally (Y/N)
1.						
2.						
3.						
4.						
5.						

- i. Details of Other Staff: Total....no. of Staff out of which.... no. are CA/CMA

S.	Name	Qualification	Whether CA/CMA /Article /Others	Date of Joining the firm	Knowledge of SAP ERP-FICO Module (Y/N)	Experience in Tally (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

III. Details of Professional Experience in last five years

For Preparation of Accounts and tax consultancy in any PSU/Govt. Sector Company/Board

S. No.	Name of the Company/P SU/Board	Industry/ Sector	Primary Business Activity of the Company	Period of the completed assignment
1				
2				
3				
4				
5				

IV. Whether Firm Already engaged in preparation of accounts of the Power Sector Company/Board: if yes, provide the details:

Declaration: I, _____, partner of _____ do hereby declare that the particulars and details furnished in this application in points (I) to (IV) above are true to the best of my knowledge and belief.

Place:

Date:

Name & Signature of partner under seal

ANNEXURE C

SELF DECLARATION CERTIFICATE

(On Letter Head of the Firm)

I, _____ Partner of M/S
_____ with headquarter at
_____ and Branch office at
being authorized signatory, do hereby solemnly affirm and declare that
M/S _____ has successfully completed the works assigned in past and
has not been suspended / blacklisted/debarred /removed/discontinued for incomplete work or
unsatisfactory performance of the work by any PSU /Government Department/Board at the time of
Contract.

I understand that if upon acceptance of our offer dated
against JBVNL NIT No. _____ for engagement of Chartered
Accountants (CA)/Cost Accountants (CMA) firms to supply qualified and semi qualified CA/CMA
and other assistant manpower for support services and providing supervision in preparation of
Monthly Accounts/Annual Accounts, Financial Report as and when required, Statutory compliances,
Taxation and pre-audit in all Accounting units of JBVNL (i.e Hqr. and field offices), any W.O. is
placed upon us, the same is liable to be cancelled/discontinued if this declaration is found wrong/false
at any subsequent time.

