


Government of Jharkhand
Panchayati Raj Department
2nd Floor, F.F.P Building, Dhurwa, Ranchi-834004

Request for Proposal

**Empanelment of Chartered Accountants Firm for work with
Panchayati Raj Department, Govt. of Jharkhand, Dhurwa, Ranchi .**

Proposals are invited from the eligible Chartered Accountants Firm in the prescribed format for Engagement in Audit Work & its related work in Panchayati Raj Department.

Detailed Terms of Reference and RFP document can be downloaded from <https://www.jharkhand.gov.in/panchayatiraj> Last date for submission of response/proposal is **23.09.2022 at 3.00 PM.**


Joint Secretary
Panchayati Raj Department,
Jharkhand, Ranchi.

Letter of Invitation

Advertisement for engagement of Chartered Accountants Firm in work with Panchayati Raj Department, Govt. of Jharkhand, Dhurwa, Ranchi.

Panchayati Raj Department, Govt, of Jharkhand, Ranchi is inviting application from eligible Chartered Accountants Firm for carrying out of the work assigned to the firm in following terms & conditions. Jharkhand is having a total 4345 Gram Panchayat, 264 Panchayat Samiti in 24 Zila Parishad in Jharkhand Districts.

Eligibility for Selection:

1. Chartered Accountants firm must be a partnership firm in existence for more than 10 years on 01.01.2022.
2. CA Firm must have at least 5 partners in which 2 must be an FCA.
3. It is desirable for the CA Firm have office within Ranchi municipal area, Jharkhand.
4. **CA Firm will assign a Full Time Chartered Accountant to carry out the work assigned to the CA Firm. The Certificate of membership is attached with the application.**
5. The team member must present in the office of the Department during the office hour. The normal working hour is 10 AM to 6 PM from Monday to Friday. He/ She will get CL as per Govt. of Jharkhand rules. Team member will also get TA/DA as per Rules of Govt. of Jharkhand if he/she visits field to carry out the work with the permission of the controlling authority.
6. **CA Firm must quote its Professional Charges Fee as per CA Institute Guideline. CA Firm who quote fee not according to CA Institute Guideline will become ineligible in the appointment process & lead to professional misconduct.**

Work to be carry out:

1. Preparation of Audit Plan for carrying out Audit Online.
2. Overall co-ordination with 24 CA Firms appointed in 24 District to Carry out Audit Online.
3. To Generate the Final Audit Report as submitted by the District Auditors after resolving the points reported by the District Auditor.
4. To Report the Department on the observation as received from the Audit Firm of the District.
5. To monitor the 15th Finance Commission work and generate Final Report of the same.
6. Any other work as assigned by the Department time to time.

Eligibility Criteria:

Firms must qualify the following minimum criteria:

Sl. No.	Particulars	Minimum Criteria (Years/ Number)
1	The firm must be empaneled with C & AG for the year 2021-22 The particulars of the Firm's Head Office., Branch Office/s., Partners and paid Chartered Accountants should match with the certificate issued by ICAI, without which the application of the firm would not be considered	Provide details
2.	Average annual Turnover of the firm in the last three financial years	Minimum Rs.25 Lakhs.
3.	Minimum No. of years of Firm existence as per ICAI Certificate (as on 01.01.2022).	10 Yrs.
4.	Minimum no. of audit assignments of Statutory Audit of Government departments, schemes and programmes / PSUs.	3
5.	The firm should have either have their head office or branch office in Jharkhand. (The Proof of established office should be provided along with the phone numbers for verifying the same).	Address and phone numbers
6.	Partnership Firm	FCC issued by ICAI as on 01/01/2022)

Note: - Firm already empanel with Panchayati Raj Department, Govt. of Jharkhand vide letter No. 147 dated 11.09.2019, Panchayati Raj, Govt. of Jharkhand will not participate in this EoI.

2. Firm should submit a self declaration that they were not black listed by any State/Central Government in last five years (up to 31.03.2022).

3. Panchayati Raj Department reserves rights to cancel this EoI process at any point of time without giving reason or prior notice to concerned parties.

4. Panchayati Raj Department reserves rights to award work to more than one CA firm or parts of work to more than one CA firm.

5. Selection of CA firm to carry out work will be for financial year 2022-23. Subject to availability of fund, requirement of professionals and performance of professionals this empanelment may be renewed for subsequent financial years up to next financial year after tenure of 15th FC.

6. Empaneled CA firm will be responsible for any misconduct, misuse of position in Department, information of department from his/her professional.

7. Empaneled CA firm will replace professional without any cost in case of uninformed absence, prolonged illness and termination/resignation of professional from parent firm within seven days from such request or information from department.

8. Amount against work will be paid to CA Firm. Department will have no responsibility regarding delayed payment of professionals working in department.

Criteria	Marking Criteria	Maximum Marks
1. General Experience of the firm. (Number of Years)	5 to 6 years- 10 marks years > 6 years & up to 8 years- 15 marks > 8 years & above - 25 marks (*Counted from the date of constitution of the firm; certification to that effect needs to be provided) Terminal date for computation of experience shall be upto 01/01/2022. (*FCC issued by ICAI as on 01/01/2022)	25
2. Government Experience of The firm	3 to 5 assignments - 10 marks 6 to 10 assignments - 20 marks More than 10 assignments – 25 marks	25
3. Turnover of the firm	Audited Balance Sheets, Annual Turn-over & Income expenditure account of the firms for last three years (Marks-10) 25 lakh to 50 lakh – 15 Marks More than 50 lakh – 25 Marks (Maximum marks will be 25 under this criteria)	25
Assigned Key professional staff qualifications	Qualified Chartered accountant As Per ICAI Constitution Certificate Up to 5 Qualified Paid Up CA- 15 Marks More than 5 Qualified Paid Up CA- 25 Marks (Maximum marks will be 25 under this criteria)	25

Minimum technical marks for award of Contract will be 75%

Particulars/Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Name of the In charge Phone No: Fax No: Mobile of Head Office In-charge:
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Name of the In charge Phone No: Fax No: Mobile of Branch Office In-charge:
3	Firm's PAN No.	Attach copy of PAN card
4	GST Registration No.	Attach copy of Registration (if applicable)
5	Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit (2021-22).
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last three completed years Year 2018-19 Year 2019-20 Year 2020-21 Average	Attach audited accounts for the last three completed Years Rs..... Rs..... Rs..... Rs.....
9	Audit Experience of the Firm: 1. Number of Assignments in Commercial/Statutory Audit 2. Number of Assignments in Social Sector Audit (Other than audit of Charitable Institutions)	Copy of the Offer Letter. Copy of the Offer Letter.

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
10	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, <ul style="list-style-type: none"> • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. 	Attested copy of Certificate of ICAI on or later than Provide the details in a separate sheet in atabular format.
11	Details of Full time CA Employee	With similar details as above.
12	Details of other Employees , CA-Inter ,etc	Details of qualification and experience.