



Jharkhand Industrial Area Development Authority (JIADA)
(A Govt. of Jharkhand Undertaking)

Regd. Off: 3rd floor, JIADA building, Namkum Industrial Estate, Namkum, Ranchi, Jharkhand – 834010 E-mail-mdjiada@gmail.com, web-jiada.co.in



Letter No. 846

Dated: 04.08.2026

Tender Notice

(Through e-procurement mode only - <https://jharkhandtenders.gov.in>)

NIT No.: - JIADA/08/2026-27

Sub: Selection of Chartered Accountant (CA) Firm to Provide Financial Management and Technical Consultancy Services.

Jharkhand Industrial Area Development Authority (JIADA), Ranchi invites sealed/online bids from eligible and experienced Chartered Accountant Firm/LLP registered with ICAI for providing comprehensive Financial Management and Technical Consultancy Services, including accounting, taxation, statutory compliance, audit support, financial reporting, reconciliation, fixed asset register, ERP/accounting system support and advisory services for JIADA Head Office and Regional Offices.

S. No.	Particulars	Details
1.	RFP/ Tender Availability	07/08/2026
2.	Last date for receiving queries	13/08/2026 at 05.00 P.M
3.	Date and time of Pre-Bidding Meeting	14/08/2026 at 12.30 P.M Venue: Jharkhand Industrial Development Authority (JIADA), 3 rd Floor, JIADA Bhawan, Namkum, Lowadih, Ranchi, Jharkhand-834010
4.	Last date of Submission	31/08/2026 at 05.00 P.M
5.	Technical Proposal opening	02/09/2026 at 05.00 P.M
6.	Technical Presentation	To be Notified
7.	Cost of Tender	Electronic transfer of INR 5,900/- {including 18% GST(Non-Refundable)} through Jharkhand Tender website- https://jharkhandtenders.gov.in/nicgep/app
8.	Earnest Money Deposit (EMD)	Electronic transfer of INR Rs. 1,00,000/- (i.e. Rupees One Lakhs only) to be paid in favor of MD, JIADA payable at Ranchi through online mode of https://jharkhandtenders.gov.in/nicgep/app
9.	Website for downloading Tender Documents	https://jiada.jharkhand.gov.in/ https://jharkhandtenders.gov.in/nicgep/app
10.	Contact Details	Secretary, JIADA, 3 rd Floor, JIADA Bhawan, Namkum, Lowadih, Ranchi, Jharkhand-834010 Website: www.jiada.co.in Email: mdjiada@gmail.com

- JIADA reserves the right to change any schedule of bidding process.
- JIADA reserves the right to terminate the bid process at any time without assigning any reason.
- Proposals must be received not later than time, and date as mentioned above. Proposals that are received after the last date and will not be entertained.
- Note: Any corrigendum or Addendum will be notified on website - <https://jharkhandtenders.gov.in>.

(By the order of MD, JIADA)

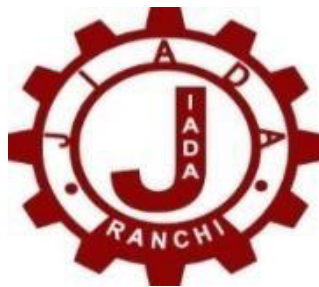
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Date: 2026.08.06 18:52:06 IST
Location: Jharkhand-JH



Request for Proposal (RFP)

Selection of agency for Chartered Accountant (CA) Firm to Provide Financial Management & Technical Consultancy Services



RFP Reference Number: **JIADA/08/2026-27**

Jharkhand Industrial Area Development Authority (JIADA)

3rd floor, JIADA Bhawan, Lowadih, Namkum Industrial Area,
Ranchi-834010, Jharkhand

Email ID: mdjiada@gmail.com

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Disclaimer

- I. The Request for Proposal (RFP) is issued by **Jharkhand Industrial Development Authority (JIADA)** or the “**Authority**”
- II. The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to, contain all the information that a Bidder may require. Neither **Authority** nor any of their officers; employees nor any of its advisors / Selected agencies undertakes to provide any prospective bidder with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each prospective bidder must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may this RFP and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.
- III. This RFP is neither an agreement nor an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making/ submitting their Bids (technical and financial bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.
- IV. The information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- V. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or

otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.

- VI. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from any Bidder upon the statements contained in this RFP.
- VII. The Authority may in its absolute discretion prior to the Bid Due Date, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP at any time during the Bidding Process.
- VIII. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure appointment of the bidder as Preferred / Selected Bidder.
- IX. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. Information to Bidders

1.1. General Condition

- 1.1.1. Bidders shall furnish all relevant information, as per the formats provided in the Request for Proposal (the “**RFP**”).
- 1.1.2. Bidders who agree to such an extension shall confirm to abide by their Bid including all terms and conditions of the RFP. Bidders who do not agree shall have the right to refuse to extend the validity of their Bids.
- 1.1.3. Bidders, upon submission of bids, will be deemed to have inspected the site and to have satisfied himself as to the nature of all works and available infrastructure at the respective sites
- 1.1.4. Bids submitted by in Consortium / Joint Venture will not be accepted.
- 1.1.5. Bids, as submitted by the Bidders, shall have a Bid Validity of **180 Days** (or “**Calendar Days**”) from the last date of Bid Submission. The Authority will make its best effort to complete negotiations within this period. Should the need arise, however, the Authority may request Bidders to extend the validity period of their Bids.
- 1.1.6. At any time prior to the deadline for submission of bids, JIADA may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder or for any other reason, modify the tender document by an amendment. The amendments will be notified through portal to all bidders who have downloaded the Tender Document and will be binding on them.
- 1.1.7. In order to offer bidders reasonable time in which to take the amendment in consideration in preparing their bids, JIADA may, at its discretion, extend the deadline for the submission of bids.
- 1.1.8. In exceptional circumstances, JIADA may solicit the bidder’s consent to an extension of the period of validity of bid. The request and the response thereto shall be made by e-mail.
- 1.1.9. After opening the bids, to assist in the examination, evaluation and comparison of bids, JIADA may, at its discretion, ask the bidder for clarification on its bid. The request for such clarification and the response shall be in writing through letter / email.
- 1.1.10. JIADA reserves the right of annulment of tender without assigning any reasons whatsoever Bidder submitting his bid should not be under liquidation, court receivership or similar proceedings.
- 1.1.11. The bidder must have an established office within Jharkhand or set up an office within 01 month in Jharkhand upon being selected as the successful bidder.

- 1.1.12. Non-compliance with any of the above conditions will result in disqualification from the process of bidding for this project.

1.2. Clarifications and Amendment of RFP Documents

- 1.2.1. Bidders may request clarification on any of the points contained in RFP documents up to the number of days as indicated below. Any request for clarification must be sent in writing by paper, mail, facsimile, or electronic mail to the Authority's address as indicated. The Authority will upload response to all such requests received by it on the website <https://jiada.jharkhand.gov.in/> or <https://jharkhandtenders.gov.in/nicgep/app>
- 1.2.2. Queries, if any, proposed to be raised at the pre-bid conference by the Bidder/s should be submitted in writing (over email or a letter) at least one (1) working days before the date of the Pre-Bid Conference to the Official as below:

To,
Managing Director
Jharkhand Industrial Development Authority (JIADA)
3rd Floor, JIADA Main Building, Lowadih, Namkum, Dist- Ranchi,
PIN-834010, Jharkhand, India.
Email -mdjiada@gmail.com
Phone +91-0651-2460125

- 1.2.3. A maximum of two representatives of each Bidder shall be allowed to participate in the production of Authorization letter from the Bidder.
- 1.2.4. At any time before the submission of Bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the RFP documents by amendment. Any such amendment shall be issued in writing through Corrigenda. Corrigenda shall be uploaded in <https://jharkhandtenders.gov.in/nicgep/app> / <https://jiada.jharkhand.gov.in/> shall be binding on all Bidders. The Authority may at its discretion extend the deadline for the submission of Bids

1.3. Bidding Schedule

Sl.	Event	Date and time
1	RFP / Tender Documents Availability	07/08/2026
2	Pre-Bid Meeting date and Venu	14/08/2026 at 12.30 P.M Venue: Jharkhand Industrial Area Development Authority (JIADA),

		3 rd Floor,JIADA BHAWAN, Lowadih, Namkum Industrial Area, Ranchi-834010
3	Last date of technical bid Submission	31/08/2026 at 05.00 P.M
4	Last date of physical copy of Bid	01/09/2026 at 05.00 P.M
5	Technical Proposal opening	02/09/2026 at 03.00 P.M
6	Presentation by Bidder	To be Notified
7	Opening of Financial Bids	To be Notified
8	Cost of Tender	Electronic transfer of INR 5900/- {including 18% GST(Non-Refundable)} through Jharkhand Tender website- https://jharkhandtenders.gov.in/nicgep/app
9	Earnest Money Deposit (EMD)	Electronic transfer of INR Rs 1,00,000/- (i.e. Two Lakhs only) to be paid in favor of MD, JIADA payable at Ranchi through online mode of https://jharkhandtenders.gov.in/nicgep/app
10	Performance Bank Guarantee	5% of the total annual fee payable
11	Website for downloading Tender Documents	https://jiada.jharkhand.gov.in/ https://jharkhandtenders.gov.in/nicgep/app
12	Name and Address of Office inviting Tender	Managing Director Jharkhand Industrial Area Development Authority (JIADA), 3 rd Floor, JIADA, Lowadih, Namkum Industrial Area, Ranchi-834010, Jharkhand Email- mdjiada@gmail.com

- **Note:** JIADA reserves the right to change any schedule of bidding process. Please visit JIADA website mentioned in document regularly for any update regarding the same.
- JIADA reserves the right to terminate the bid process at any time without assigning any reason.
- Proposals must be received not later than time, and date as mentioned above. Proposals that are received after the last date and time will not be entertained.

1.4. Preparation of Bid

1.4.1. The Bidders are required to submit the Bid in two parts in two separate envelopes /

parts and put together in one single outer envelope. The two parts shall be captioned as follows on the respective envelopes:

- a) Part 1: Bid Processing Fee & EMD and
- b) Part 2: Technical Bid (Original).

1.4.2. Bid shall be written only English Language.

Technical Bid

1.4.3. In preparing the Technical Bid, Bidders are expected to examine the submission documents / format / enclosures etc., comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the Bid.

1.4.4. The Technical Bid must provide the following information, using but not limited to the formats as indicated below:

- a) Annexure 1: Technical Bid Submission Form
- b) Annexure 2: Format for Power of Attorney for Authorized Representative
- c) Annexure 3: Financial Summary of the Bidder
- d) Annexure 4: Format for letter of undertaking
- e) Annexure 5: Format for showcasing experience
- f) Annexure 6: Format for Pre-Bid Query
- g) Annexure 7: Financial Bid Submission Form

Financial Bid:

1.4.5. In preparing the Financial Bid, Bidders are expected to take into account the requirements and conditions of the RFP documents. It should include all costs associated with the Project, including (a) remuneration to the staff and (b) rentals / fixed rates, transportation (for mobilization and demobilization), services and equipment, office rent, insurance, printing of documents, training, software, etc. as components of this Project.

1.4.6. The Financial Bid should clearly identify and include all the taxes, duties, fees, levies and other charges imposed under the applicable law, on the Bidders, and their personnel, and include as part of their offer, and show only GST separately.

1.4.7. Bidders have to express the price of their services in the format as indicated in the sample format placed at **Annexure 7: Financial Bid Submission Form** (to be submitted <https://jharkhandtenders.gov.in/nicgep/app> only).

1.4.8. **Conditional Tenders / bids shall not be accepted.**

1.4.9. Information relating to evaluation of Bids and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Bids or to other persons not officially concerned with the process without the consent of the appropriate Authority.

1.5. Submission, Receipt and Opening of Bids

- 1.5.1. Bidders shall submit their proposal online through the website <https://jharkhandtenders.gov.in/nicgep/app> and <https://jiada.jharkhand.gov.in/>
- 1.5.2. The original bid shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Bidder. Any such corrections must be initialed by the person who signs the Bids.
- 1.5.3. Each of the bids, along with their relevant enclosures, should be bound, paginated, with an index of submission on the first page.
- 1.5.4. An authorized representative of the Bidder shall initial all pages of Technical Bid. The representative's authorization shall be in the form of a written power of attorney accompanying the Bid, or in any other form demonstrating that the representative has been duly authorized to sign.
- 1.5.5. The Bid Processing Fee should be electronic transfer only through Jharkhand Tender. Proof of successful payment of the Bid Processing Fee shall be mandatorily attached to the bid document. The envelope must be clearly marked on top as "Technical Bid". A soft copy of Technical Bid in PDF format on pen drive should also be placed in the cover containing the Technical Bid.
- 1.5.6. The two separate envelopes containing the Bid Processing Fee and EMD and Technical Bid, should be placed on one cover and addressed to Authority (as per the given detailed address) and should label the Project name clearly. The Bid shall be sent to the following address:

To,
Managing Director
Jharkhand Industrial Development Authority (JIADA)
3rd Floor, JIADA Main Building, Lowadih, Namkum, Dist- Ranchi, PIN- 834010, Jharkhand, India.
Email -mdjiada@gmail.com
Phone +91-0651-2460125
- 1.5.7. The completed Bids must be delivered / submitted on or before the submission time and date as stated in the Bidding Schedule. The Authority shall not be responsible for misplacement, losing or pre-matured opening of the Bid, if the outer envelope is not sealed and / or not marked as stipulated.
- 1.5.8. After the deadline for submission of Bids, the Technical Bid envelope shall be opened in the presence of the Bidders / their Authorized Representatives who choose to attend on the date and time indicated in the Bidding Schedule.

1.6. Bid Evaluation

1.6.1. The following procedure shall be adopted in evaluation of bid

1.7. Stage 1: Test of Responsiveness

1.7.1. Prior to evaluation of the documents contained in the Technical Bid envelope, the Authority shall determine whether each Bid is responsive to the requirements set out in this Tender. A Bid shall be considered responsive only if:

- a) It is received by the Bid due date including any extensions thereof.
- b) The Part-1 submission (Cover-1) shall contain the Bid Processing Fee and EMD as defined under:
 - a) **Bid Processing Fee:** Bidder has to furnish, as part of its submission, non-refundable Bid Processing Fee amounting to Rs. **5,000/-+ GST (i.e. INR Five Thousand Nine Hundred only)**. The Bid Processing Fee shall be submitted in online the Jharkhand tender portal.
 - b) **Earnest Money Deposit:** Bidder has to furnish, as part of its submission, Bid Security / Earnest Money Deposit amounting to **Rs. 1,00,000/- (i.e. Rupees One Lakhs only)** in the form of electronic transfer only through Jharkhand e procurement site. The EMD of the unsuccessful bidders shall be returned by the Authority preferably within 15 days of the signing of the Agreement with the Successful Bidder. The EMD of the successful bidder shall be returned upon submission of the Performance Guarantee.

1.8. Stage 2: PQ Evaluation

Bidders who comply with the following basic criteria are eligible for participation in this tender:

Sl	Description	Supporting Documents
1.	The bidder shall be a Chartered Accountant Firm/LLP registered with the Institute of Chartered Accountants of India (ICAI).	Documentary evidence shall have to be submitted along with the Proposal
2.	The firm shall have been in continuous practice for a minimum period of 10 years as	ICAI Firm Constitution

	on the last date of submission of the proposal.	Certificate.
3.	The firm shall have at least two (2) Full-Time Partners , of which at least one (1) shall be Fellow Chartered Accountants (FCA) .	ICAI Firm Constitution Certificate.
4.	The bidder shall have an average annual turnover of not less than INR 50.00 Lakhs (Rupees Fifty Lakhs only) from professional services during the last three (3) completed financial years, i.e., FY 2023-24, FY 2024-25 and FY 2025-26. Further, the bidder shall have a positive net worth as on 31st March 2026, being the latest completed financial year preceding the bid submission date.	Certificate from Statutory Auditor/Chartered Accountant along with audited financial statements.
5.	The firm shall have successfully completed at least three (3) similar assignments during the last seven (7) years relating to Accounting, Financial Management, Internal Audit, Taxation, Statutory Compliance, Financial Advisory, ERP/Accounting System Consultancy, or Finance & Accounts Outsourcing for any Central Government/State Government Department, PSU, Statutory Authority, Industrial Development Authority, Urban Local Body, Autonomous Body or Government Company.	Copies of Work Orders/Agreements along with Completion Certificates or Client Certificates.
6.	The firm shall possess a valid Permanent Account Number (PAN) and GST Registration .	Copies of PAN and GST Registration Certificate.

7.	The firm shall not have been blacklisted, debarred or declared ineligible by any Central Government, State Government, PSU, Statutory Authority or Government Agency during the last five years.	Self-certified Declaration on firm's letterhead.
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Note:

- 1) *Decision of JIADA towards adjudging similar projects shall be final and binding on the bidders.*
- 2) *All submitted projects should be backed by valid documentary evidence in the form of work order, agreement, and completion certificate, from the client side, clearly establishing the eligibility of project*
- 3) *For ongoing mandates, Bidders should have successfully completed at least one year of delivery services as per the eligibility criteria. The same should be supported by valid certificates from the client side*

- 1.8.1. The bidder should not be blacklisted by any government department, organization, company, or any other body.
- 1.8.2. Bids qualifying as per the PQ Criteria given above, will be eligible for the next stage of evaluation, that is **Stage 3: Technical Bid Evaluation**.

1.9. Stage 3: Technical Bid Evaluation

- 1.9.1. The Authority will carry out an evaluation of Technical Bids, based on the point / marks system as specified in the Table below. Each pre-qualified bid shall be attributed to a Technical Score. The Bidders are also required to give a presentation detailing various aspects as per the details included in the Table below. Marks out of 100 shall be awarded as per the Technical Bid Evaluation and the presentation before the Evaluation Committee. **Bidder scoring at least 70% marks shall be the "Technically Eligible Bidder" and would be eligible for Financial Evaluation.**
- 1.9.2. The combined Technical Qualification and presentation would carry marks as below:

SI	Description	Max Marks
1.	Experience of the Firm • Firm in existence for 10–15 years: 05 Marks • Firm in existence for more than 15 years: 10 Marks	10

2.	- Experience of similar assignments with Government Departments/ PSUs/ Statutory Authorities/ Development Authorities: 1–3 assignments – 15 marks; 4–6 assignments – 25 marks; - More than 6 assignments – 30 marks	30
3.	- Experience in Accounting, Taxation, Financial Management, Statutory Compliance, Internal Audit or Financial Consultancy assignments for Government organizations: 1 assignment of Rs.50.00 Lakhs – 25 marks; - or 3 assignments of Rs.25.00 Lakhs – 25 marks;	25
4.	Team Composition - Chartered Accountant (Team Leader) – Qualification and Relevant Experience (5 Marks) - CA Inter / Semi-Qualified Chartered Accountant (3 Marks) - Four Accountants – Qualification and Relevant Experience (2 Marks)	10
5.	Technical Presentation Proposed innovation in service delivery, Awards & Certifications, Company profile & Differentiating factors, Similar work experience, Approach & methodology (Quality control mechanism, Work Plan, grievance redressal, value provided to Authority etc.)	20
Total		100

Note:

- For all the submitted projects, documentary evidence to substantiate the scope of work, duration, completion, project fee, and any other aspect for which marks are being sought shall be submitted in the form of Work Order, Agreement, Completion Certificate from the Client is mandatory.*
- Decision of Authority towards adjudging similar projects shall be final and binding on the bidders.*
- Shortlisted Bidders may be invited to make the Technical Presentation in front of the Committee. It is advised that a Senior Team Member shall remain present for making the Presentation. Further the presentation should be concise and should not exceed more than 15 minutes (~30 slides).*

1.10. Stage 4: Financial Bid Evaluation

- 1.10.1. After the evaluation of Technical Bid is complete, the Authority will notify, before the date of financial bid opening, those Bidders whose Technical Bids were considered responsive and who have qualified in the Technical Bid.
- 1.10.2. The Financial Bids shall be opened in the presence of the Bidders / authorized representatives who choose to attend. The name of the Bidders, the technical scores, and the quoted prices shall be read aloud and recorded when the Financial Bids are opened.
- 1.10.3. It is expected that Bidders shall determine the costs appropriately and shall take necessary care in allocating budgets adequately to major components of study.
- 1.10.4. The **Financial Bid to be considered for evaluation shall exclude GST**, but shall include all the other taxes, if any.
- 1.10.5. The Evaluation Committee shall consider the **quoted price and the Technically Eligible Bidder quoting the lowest amount for the Project (the “L1 Bidder”)**.

1.11. Negotiation

- 1.11.1. Prior to the expiration of the period of validity of Bid, Authority shall notify the successful Bidder who has emerged the L1 bidder and invite them to negotiate.
- 1.11.2. If negotiations fail, the Authority will invite the subsequent ranked bidder to negotiate.
- 1.11.3. **A tie-bid** shall be deemed to occur where two or more bidders quote the same lowest evaluated price for the entire scope, inclusive of all taxes, duties, and arithmetical corrections. In the event of a tie-bid, the bidder securing the higher Technical Score (as per the technical evaluation under this RFP) shall rank higher and shall be given preference for award.

1.12. Award of Work

- 1.12.1. After completion of negotiations with the preferred bidder, the Authority shall award the work to the Preferred Bidder by issuing a Letter of Award/s
- 1.12.2. The Successful Bidders with whom the License Agreement (the “**Agreement**”) is signed is expected to commence the Project on the date as indicated by the Authority during the negotiation meeting.
- 1.12.3. The Preferred Bidder shall be required to submit a Performance Guarantee which shall be equal to **5% of the total annual fee payable, in the form of an FDR or Bank Guarantee** as a pre- requisite to signing of the Agreement. The Performance

Guarantee shall be submitted within 10 days of the issue of the Letter of Award (the “**LoA**”) and shall be kept valid for 12 months from the date of signing of agreement. Failing to adhere to the said conditions might lead to the withdrawal of the Letter of Award. Additionally, 5% retention money from each bill shall be deducted and released back as per the tender conditions.

- 1.12.4. The Performance Guarantee, as submitted, shall be renewed by the Agency before its expiry, if so desired.

1.13. Right to Rejection

- 1.13.1. Authority reserves the right to reject any or all Bids, to waive any informality in such Bids, to request new Bids, to revise the RFP prior to, and including, the pre-bid meeting date, to proceed to do the work otherwise, withdraw this RFP, not award the work, or not award a portion of work at any time.
- 1.13.2. The receipt of bids shall not in any way obligate the Authority to enter into an **Agreement**, or any other agreement of any kind with the Bidder. All submitted copies of the bids shall become the property of Authority.
- 1.13.3. The bid will be rejected for award if it determined that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the project in question.
- 1.13.4. A Bidder will be declared ineligible, either indefinitely or for a stated period of time, to be awarded a project if the Authority at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for or in executing, a project; and
- 1.13.5. A Bidder may be declared ineligible and/or blacklisted from further bidding with Authority for a period as deemed fit by Authority, in case any misrepresentation of facts / details is found in the bid as submitted by them at any point of time.

1.14. Late Proposal:

- 1.14.1. JIADA may, at its discretion, extend the deadline for the submission of Proposal by amending the RFP, in which case all rights and obligations of JIADA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 1.14.2. JIADA will not consider any Proposal that arrives after the deadline prescribed by JIADA for submission of Proposals. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

1.15. Anti-corruption Measure

- 1.15.1. Any effort by Bidder(s) to influence JIADA in the evaluation and ranking of proposals, and recommendation for award **of Contract, may result in the rejection of the Proposal.**
- 1.15.2. A recommendation for award of Contract shall be rejected, if it is determined that the recommended Bidder has directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, JIADA shall blacklist the Bidder either indefinitely or for a stated period of time, disqualifying it from participating in any JIADA related bidding for the said period.

1.16. Liquidity Damages:

- 1.16.1. In the event of failure of the Agency to provide services as per the scope of work, deployment plan, or instructions of the Authority, the Agency shall be liable to pay Liquidated Damages (LD) to the Authority.
- 1.16.2. The decision of the Authority regarding the extent of default and the quantum of LD shall be **final and binding** on the Agency.
- 1.16.3. Recovery of LD shall be made by way of deduction from monthly bills, Performance Security, or any other dues payable to the Agency.
- 1.16.4. The Imposition of LD shall not restrict the Authority's right to **terminate the contract, blacklist the Agency, or seek any other remedy available under law.**

1.17. Indemnity

- 1.17.1. The Selected Agency shall, within the time specified by the Authority, execute and submit an Indemnity Bond on a non-judicial stamp paper of appropriate value, duly notarised, in the prescribed format.
- 1.17.2. The Agency shall indemnify and keep indemnified the Authority, its officers, and employees against all actions, proceedings, claims, demands, losses, damages, costs, charges, and expenses whatsoever, which may arise on account of:
- a) Any negligence, omission, misconduct, or default on the part of the Agency, its employees, agents, or representatives.
 - b) Any breach of applicable laws, rules, and regulations, including but not limited to the labour laws, and safety regulations;
 - c) Any injury to life or damage to property of the Authority, third parties,

or the environment during execution of the services.

- 1.17.3. The Indemnity Bond shall remain valid and enforceable for the entire duration of the Contract and for a further period of six (6) months after its completion of initial contract period or any period so extended, covering all liabilities that may arise thereafter. The Authority shall have the right to recover any dues under this Indemnity Bond by way of adjustment against pending payments or by invoking the Performance Security.

1.18. Termination of Contract

- 1.18.1. JIADA shall have the right to terminate the Contract, in whole or in part, by providing thirty (30) days' prior written notice to the Agency, in the event that the Agency commits any material breach of the terms and conditions of the Contract, or if the performance of the Agency remains unsatisfactory despite written warnings issued by JIADA, or if the Agency is blacklisted, debarred, or otherwise declared ineligible by any government or regulatory authority, or if any fraudulent, corrupt, or unethical practices are detected on the part of the Agency, or in the event of any breach of confidentiality obligations by the Agency, or if insolvency, bankruptcy, or liquidation proceedings are initiated against the Agency.
- 1.18.2. The Agency, on the other hand, may terminate the Contract by providing ninety (90) days' prior written notice to JIADA, subject to the condition that all ongoing and pending assignments are duly completed to the satisfaction of JIADA, unless otherwise directed, and that all documents, data, records, and other deliverables are properly handed over to JIADA in an orderly and timely manner.

1.19. Force Majeure

- 1.19.1. Neither Party shall be liable for any failure or delay in the performance of its obligations under the Contract if such failure or delay is caused by events beyond its reasonable control, including but not limited to acts of God, natural disasters, war, terrorism, riots, civil commotion, epidemics, pandemics, fire, floods, earthquakes, governmental restrictions, or any other events constituting force majeure ("Force Majeure Event").
- 1.19.2. The affected Party shall promptly notify the other Party in writing of the occurrence of such Force Majeure Event and shall make reasonable efforts to mitigate the impact of such event on the performance of its obligations. The obligations of the affected Party shall be suspended for the duration of the Force Majeure Event.
- 1.19.3. In the event that the Force Majeure Event continues for a period exceeding a

mutually agreed duration (or a specified period such as ninety (90) days), either Party shall have the right to terminate the Contract upon written notice without any liability, except for obligations accrued prior to the occurrence of such Force Majeure Event.

1.20. Penalty for Non-Deployment

1.20.1. In the event that the approved manpower is not deployed for a period exceeding three (3) consecutive working days without prior written approval from JIADA, JIADA shall have the right to deduct proportionate payments corresponding to the period of non-deployment. In addition, JIADA may impose an appropriate penalty, as deemed fit, based on the extent of non-compliance and its impact on the project, in accordance with the terms and conditions of the Contract.

1.21. Ownership of Data / Documents

1.21.1. All reports, working papers, reconciliations, databases, templates, manuals, financial models, records, designs, documents, data, and other materials prepared, developed, collected, or generated by the Agency in connection with the performance of services under this Contract shall be the exclusive property of JIADA.

1.21.2. The Agency shall not retain, copy, reproduce, publish, disclose, transfer, or use any such documents, data, or materials for any purpose other than performance of its obligations under the Contract, without the prior written approval of JIADA.

1.21.3. Upon completion, expiry, or termination of the Contract, the Agency shall hand over all such documents, records, data, and materials to JIADA in the form and manner specified by JIADA.

1.22. Taxes and Duties

1.22.1. The Agency shall be solely responsible for the payment of all taxes, duties, levies, cess, fees, statutory contributions, and any other charges applicable under the prevailing laws in connection with the performance of services under the Contract.

1.22.2. Goods and Services Tax (GST), if applicable, shall be payable by JIADA only when the same is clearly and separately indicated by the Agency in its Financial Proposal and is in accordance with applicable statutory provisions. Any taxes, duties, or charges not specifically mentioned in the Financial Proposal shall be deemed to be included in the quoted price and shall not be payable separately by JIADA.

1.23. Confidentiality

- 1.23.1. The Agency shall maintain strict confidentiality with respect to all records, documents, financial information, electronic data, reports, files, communications, and any other information obtained, accessed, generated, or received during the course of the assignment under the Contract.
- 1.23.2. The Agency shall not disclose, share, publish, reproduce, transfer, or make available any such confidential information to any third party without the prior written approval of JIADA, except where such disclosure is required under applicable law. The confidentiality obligations of the Agency shall survive the completion, expiry, or termination of the Contract.

1.24. Conflict of Interest

- 1.24.1. The Agency shall perform the services under the Contract with complete professional independence and shall ensure that no actual, potential, or perceived conflict of interest arises in relation to the services being rendered to JIADA.
- 1.24.2. The Agency shall not undertake any assignment, engagement, or activity that may conflict with its obligations under the Contract or affect its impartiality, objectivity, or independence. In the event any conflict of interest arises or is likely to arise, the Agency shall immediately disclose the same in writing to JIADA, and JIADA shall have the right to take appropriate action, including termination of the Contract, if deemed necessary.

1.25. Performance Review

- 1.25.1. During the first ninety (90) days from the Effective Date, the Agency shall be under a Performance Stabilization Period. JIADA shall review deployment, quality of deliverables, responsiveness, statutory compliance support, attendance, and achievement of milestones.
- 1.25.2. If performance is found unsatisfactory, JIADA may terminate the contract without compensation by giving fifteen (15) days' notice and may forfeit the Performance Security wholly or partly.
- 1.25.3. If any financial loss, statutory penalty, tax demand, interest, litigation cost, audit objection, or regulatory action arises due to negligence, incorrect advice, delayed filing, omission, misrepresentation, or professional misconduct of the Agency, the Agency shall indemnify and reimburse JIADA for the entire loss suffered.
- 1.25.4. Any report, financial statement, reconciliation, statutory filing, compliance

document, FAR, audit reply, or advisory note found defective shall be corrected by the Agency within seven (7) days without any additional cost. Failure shall attract a penalty of Rs.5,000 per day.

- 1.25.5. The quoted fee shall be firm and fixed for the entire contract period and shall include all costs relating to manpower, travel, accommodation, software, communication, printing, documentation, compliance support, meetings, and incidental expenses. No escalation or additional claim shall be entertained.
- 1.25.6. Upon expiry or termination, the Agency shall provide transition support for sixty (60) days and hand over all records, passwords, ERP configurations, financial databases, reconciliation statements, source files, audit trackers, and compliance registers before final payment is released.
- 1.25.7. Any report, financial statement, reconciliation, statutory filing, compliance document, FAR, audit reply, or advisory note found defective shall be corrected by the Agency within seven (7) days without any additional cost. Failure shall attract a penalty of Rs.5,000 per day.

1.26. Termination

- 1.26.1. The Contract may be terminated by JIADA at any time during the Contract Period by giving thirty (30) days' written notice to the Agency if the Agency fails to perform its obligations under the Contract in accordance with the prescribed standards, fails to deploy and maintain the approved manpower, repeatedly delays submission of reports or deliverables, fails to comply with statutory requirements, breaches any provision of this Contract, or commits any act which, in the opinion of JIADA, adversely affects the interests of JIADA.
- 1.26.2. JIADA shall also have the right to terminate the Contract immediately without any notice in the event of fraud, corruption, collusion, professional misconduct, submission of forged or false documents, misrepresentation of facts, breach of confidentiality obligations, conflict of interest, blacklisting by any Government Authority, insolvency, liquidation, or any act prejudicial to the financial, legal, or reputational interests of JIADA. Upon such termination, JIADA shall be entitled to invoke the Performance Security, forfeit any amounts due to the Agency, recover losses and damages suffered by JIADA, and take any other action permissible under law.
- 1.26.3. JIADA may further terminate the Contract for its convenience, without assigning any reason, by giving thirty (30) days' written notice to the Agency. In such event, the Agency shall be entitled only to payment for services satisfactorily rendered

and accepted by JIADA up to the effective date of termination, and shall not be entitled to any compensation, loss of profit, damages, or claims arising out of such termination.

- 1.26.4. The Agency may terminate the Contract only by providing ninety (90) days' prior written notice to JIADA and only after completing all ongoing assignments, handholding activities, statutory compliances, audit support requirements, and handing over all records, reports, databases, working papers, financial statements, reconciliations, fixed asset registers, compliance trackers, passwords, electronic data, and other documents relating to the assignment to the satisfaction of JIADA. JIADA shall have the right to withhold pending payments until such handover is completed.
- 1.26.5. Upon expiry or termination of the Contract for any reason whatsoever, the Agency shall immediately cease using all JIADA data and confidential information and shall return all records, files, documents, reports, software outputs, dashboards, manuals, templates, and other materials prepared or obtained during the assignment. The obligations relating to confidentiality, indemnity, ownership of data, liability, dispute resolution, and recovery of dues shall survive the termination or expiry of the Contract.

2. Terms of Reference

2.1. Background

- 2.1.1. JIADA, is responsible for the development of industrial areas in the State of Jharkhand. The administrative set up consists of a Head Office located at Ranchi and is supported by regional offices at Adityapur, Bokaro, Ranchi and Dumka. JIADA is responsible for acquisition of land, and the development of infrastructure facilities like road, drainage, water supply, public utilities, etc. within their jurisdiction. The main objective of JIADA is to promote industries including small, medium and large-scale Industries in order to ensure inclusive socio-economic growth in the State. Potential entrepreneurs are advised regarding availability of land, procedure for allotment of land, incentives and concessions available to the industry, pollution control and other clearances required and facilities available from other Government Departments/ agencies.
- 2.1.2. Jharkhand Industrial Area Development Authority (JIADA) invites Request for Proposal (RFP) for selection of a Chartered Accountants (CA) firm to provide financial management and technical consultancy services for an initial period of two (3) years, extendable for a further period of Two (2) years, to be renewed annually based on satisfactory performance and mutual consent.
- 2.1.3. The selected Agency shall be responsible for providing services at JIADA Head Office and Regional Offices. The broad scope of work shall include the following:
- 2.1.4. The Agency shall review and strengthen the existing accounting framework of JIADA, including review and rationalization of the Chart of Accounts, improvement of accounting policies, financial reporting systems, cost allocation, project accounting and fund accounting, and shall also undertake survey, identification, valuation and preparation of Fixed Asset Register (FAR) for all offices under JIADA.
- 2.1.5. The Agency shall provide consultancy and technical support in preparation, review and finalization of annual financial statements, balance sheet, income and expenditure account, cash flow statements, schedules, notes to accounts and related disclosures, and shall also support JIADA in budgeting, financial planning, fund management, treasury management, revenue management, financial analysis, Board notes, committee notes and management information reports.
- 2.1.6. The Agency shall provide advisory and support services relating to direct and indirect taxation, including Income Tax, GST, TDS, TCS and other applicable tax laws, and shall assist in filing, assessments, reconciliations and compliance management. The Agency shall also review statutory compliance requirements and

assist JIADA in preparation of replies, representations, reconciliations and documentation relating to statutory audits, C&AG audits, Accountant General audits, departmental inspections and other regulatory reviews.

- 2.1.7. The Agency shall review financial management systems, accounting software, ERP systems and related business processes and provide recommendations for process improvement, automation and system strengthening. The Agency shall also assist in development, review and implementation of accounting modules, financial management systems and other digital platforms, provide training and capacity building support to JIADA officials, and undertake any other accounting, finance, taxation, compliance, audit support, financial advisory or related work assigned by JIADA from time to time.

2.2. Location and Area

- 2.2.1. The selected bidder/team shall be primarily stationed at the JIADA Head Office for the duration of the assignment to ensure effective coordination and timely execution of project activities.
- 2.2.2. The team may also be required to visit the respective Regional Offices of JIADA, as and when necessary, based on project requirements, stakeholder consultations, review meetings, and field-level assessments. Such visits shall be planned in consultation with JIADA and shall be included within the scope of work.
- 2.2.3. All necessary arrangements for travel, logistics, boarding, and lodging related to such visits shall be the responsibility of the bidder unless otherwise specified in this RFP

2.3. Contract Period

- 2.3.1. The Agreement Period shall be for a **period of 3 years initially** further extendable up to 2 years renewed annually, on an annual basis, provided the Authority is satisfied with the performance of the Agency. The Authority shall conduct a monthly performance review, and any extension shall be subject to sustained satisfactory performance of the Agency.

2.4. Scope of Work

- A. Jharkhand Industrial Area Development Authority (JIADA) intends to appoint a qualified Chartered Accountant Firm to provide comprehensive Financial Management and Technical Consultancy Services for JIADA Head Office and its Regional Offices.

- B. The objective of the assignment is to strengthen the accounting, financial reporting, statutory compliance, taxation, audit support, internal control, budgeting, and financial management systems of JIADA. The selected firm shall provide professional support to ensure that the financial transactions, books of accounts, statutory records, reconciliations, financial statements, and compliance obligations of JIADA are maintained accurately, timely, and in accordance with applicable laws, accounting standards, government guidelines, and best practices.
- C. The assignment shall also include review and improvement of the existing accounting framework, Chart of Accounts, financial processes, compliance monitoring mechanism, asset accounting system, and financial reporting structure of JIADA.
- D. The Selected agency shall assist JIADA in establishing a robust, transparent, and accountable financial management system suitable for a statutory industrial development authority.

2.4.1. Scope of Accounting and Bookkeeping Services

- 1. The selected Chartered Accountant Firm shall be responsible for preparation, maintenance, review, and updating of books of accounts of JIADA Head Office and all Regional Offices.
- 2. The Selected agency shall ensure that all financial transactions undertaken by JIADA are properly recorded in the approved accounting system, including Tally, ERP, or any other accounting software being used or adopted by JIADA.
- 3. The Selected agency shall maintain proper books, ledgers, vouchers, registers, schedules, and supporting documents in respect of receipts, payments, advances, deposits, liabilities, assets, income, expenditure, grants, funds, and other financial transactions of JIADA.
- 4. The Selected agency shall prepare and maintain the Cash Book, Bank Book, General Ledger, Journal Register, Subsidiary Ledgers, Trial Balance, and other relevant accounting records for JIADA Head Office and Regional Offices.
- 5. The Selected agency shall ensure that all accounting entries are supported by proper vouchers, approvals, sanctions, invoices, bills, receipts, work orders, agreements, and other documentary evidence as applicable.
- 6. The Selected agency shall verify that financial transactions recorded in the books of accounts are genuine, properly authorized, correctly classified, and not prejudicial to the interest of JIADA.

7. The Selected agency shall identify accounting errors, omissions, misclassifications, duplicate entries, unreconciled balances, long-pending advances, and other irregularities and shall recommend corrective action to JIADA from time to time.

2.4.2. Review and Strengthening of Accounting Framework

1. The Selected agency shall undertake a comprehensive review of the existing accounting framework of JIADA and provide recommendations for improvement in financial accounting, cost management, fund accounting, project accounting, budgeting, financial reporting, and internal financial controls.
2. The Selected agency shall study the current accounting processes followed at the Head Office and Regional Offices and shall identify gaps, control weaknesses, duplication of work, manual dependencies, inconsistencies, and areas requiring standardization.
3. The Selected agency shall recommend suitable accounting policies, procedures, formats, templates, workflows, and documentation standards to ensure uniform accounting practices across all offices of JIADA.
4. The recommendations shall be practical, legally compliant, and suitable for implementation in a government/statutory authority environment.

2.4.3. Review and Rationalization of Chart of Accounts

1. The Selected agency shall review the existing Chart of Accounts of JIADA in detail and shall suggest modifications, restructuring, rationalization, standardization, and codification of accounting heads wherever required.
2. The revised Chart of Accounts shall support proper classification of income, expenditure, assets, liabilities, grants, funds, deposits, advances, project costs, regional office transactions, statutory dues, and other financial items.
3. The Selected agency shall ensure that the revised Chart of Accounts facilitates improved financial reporting, project-wise accounting, cost allocation, fund utilization tracking, statutory reporting, audit compliance, and generation of Management Information System reports.
4. The Selected agency shall also provide implementation support for migration or adoption of the revised Chart of Accounts in the accounting software or ERP system used by JIADA.

2.4.4. Preparation and Finalization of Financial Statements

1. The Selected agency shall provide complete professional support in preparation, review, and finalization of annual financial statements of JIADA.

2. The scope shall include preparation of Balance Sheet, Income and Expenditure Account, Receipt and Payment Account, Cash Flow Statement, schedules, notes to accounts, significant accounting policies, disclosures, and other statements required under applicable laws, rules, regulations, accounting standards, and government requirements.
3. The Selected agency shall assist JIADA in compiling financial data from the Head Office and Regional Offices, reconciling inter-office balances, verifying opening and closing balances, reviewing ledgers, preparing audit schedules, and ensuring that the financial statements present a true and fair view of the financial position of JIADA.
4. The Selected agency shall also support presentation of the annual financial statements before the Management, Board, Committees, or other competent authority, as and when required by JIADA.

2.4.5. Monthly, Quarterly and Annual Financial Reporting

1. The Selected agency shall prepare and submit periodic financial reports to JIADA in the formats prescribed or approved by the Authority.
2. Such reports shall include monthly accounting reports, bank reconciliation status, statutory compliance status, receivables and payables position, fund utilization reports, advance adjustment reports, regional office financial summaries, budget variance reports, and other finance-related Management Information System reports.
3. The Selected agency shall submit quarterly performance reports covering work completed during the quarter, key observations, compliance status, pending issues, financial risks, audit-related issues, recommendations, and action points requiring attention of JIADA.
4. The Selected agency shall also prepare annual financial management reports summarizing major financial observations, process improvements, compliance matters, audit issues, and recommendations for strengthening financial governance.

2.4.6. Bank Reconciliation and Ledger Reconciliation

1. The Selected agency shall prepare monthly bank reconciliation statements for all bank accounts maintained by JIADA Head Office and Regional Offices.
2. The Selected agency shall identify stale cheques, unpresented cheques, uncredited receipts, bank charges, interest entries, direct credits, direct debits, and other reconciling items and shall assist JIADA in their timely adjustment and accounting.
3. The Selected agency shall also conduct periodic reconciliation of staff

advances, contractor advances, vendor ledgers, security deposits, earnest money deposits, retention money, statutory dues, inter-office balances, receipts from industrial units, dues ledger, reimbursements, deductions, and other accounts as required by JIADA.

4. The Selected agency shall submit reconciliation statements along with unresolved items and recommended corrective action.

2.4.7. Taxation and Statutory Compliance Services

1. The Selected agency shall provide advisory, compliance, filing, reconciliation, and representation support in respect of all direct and indirect tax matters applicable to JIADA.
2. The scope shall include Income Tax, Tax Deducted at Source, Tax Collected at Source, Goods and Services Tax, professional tax, EPF, ESI, labour-related statutory compliance, and any other statutory obligations applicable to JIADA.
3. The Selected agency shall assist in preparation and filing of applicable returns, statements, challans, forms, certificates, reconciliations, and compliance documents within statutory timelines.
4. The Selected agency shall review deductions, deposits, return filings, input tax credit, GST liability, TDS/TCS liability, and other statutory dues to ensure timely and accurate compliance
5. The Selected agency shall assist JIADA in handling notices, queries, assessments, reassessments, appeals, reconciliations, and proceedings relating to Income Tax, TDS, GST, or any other statutory authority. The Selected agency shall prepare replies, statements, reconciliations, supporting documents, and representations required for submission before statutory authorities.

2.4.8. Statutory Compliance Monitoring Framework

1. The Selected agency shall review all statutory compliance requirements applicable to JIADA and shall develop a compliance monitoring framework covering applicable Acts, Rules, Regulations, Government Notifications, Board Resolutions, financial rules, taxation requirements, labour laws, and other statutory obligations.
2. The Selected agency shall prepare a compliance calendar indicating due dates, responsible offices, required documents, filing requirements, and status of compliance.
3. The Selected agency shall periodically update the compliance calendar and submit compliance status reports to JIADA. Any delay, non-compliance,

exposure to penalty, or statutory risk shall be immediately brought to the notice of JIADA along with recommended corrective and preventive measures.

2.4.9. Deployment of Manpower and Equipment

1. The Selected agency shall provide complete support to JIADA in connection with statutory audit, internal audit, C&AG audit, Accountant General audit, departmental audit, government inspection, and any other regulatory or financial review.
2. The Selected agency shall assist in preparation of audit schedules, ledgers, reconciliations, trial balance, financial statements, supporting documents, replies to audit observations, action taken reports, and compliance reports.
3. The Selected agency shall coordinate with auditors and JIADA officials for timely completion of audit requirements. The Selected agency shall examine audit observations and provide suitable replies, clarifications, reconciliations, and corrective action plans.
4. The Selected agency shall also maintain a tracker of audit paras, pending observations, compliance status, and action taken by JIADA

2.4.10. Fixed Asset Register and Asset Accounting

1. The Selected agency shall assist JIADA in survey, identification, verification, classification, valuation, and accounting of fixed assets owned or controlled by JIADA. The Selected agency shall prepare or update the Fixed Asset Register for JIADA Head Office and Regional Offices, including details such as asset description, location, identification number, cost, date of acquisition, useful life, depreciation, accumulated depreciation, net book value, and status of asset.
2. The Selected agency shall review the existing asset accounting system and recommend improvements in capitalization, depreciation, disposal, transfer, impairment, tagging, physical verification, and reconciliation of fixed assets with books of accounts. The Selected agency shall also assist in reconciling the Fixed Asset Register with the General Ledger and financial statements.

2.4.11. Budgeting, Fund Management and Financial Planning

1. The Selected agency shall provide technical consultancy and advisory support in preparation, review, monitoring, and analysis of budgets of JIADA.
2. The Selected agency shall assist in preparation of annual budgets, revised estimates, fund requirement statements, expenditure forecasts, revenue projections, project-wise budgets, and budget variance reports.

3. The Selected agency shall advise JIADA on fund management, treasury management, cash flow planning, utilization of funds, prioritization of expenditure, financial discipline, and cost control measures. The Selected agency shall prepare analytical notes and financial reports to support decision-making by JIADA Management, Board, Committees, or competent authority.

2.4.12. ERP, Accounting Software and Digital System Support

1. The Selected agency shall review the existing accounting software, ERP system, financial management system, or digital platform used by JIADA and shall identify gaps in data entry, reporting, controls, user access, workflow, audit trail, integration, and automation.
2. The Selected agency shall provide recommendations for improving automation, data accuracy, financial reporting, user controls, compliance monitoring, and management dashboards.
3. The Selected agency shall assist JIADA in development, review, configuration, testing, and implementation of accounting modules, financial reporting modules, taxation modules, compliance dashboards, and other digital systems related to finance and accounts.
4. The Selected agency shall also support migration, mapping, and standardization of accounting data wherever required

2.4.13. Financial Advisory and Management Support

1. The Selected agency shall deploy the approved manpower for carrying out the assignment at JIADA Head Office and Regional Offices. The manpower shall include one qualified Chartered Accountant as Team Leader at the Head Office, one CA Inter or semi-qualified finance professional at the Head Office, and one Accountant at each Regional Office, or such other deployment as may be specified by JIADA in the RFP.
2. The personnel deployed by the Selected agency shall possess the qualifications, experience, skills, and professional competence prescribed in the RFP. The Selected agency shall ensure continuous availability of the deployed personnel during the contract period. No key personnel shall be replaced without prior written approval of JIADA, except in unavoidable circumstances such as resignation, illness, retirement, or other reasons acceptable to JIADA. Any replacement personnel shall possess qualifications and experience equal to or better than the personnel being replaced.
3. The Selected agency shall be solely responsible for salary, remuneration, statutory dues, insurance, conduct, discipline, attendance, supervision, and

performance of its deployed personnel. The personnel deployed by the Selected agency shall not be treated as employees of JIADA under any circumstances.

2.4.14. Capacity Building and Training

1. The Selected agency shall provide training, guidance, and capacity-building support to officers and staff of JIADA in the areas of accounting, taxation, statutory compliance, financial reporting, internal controls, accounting software usage, documentation standards, and audit preparedness. The Selected agency shall conduct knowledge-sharing sessions, prepare user guidance notes, and support JIADA officials in understanding improved financial processes and compliance requirements.
2. The Selected agency shall also provide continuous handholding support to JIADA staff for adoption of revised accounting processes, Chart of Accounts, reporting formats, reconciliation procedures, compliance calendar, and other improvements introduced during the assignment.

2.4.15. Deliverable and Reporting Requirements

1. The Selected agency shall submit all reports, statements, reconciliations, returns, compliance documents, financial statements, advisory notes, and other deliverables within the timelines specified by JIADA.
2. The deliverables shall include, but shall not be limited to, Inception Report, Chart of Accounts Review Report, Monthly Accounting Reports, Bank Reconciliation Statements, Quarterly Performance Reports, Statutory Compliance Reports, Financial Statements, Audit Support Documents, Fixed Asset Register, Annual Financial Management Report, and Handover Report.
3. All deliverables submitted by the Selected agency shall be complete, accurate, properly supported, and acceptable to JIADA. JIADA may seek clarifications, modifications, additional details, or corrections in any deliverable, and the Selected agency shall comply with such requirements within the time prescribed by JIADA without any additional cost.

2.4.16. Confidentiality and Data protection

1. The Selected agency shall maintain strict confidentiality of all records, documents, financial information, electronic data, reports, files, correspondence, and any other information obtained during the course of the assignment. The Selected agency shall not disclose, reproduce, share, publish, transfer, or use such information for any purpose other than performance of the assignment without prior written approval of JIADA.

2. The Selected agency shall ensure that all personnel deployed for the assignment comply with confidentiality and data security requirements. The obligation of confidentiality shall survive expiry or termination of the contract.

2.4.17. Other Conditions

1. All reports, working papers, reconciliations, registers, financial statements, databases, templates, manuals, models, formats, schedules, and documents prepared by the Selected agency under this assignment shall be the property of JIADA. The Selected agency shall hand over all such documents, records, data, and files to JIADA upon completion, expiry, or termination of the contract.
2. The Selected agency shall not retain, reproduce, disclose, or use any document or information relating to JIADA without prior written permission of the Authority.
3. The Selected agency shall perform the assignment with due diligence, professional competence, integrity, independence, efficiency, and economy. The Selected agency shall comply with applicable laws, rules, regulations, accounting standards, auditing standards, ICAI guidelines, government instructions, and best professional practices.
4. The Selected agency shall act as a professional advisor to JIADA and shall always safeguard the legitimate financial and institutional interests of JIADA. The Selected agency shall be responsible for the accuracy, completeness, and professional quality of the work performed and documents prepared by it.
5. The Selected agency shall perform any other accounting, finance, taxation, compliance, audit support, financial advisory, ERP support, budgetary, reporting, reconciliation, or related work assigned by JIADA from time to time during the contract period. Such work shall be considered part of the overall scope of services and shall be performed without any additional claim unless specifically approved in writing by JIADA.

2.5. Monthly Billing and Payment

- 2.5.1. The monthly bill of the Agency shall be calculated as quoted in financial bid.
- 2.5.2. Adjustments and Deductions shall be made for absenteeism or non-deployment of manpower/machines, on a pro-rata basis.
- 2.5.3. Additions shall be allowed only for deployment of additional manpower/machines, **if formally approved in writing by JIADA.**

- 2.5.4. The Agency shall submit the consolidated monthly bill along with attendance sheets, deployment logs, GPS records (where applicable), and other supporting documents. Payment shall be released by the Authority after verification and subject to satisfactory performance.

2.6. Schedule of Fees & Timelines

- 2.6.1. The Agency shall raise invoices towards the payment on a monthly basis on the last day of the month.
- 2.6.2. Payments shall be generally made within 15-20, following due screening of bills in consultation with the monitoring agency after due deductions towards taxes and any other deductions towards penalty.
- 2.6.3. The Agency shall submit attendance records of the staff being deployed and details of machinery being used with each invoice

2.7. Addition and Deduction

- 2.7.1. All payments to the Agency shall be subject to adjustments on a **pro-rata basis** depending upon the actual deployment of manpower and machines during the billing period.
- 2.7.2. In case of absenteeism, short deployment, breakdown, or non-performance, the corresponding amount shall be deducted on a pro-rata basis from the monthly bill.
- 2.7.3. No claims for idle time, partial deployment, or non-availability of resources shall be entertained.
- 2.7.4. Any requirement of additional manpower or machinery beyond the approved deployment plan shall be considered only if **formally approved by the Authority in writing**.
- 2.7.5. Payment for such additional deployment shall be made at the approved man-day or machine-day rate quoted in the tender.
- 2.7.6. No adjustment, addition, or claim shall be entertained without **prior approval of the Authority**.
- 2.7.7. Unauthorized deployment shall not qualify for payment.

2.8. Jurisdiction

- 2.8.1. Subject to the arbitration provisions, the Courts at Ranchi, Jharkhand shall have exclusive jurisdiction over matters arising out of this Contract.
- 2.8.2. Any dispute arising out of or relating to this Contract shall first be resolved

through mutual consultation. Failing such resolution, the dispute shall be referred to arbitration under the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The venue of arbitration shall be Ranchi, Jharkhand, and the proceedings shall be conducted in the English language.

2.9. Team Structure

2.9.1. This Contract constitutes the entire agreement between JIADA and the Agency and supersedes all prior communications, negotiations and understandings relating to the subject matter of the Contract

Manpower	Nos	Qualification	Role	Deployment
Team Leader	1	Qualified Chartered Accountant(CA) and Qualified Company Secretary(CS) with minimum 5 years of post-qualification experience in accounting, Company Law(expert level), taxation, statutory compliance, financial management, financial reporting and ERP/accounting systems.	Overall team leadership; supervision of accounting and financial management activities; review of financial statements; taxation and statutory compliance advisory; review of Chart of Accounts; coordination with JIADA Head Office; liaison with statutory auditors, C&AG/AG auditors and regulatory authorities;	Head Office (Ranchi) – Full-time during the contract period.

			quality assurance of all deliverables.	
CA Inter / Semi-Qualified Chartered Accountant	1	CA Intermediate (IPCC/Inter) with minimum 3 years of experience in accounting, GST, TDS, financial reporting and statutory compliance.	Day-to-day accounting support; preparation and review of books of accounts; GST/TDS reconciliation and compliance; assistance in financial statements; maintenance of accounting records; support in implementation of revised Chart of Accounts; coordination with Regional Offices.	Head Office (Ranchi) – Full-time during the contract period.
Accountant	4	B.Com./M.Com. with minimum 3 years of experience in accounting, GST, TDS, bookkeeping	Maintenance of books of accounts; voucher scrutiny; accounting entries; bank	One Accountant each at the four Regional Offices of JIADA –

		and computerized accounting (Tally/ERP/SAP or equivalent).	reconciliation; statutory compliance support; collection and compilation of financial information; coordination with Head Office; assistance in preparation of financial reports and audit schedules.	Full-time during the contract period.
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2.10. Deliverables, Timeline & Payment

2.10.1. The audit assignment shall be completed within a period of 180 days from the commencement date. However, time extensions shall be given by the Managing Director, JIADA upon being requested for reasonable causes to be given in writing by the auditor. The timeline for milestones/deliverables identified shall be as follows:

Sl. No.	Milestone / Deliverable	Timeline	Payment
1	Inception Report, deployment of manpower, work plan, reporting framework and implementation methodology	T + 15 Days	5%
2	Accounting Framework Review Report, Chart of Accounts Review, Internal Financial Controls Assessment and ERP Gap Analysis	T + 2 Months	10%
3	Completion of Quarter-I Services with Quarterly Performance Report	End of Quarter-1	7%
4	Completion of Quarter-II Services with Financial Review, Compliance Report and Budget Monitoring	End of Quarter-2	7%
5	Completion of Quarter-III Services with	End of	7%

Sl. No.	Milestone / Deliverable	Timeline	Payment
	Reconciliation, ERP Support and Financial Reporting	Quarter-3	
6	Completion of Year-I Deliverables including Annual Financial Statements, Audit Support, Annual Financial Management Report and Capacity Building	End of Year-1	9%
7	Completion of Quarter-V Services	End of Quarter-5	7%
8	Completion of Quarter-VI Services including Budget Review and Financial Planning Report	End of Quarter-6	7%
9	Completion of Quarter-VII Services including Internal Control Review, ERP Support and Financial Governance Improvements	End of Quarter-7	7%
10	Completion of Year-II Deliverables including Annual Financial Statements, Audit Support, Annual Compliance Report, Final Fixed Asset Register (FAR), Asset Verification Report, Asset Reconciliation with General Ledger, Depreciation Register, Asset Management Recommendations and Capacity Building Programme	End of Year-2	13%
11	Completion of Quarter-IX Services	End of Quarter-9	7%
12	Completion of Quarter-X Services	End of Quarter-10	7%
13	Completion of Quarter-XI Services including Accounting System Review and ERP Optimisation	End of Quarter-11	7%
14	Final Assignment Closure including Final Financial Management Report, Updated Chart of Accounts, Final Annual Compliance Report, Knowledge Transfer, Handover of all records, SOPs, databases, manuals and Final Acceptance by JIADA	End of Year-3	3%

PAYMENT DISTRIBUTION SUMMARY

Stage	Payment
Mobilisation & Diagnostic	15%
Year 1	30%
Year 2 (including Final Fixed Asset Register)	34%
Year 3	21%
Total	100%

Notes:

1. Payments shall be released only upon submission and acceptance of the respective deliverables by JIADA.
2. The Agency shall submit quarterly reports covering accounting support, taxation, statutory compliance, financial management activities, key observations, issues identified, and recommendations.
3. The Financial Proposal submitted by the Bidder shall be deemed to be comprehensive, firm and inclusive of all costs, expenses, overheads, risks, contingencies and obligations required for successful performance of the Services under the Contract. The quoted price shall include, but not be limited to, professional fees, salaries, remuneration of deployed personnel, travel, conveyance, lodging, boarding, local transportation, office expenses, communication expenses, software, hardware, licenses, stationery, printing, documentation, training, data collection, field visits, surveys, inspections, meetings, stakeholder consultations, insurance, statutory compliances, administrative overheads, support services, out-of-pocket expenses and all incidental costs necessary for execution of the assignment.
4. All applicable statutory deductions, including Income Tax, GST-TDS and other taxes, shall be made at source as per applicable laws.
5. In case of delay in submission of deliverables attributable to the Agency, JIADA may withhold payment until the deliverables are accepted.
6. The final payment shall be released only after satisfactory completion of the assignment and submission of all reports, records and documents required under the contract.

3. Technical Bid Forms

3.1. Technical Submission Checklist

Sr. No.	Enclosures to the Bid	Status (Submitted / Not)	Page Number
Envelope 1			
1.	Bid Processing Fee & Earnest Money Deposit		
Envelope 2			
2.	Technical Bid Submission Form (As per Annexure 1)		
3.	Power of Attorney for Authorized Representative (As per Annexure 2)		
4.	Financial Summary of the Bidder (As per the Annexure 3)		
5.	Audited Balance Sheet, Profit and Loss Statements and Annual Reports		
6.	Letter of Undertaking (As per Annexure 4)		
7.	A copy of Registration / Incorporation certificate of Bidder		
8.	A copy of PAN of Firm		
9.	A copy of Tax Registrations of Bidder		
10.	Copy of GST Registration		
11.	Experience details of the Bidder (As per Annexure s5)		
12.	Scanned copy of the documents in a Pen drive		

Annexure 1: Technical Bid Submission Form

(on the letterhead of the Bidder)

To,

The Managing Director
Jharkhand Industrial Area Development Authority (JIADA),
3rd Floor, JIADA Bhawan, Lowadih
Namkum Industrial Area
Ranchi-834010, Jharkhand

Subject: Submission of Selection of Chartered Accountant (CA) Firm to Provide Financial Management and Technical Consultancy Services

Reference: RFP Ref no.:.....

1. We, the undersigned, offer to provide the services for the captioned project in accordance with your Request for Proposal dated _____, and our Bid. We are hereby submitting our Bid which includes this Technical Bid sealed under an envelope.
2. This Bid and the LOA issued by the **Authority** in lieu of its acceptance shall form part of the Agreement to be signed between the Preferred Bidder (the “**Agency**”) and the Authority. If a Bidder is nominated as Preferred Bidder, we understand that it is on the basis of the technical, financial & organizational capabilities and experience of the Bidder taken together. We understand that the basis for our qualification will be the complete Bid documents submitted along with this letter and that any circumstance affecting our continued eligibility as per RFP or any circumstance which would lead or have lead to our disqualification, shall result in our disqualification under this Bidding process.
3. We undertake, if our Bid is accepted, to undertake the Project as per terms and conditions of the RFP.
4. We agree to abide by this Bid for a period of 180 (one hundred and eighty) days from the Bid Due Date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. In the event of our Bid being accepted, we agree to enter into a formal Agreement with the **Authority**, incorporating the conditions of the Bid including the addendum, if issued.
6. We agree that if we fail to fulfil any of the conditions mentioned at RFP (or any subsequent modification / addendum / corrigendum), **the Authority** has the right to forfeit the Bid Security being furnished by us along with this Bid.
7. Notwithstanding any qualifications of conditions, whether implied or otherwise, contained in our Bid we hereby represent and confirm that our Bid is unqualified and unconditional in all respects.

8. We understand that **Authority** is not bound to accept any or all Bids it may receive.
9. We declare that we have disclosed all material information, facts and circumstances which would be relevant to and have a bearing on the evaluation of our Bid and selection as Agency.
10. We do also certify that all the statements made and / or any information provided in our Bid are true and correct and complete in all respects.
11. We declare that in the event that **Authority** discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid from further participation in the Bid evaluation process and forfeit our Bid Security.
12. If negotiations are held during the period of validity of the Bid, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from negotiations.
13. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the work is not awarded to me/us or our proposal is not opened or rejected.
14. In the event of my/our firm/ consortium being selected, I/we agree to enter into an Agreement in accordance with the form in the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
15. The Financial Proposal shall be submitted separately through the Jharkhand e-Tender portal only. Our proposal, together with the Financial Quote, shall constitute the complete proposal and shall be binding upon us.
16. We understand you are not bound to accept any Bid you receive.
17. Our organization details are below

S. No	Particulars	Details
1.	Basic Information of Bidder	
a)	Name of Firm	
b)	Country of incorporation	
c)	Registered Office Address and Branch Office(s), if any, in India	
d)	Offices in Jharkhand, if yes, provide details	
e)	Date of incorporation and / or commencement of business	
f)	Bidder is a Partnership Firm (including LLP) Please give details & enclose relevant papers / certificates	

g)	Details of Income Tax Registration (Enclose PAN / GST Details)	
h)	Ownership of the Organization (List of stakeholders / members who own 10% or more stocks & their interest in the company)	
i)	List of Current Directors	
j)	Other key management personnel	
2	Brief description of the Company including details of its main lines of business.	
3	Details of individual (s) who will serve as the point of contact/ communication within the Company: (a) Name (b) Designation (c) Address (d) Telephone Number / Mobile (e) E-Mail Address	

Yours Sincerely,

Authorized Signature (in Full and Initials)

Name and Title of Signatory:

Name of Firm: Address:

Annexure 2: Format for Power of Attorney for Authorized Representative

(On Stamp Paper)

Know all men by these presents, We, **[name of organization and address of the registered office]** do hereby constitute, nominate, appoint and authorise Mr / Ms **[name]**, son/ daughter/ wife of **[name]**, and presently residing at **[address]**, who is presently employed with/ retained by us and holding the position of **[designation]** as our true and lawful attorney (hereinafter referred to as the “**Authorised Representative**”), with power to sub-delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for and selection as Agency for **[name of Project]**,

by the **Authority** including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all Agreement and undertakings consequent to acceptance of our bid and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and / or upon award thereof to us until the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, **[name of organization]**, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS **[date in words]** DAY OF **[month]** **[year in “YYYY” format]**.

For **[name and registered address of organization]** **[Signature]**
[Name] **[Designation]** Witnesses:

1. **[Signature, name and address of witness]**
2. **[Signature, name and address of witness]** Accepted
[Signature]

[Name] [Designation] [Address]

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annexure 3: Format for Financial Summary of the Bidder

(on the letterhead of the Bidder)

Average Annual Turnover of the Bidder

S. No	Financial Year	Average Annual Turnover (INR)
1.	FY_____	
2.	FY_____	
3.	FY_____	
	[Average Annual Turnover]	[indicate sum of above divided by 3]

Note: Bidders are required to provide data for last three years ending 31st March 2026 Audited Balance Sheets are also required to be submitted for the same.

UDIN No: _____

Certificate from the Statutory Auditor

This is to certify that [name of Bidder] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory

Designation

Name of Bidding firm

Signature of Authorized Signatory

Seal of Audit firm

Annexure 4: Format for Letter of Undertaking

(On Letterhead of the Bidder)

Date:

To,

The Managing Director

Jharkhand Industrial Area Development Authority (JIADA),

3rd Floor, JIADA Bhawan, Lowadih

Namkum Industrial Area

Ranchi-834010, Jharkhand

Subject: Submission of Selection of Chartered Accountant (CA) Firm to Provide Financial Management and Technical Consultancy Services

Sir,

With reference to this tender, I/We confirm the following

- a. **Declaration for Not Blacklisted:** I/We hereby confirm that our firm has not been banned or blacklisted by any government organization / Financial institution / Court / Public Sector Unit / Central Government / State Government as on the Bid Due Date.
- b. **Indemnity Undertaking:**
 - i. I / We on behalf of our firm, hereby agree and undertake that I / We have understood all the rules, regulations, guidelines and procedures and all staff Technical & Non-Technical working on behalf of our firm will abide by all the rules, regulations, guidelines, and procedures.
 - ii. I / We also declare that our firm will be responsible for any safety violations / accident etc. in providing services as per the conditions of the Agreement. Authority will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I / we hereby declare that I am / we are sole responsible on behalf of the firm for giving such declaration.
- c. **Anti-Collusion Certificate:** I / We hereby certify and confirm that in the preparation and submission of this Bid, we have not acted in concert or in collusion with any other Bidder or any other person(s) and also not done any act, deed or thing which is or could be regarded as anti- competitive, restrictive or monopolistic trade practice.
- d. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Bid.
- e. **History of Litigation:** I / We hereby provide details / Information on any history of

Selection of Chartered Accountant (CA) Firm to Provide Financial Management and Technical Consultancy Services

litigation or arbitration resulting from contracts in last five years or currently under execution / operation, which may have an impact on providing services under this tender

Name of the Bidder

Signature of the Authorized Signatory

Name of the Authorized Signatory

Annexure 5: Format for Showcasing Experience

On Bidders' letterhead

Sl. No.	Name of Client / Organization	Type of Organization	Name / Title of Assignment	Scope of Work / Nature of Services Provided (Accounting / Financial Management / Internal Audit / Taxation / Statutory Compliance / Financial Advisory / ERP or Accounting System Consultancy / F&A Outsourcing)	Contract / Work Order Value (₹)	Period of Assignment	Status of Assignment	Supporting Documents Submitted
1.						From: ____ To: ____	Completed / Ongoing	Work Order / Agreement / Completion Certificate / Client Certificate
2.						From: ____ To: ____	Completed / Ongoing	
3.						From: ____ To: ____	Completed / Ongoing	
4.						From: ____ To: ____	Completed / Ongoing	
5.						From: ____ To: ____	Completed / Ongoing	

Annexure 6: Format for Pre-Bid Query

Sl. No	Bidder Name Contact Person Phone No.	Section, Clause no and Page Number	Query Clarification Sought	Proposed Text

Annexure 7: Financial Bid Submission Form

To,

The Managing Director

Jharkhand Industrial Area Development Authority (JIADA),

3rd Floor, JIADA Bhawan, Lowadih

Namkum Industrial Area

Ranchi-834010, Jharkhand

Subject: Submission of Selection of Chartered Accountant (CA) Firm to Provide Financial Management and Technical Consultancy Services

Sir,

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated **[Date]**, and our (Technical and Financial Bid). **Our Financial Bid for.....**

S. No.	Particulars	Amount (in Rs.)
1.	Total lump-sum professional fee for 3 Years	

Notes:

1. Rates shall be quoted exclusive of GST, which shall be payable as applicable.
2. The Bidder shall quote prices strictly in the format provided in this Annexure. No change in the structure, item descriptions, units, or evaluation methodology is permitted.
3. Prices shall be quoted in Indian Rupees (₹) only and shall be exclusive of GST unless specifically stated otherwise. GST shall be indicated separately in the summary.
4. Taxes and other statutory levies will be paid on actual basis. However, present rates of applicable taxes and levies may be indicated by the Bidder.
5. The Bidder is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the Bid documents and fully informed as to the nature of the work mentioned in 'Scope of Work' section and conditions related to its performance.
6. No transport/ TA DA/other incidental expenses will be payable by the Authority.

