



Government of Jharkhand
Directorate of Industries

Single Window system of Industry Department, Govt. of Jharkhand, invite expression of interest for empanelment of Financial Consultants from practicing Chartered Accountant/ Cost Accountant/Company secretary firms/Company for a period of 5 years.

1. Eligibility criteria:

- i. Practicing Firm/Company must have full fledged office at Ranchi, Jharkhand.
- ii. Practicing Firm/Company must have minimum of 5 qualified personals amongst CA/CWA/CS. One of the partners of the firm/Company should have experience of minimum of 5 years in the field of Govt. Undertaking/ Government run Society/PSUs.
- iii. Copy of Membership certificate of the respective Professional Bodies, duly attested by the firm must be submitted
- iv. Firm/ Company must be registered with their professional Bodies and a certificate from the respective Institute must be attached.
- v. CA firm should submit CAG empanelment certificate
- vi. In case of Company, 3 years Annual returned filed with MCA , may be submitted
- vii. Income Tax return of preceding 3 years in respect of firm/Company
- viii. Service Tax registration certificate of the firm/company

2. Tenure & Scope of Work:

- i. The assignment will be for a period of 5 years subject to review and appraisal of satisfactory performance of the firm/company on yearly basis.
- ii. The selected firm has to depute its authorized representative who will examine the Departments file/accomplish the assignment by attending the Office of Single Window system, Industry department, Nepal House, Ranchi or any designated & authorized place.
- iii. Approximately, 200 files relating to MOU/Subsidy claims under JIP-2001 & 2012 /Facilitation Council Files etc. are required to be examined, annually
- iv. Professional firm/Company should quote their rate in two parts namely (1) monthly retainer ship fee (2) Rate per file to be examined.
- v. CA & G empanelled, CA firms/Company may also quote their rate for statutory audit of Societies/Undertaking of Department of Industries, Government of Jharkhand having annual turnover up to Rs.25 lace/Rs.50 lac/Rs.2 crore/Rs.5 crore and more than 5 crore.

3. General Conditions:

- i. The technical evaluation of the firm/Company will be on the basis of eligibility criteria, past experience, Credentials and suitability.
- ii. Technical bid and financial bid both will have 50 marks each (equal weightage formula basis.
- iii. The empanelment/selection of firm/Company will be made in order of weighted average of highest to lowest marks and will be displayed in Official web site.
- iv. Decision of Single Window System in all the matters relating to this Tender will be final and binding on all the parties.

The application should be submitted in prescribed Form at annexure-I, through e-mail at jhr-doi@nic.in on or before 31.10.2012. E-mail subject: "Empanelment of firm for Financial Consultant". The self certified application in Hard Copy may be send by post/hand over in sealed envelope in Single Window System at Under Secretary, Single Window System, Department of Industries, 3rd Floor, Nepal House, Doranda, Ranchi-834002.

Walk-in-Interview date will be communicated to the shortlisted firms
E-mail: jhr-doi@nic.in

Secretary Industries
Government of Jharkhand

Application for Empanelment of firm for Financial Consultants

1	Name of the Firm/Company
2	Address
3	Email id
4	Telephone number / landline with STD Code / Mobile nos
5	Registration number of the firm (Enclose certificate of Registration of Practice)
6	Date of establishment
7	CA & G Empanelment no
8	Service Tax Registration number
9	Number of partners and employed professionals
10	Details of partners and employed professionals– Name, Age, Qualifications, Membership Number and Experience
11	Experience of the firm/ company
12	Details of Experience of the firm on Government run society – Number of Clients, Some of the Prominent clients, Number of years of experience.
13	Brief write up (Not exceeding a page) regarding suitability of firm for Financial consultants and quote rate for Retainership and for Audit.
14	<p><u>Declaration</u></p> <p>We hereby declare that all statements made in this application are true, complete and correct to the best of our knowledge and belief. We understand that in the event of any information being found false or incorrect or not satisfying any of the eligibility criteria according to the requirements of the relative notification, our candidature/ empanelment / award of assignment is liable to be cancelled / terminated at any stage. We undertake to abide by all the terms and conditions mentioned in the notice.</p>
16	Place
	Date Signature