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**JHARKHAND URJA SANCHARAN NIGAM LIMITED.**



**EXPRESSION OF INTEREST FOR**

**Name of Work: PREPARATION OF MONTHLY AND ANNUAL  
ACCOUNTS OF DIFFERENT ACCOUNTING UNITS/ CORPORATE  
OFFICE OF JHARKHAND URJA SANCHARAN NIGAM LIMITED.  
FOR THE F.Y. 2016-17**

**Last Date of Submission of EOI form:- 1:00 p.m. on 21-11-2016**

**Date of Opening of EOI:- 3:00 p.m. on 21-11-2016**

**Address:**

**ENGINEERING BUILDING, DHURWA, RANCHI- 834 004**

**Website: [www.juvnl.com](http://www.juvnl.com)**

## 1. GENERAL INFORMATION ABOUT J.U.S.N.L.

**INTRODUCTION:** Jharkhand Urja Sancharan Nigam Ltd [hereinafter to be referred to as J.U.S.N.L.] a Transmission Utility entrusted with the license for transmission of electric power in the designated areas within the state of Jharkhand.

### **General details**

Sl.No.	Name of Accounting units
1.	J.U.S.N.L Head Quarter
2.	Transmission Zone I- Ranchi
3.	Transmission Circle- Ranchi
4.	Transmission Zone II- Dumka
5.	Transmission Circle – Dumka
6.	Transmission Circle- Deoghar
7.	Transmission Zone III-Jamshedpur
8.	Transmission Circle- Jamshedpur
9.	Transmission Circle- Chaibasa
10.	Transmission Zone IV-Medininagar
11.	Transmission Circle- Medininagar
12.	Transmission Zone V- Hazaribagh
13.	Transmission Circle- Hazaribagh
14.	Transmission Circle- Dhanbad

2. JUSNL intent to solicit the services of a firm of Chartered Accountant /Cost Accountant (hereinafter called the Firm/Consultant) who will take up the assignment of Preparation of Accounts of Zones and Circles of JUSNL for the F.Y.2016-17 using Tally ERP 9 in accordance with the Scope of work as detailed in para 3.0 "Scope of Work".

### 3.0 SCOPE OF WORK OF PREPARATION OF MONTHLY AND ANNUAL ACCOUNTS

- 3.1 **Period of Assignment:** Period of assignment for the work to be undertaken by the Firm/Consultant will be for the F.Y.2016-17 and can be extended for another one year on same terms and conditions at the sole discretion of the JUSNL. The work will be completed on submission of all the MIS reports for the last month and successful handing over of the records\details\data to the successors\ Client. So skilled manpower who are expert in preparation of Accounts in Tally ERP 9 should be deployed.

#### 3.2 Functions related to accounting :

- a. Accounting of all payments and receipts, liabilities and assets using standard

accounting package i.e.Tally ERP 9 for Accounting and MIS purposes.

- b. Assigning head of allocation to accounting vouchers of contractors and other bills received from Units and corporate office, wherever required, and booking of all such vouchers in the Accounting Software.
- c. Preparation of the financial statements of Zones and circles at the end of each interim period i.e. end of each quarter as well as at the end of Financial Year, and other periodical Accounts and Balance sheets, if required.
- d. Guidance on formation of Accounting Policies of the Company required for compliance of the requirements of the Companies Act, 2013 and other statutes.
- e. Preparation of presentations of financial information for Statutory Auditor/ AG. Audit/ Cost Auditor etc.
- f. Co-ordination with Division/ units for bills and vouchers.
- g. Giving necessary guidance in the matter of operation of the relevant heads of accounts and in the establishment of the accounting system to meet the requirements as per MOU/any other agreement executed with the GoJ.
- h. Maintenance of soft copy of all transactions and quarterly and annual accounts on regular basis.
- i. Preparation of Bank Reconciliations of all banks on monthly basis.
- j. Co-ordination with Internal Auditors (Quarterly basis), Statutory Auditors, Tax Auditors, Cost Auditors and Auditors from C&AG etc.
- k. To provide all the necessary and satisfactory information & explanations about the accounting procedures and policies to the management and to the Company's auditors.
- l. Development and continuous upgrading of a suitable MIS for management reporting.
- m. Preparation of the monthly, quarterly and annual MIS reports and their submission to the management.
- n. Preparation of Management Information reports related to accounts and taxation.
- o. Any other related service assigned by JUSNL.

**4.0 TERMS AND CONDITIONS:**

Apart from the above mentioned outsource activity, any other accounting and other allied work as assigned by the Corporate office would also be the part of the function. Further, firm will also have to follow all the instructions in respect of the assignment issued by the FINANCE CONTROLLER time to time.

The established firm must have minimum turnover of Rs.10 lakh each during the last three years and for this as a proof certificate should be provided.

The established firm must be ready to deploy minimum 10 man power who have experience of working in the Government /PSU /Semi Govt. sector in each of the last three year with single order accounts related services. Proof of the same

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will be required to be submitted.

Firm will accurately monitor and supervise the work carried on and will report to the concerned Accounting units and J.U.S.N.L Hqr.

Firm cannot withdraw back the staff once appointed for the work without prior permission of FINANCE CONTROLLER/ M.D.

Work report must be submitted at the end of each month and same must be as per the scope and function assigned.

Senior partner of the firm will have to visit the office of the concerned Accounting units and J.U.S.N.L. Hqr for discussion on being called upon by the Higher Authorities of the J.U.S.N.L. Hqr.

Firm cannot outsource / sublet the said assignment or any part of the same to the other firm of the Chartered Accountants.

5. If any firm or partner thereof is found guilty of gross negligence, or any other fault regarding the assignment, Management will have all the remedies such as deduction or withholding of fees, removal from the existing assignment or any other action if any deemed appropriate in the circumstance.
6. Firm will have to deploy sufficient man power considering the work of Division/ circles/ Zones as well as Head Office to submit the reports in time.
7. Each of the staff deployed must have thorough working knowledge of accounting work in tally mode.
8. Apart from the said staff, One Chartered Accountant/ Cost Accountant having thorough knowledge of accounting and auditing and having experience of at least three years must be in charge of all the aspects relating to accounting, consolidation, finalization, preparation of annual accounts and attending the auditors.
9. All the supervisory staff deployed by the firm undertaking the work must be at least M.Com, or CA/CMA (final) having at least three years of experience in the field of accounting with knowledge of Tally and auditing or fresh CA/CMA.
10. Firms should abide by the work mentioned in the scope of work.
11. Monthly fees will be paid after receipt of monthly accounts within the prescribed time limit.
12. Senior representative of firm shall remain present in the meeting, where ever and whenever called.
13. Firm shall start the work from the date of acceptance of the appointment made for the said work. The assignment is for next 12 months.
14. firms should submit monthly report to H.O & Regional manager for region the work done in a month
15. The team of persons will be monitored by the Chartered Accountant/ Cost Accountant of the firm. Chartered Accountant /Cost Accountant of the firm to visit minimum once in a week/fortnight/month.

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**ELIGIBILITY CRITERIA :**

Sr. No	Eligibility Criteria for Preparation of Monthly and Annual Accounts of different units and corporate office of J.U.S.N.L.	Minimum Criteria
1	The firm should be registered with the <b>Institute of Chartered Accountants of India / Institute of Cost Accountants of India (ICAI)</b>	Registered with ICAI/ ICWAI
2	The firm should be <b>Partnership / Limited Liability Partnership</b> ( incorporated under the Limited Liability Partnership Act,2008)	Partnership /LLP
3	The Firm should have its <b>office/Branch office anywhere in JHARKHAND.</b>	Office in JHARKHAND
4	The firm should have been in <b>existence for at least Five years</b> in Jharkhand.	Existence : 05 Years
5	The firm should have at least <b>Five Partners or at least 3 partners and 2 paid Chartered Accountants/Cost Accountants.</b>	At least 5 Partners or at least 3 partners and 2 paid Chartered Accountants/Cost Accountants
6	<b>Atleast One</b> of the Partners should have <b>minimum 10 years</b> of experience in practice.	1 Partner with 10 Years of experience
7	Have <b>five Experienced staff</b> , having at least three years of experience, are required for the entire period at head office.	5 Staff with 3 years of experience
8	Have at least <b>10 paid experienced staff</b> , having experience of minimum three years	10 Paid staff with 3 years of experience
8	Have experience in preparation of monthly accounts and final accounts as per companies act.	Yes/ No
9	The <b>Average Turnover</b> during the preceding 3 Financial Years should not be less than Rs.10 lacs .(2013-2016)	Average Turnover : Rs.10 Lacs .



10	The established firm must have deployed minimum 10 man power in the Government /PSU /Semi Govt. sector in each of the last three year with single order accounts related services. Proof of the same will be required to be submitted.	Copy to be Annexed

### Disqualification

A	The firm or any partner thereof has been cautioned or any action has been taken against the firm or any partner by ICAI/ICWAI.
B	Any court case or arbitration relating to disciplinary case pending against the firm or any partner.
C	Any action/Disqualification by Government Co./ Govt Body /Govt Authority relating to financial transaction.

JUSNL invites eligible firms of Chartered Accountants/ Cost Accountants to indicate their interest in providing the Preparation of Accounts services. Interested firms\ consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The interested Firm/ Consultant shall meet the following minimum Qualifying Criteria to be eligible:

- a) The Firm/ Consultant should be a reputed firm of Indian Chartered Accountants/ Cost Accountants in practice in India.
- b) The Firm/ Consultant should have H.Q/branch in Ranchi.
- c) The Firm/ Consultant must have satisfactorily **completed** in the last three previous financial year and the current financial years up to the date of submission of EOI, one similar work, i.e., Preparation of monthly Accounts/ Annual accounts of a Government Company\ PSU registered under Companies Act 1956 or 2013. **Certificate to this effect issued by the client to be submitted as proof along with bid documents in the format given in FORM II.**

OR

In case of ongoing work of similar nature (Preparation of monthly Accounts/ Annual Accounts of a Government Company\ PSU registered under Companies Act 1956 or 2013) the total period of continuous work shall not be less than **24 months**. The period of 24 months shall be the period of 24 months ending one month prior to the bid opening date. **Certificate to this effect issued by the client to be submitted as proof along with bid documents in the format given in FORM II.**

- d) **Certified/ true Copy of audited annual accounts to be submitted as a proof along with bid documents. Unaudited financial statements certified**



by the Company auditor for the latest year, in case the audited statement for FY 2014-15 is not available.

- e) The firms\consultant should have not been banned/de-listed/de-banned from business by any PSU/Govt. Company during last 03 (three) years. Self-declaration in this regard is to be submitted as per format attached as **Form I**.
- f) Short-listed Firm\ Consultant would be issued formal tender enquiry/Request for Proposal inviting their technical and financial bids at a later date.
- g) The detailed profile of the Firm\ Consultant is to be submitted.

The EOI Proposal shall be sealed and super scribed "Response to request for expression of interest for the work: Preparation of monthly accounts/ Annual Accounts of JUSNL for the F.Y.2016-17 on the top right hand corner .The sealed EOI should reach at Jharkhand Urja Sancharan Nigam Limited, Head Office, ENGINEERING BUILDING, DHURWA, RANCHI- 834 004 through Registered Post/Speed Post/Courier Service/ By Hand only on or before .....(up to ..... pm)

**Information to be submitted along with Expression of Interest**

- a) Profile of the firm along with copies of certificate of registration issued by the governing body/Institute and proof of residency of the firm in Ranchi
- b) Self-declaration is to be submitted as per format attached as **Form I**.
- c) Certificate issued by the client to be submitted as proof of satisfactory completion of one similar work. **Form II**.
- d) Certified true Copy of audited annual accounts to be submitted as a proof of Payment/ Fees received. Unaudited financial statements certified by the Company auditor for the latest year, in case the audited statement for FY 2014-15 is not available.
- e) Any other information as the applicant may like to indicate that they are qualified to perform the services.

EOI proposal should be indexed and serially numbered.



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**SELECTION CRITERIA:-** The following will be the basis of marks for the selection /empanelment. Selection/empanelment will be done on the basis of attainment of highest marks obtained and re quoted by firm.

**(1) Technical Bid (100 Marks)**

SL.NO	NORMS	Basis of marks	Maximum marks
1	Year of establishment of firms since date of registration	2 marks per year	10 marks
2	Number of partners in the firm	3 marks for each associate member and 4 marks for each fellow member	20 marks
2	Number of qualified assistant(Chartered accountant/Cost accountant) in firm	2 marks for each qualified assistant	15 marks
3	Number of Paid Staff	2 marks for each Paid Staff	10 marks
4	The firm having the minimum Man Power Experience in Govt PSU/ Semi Govt. Sector	4 marks for 10 Man Power additional 1 marks for each Man power	20 marks
6	The firm having office in Jharkhand	2 marks for each year duration	10 marks
7	Experience of writing the accounts preparing of J.Vs Trail Balance and Finalization of Accounts	2 marks for each year of experience.	15 Marks
	Total		100 marks

**Award of work to firm having Higher score:-**

The firm has to score minimum 70 marks in above criteria. Thereafter price part of those firm who have scored minimum 70 marks will be opened .The firm having lowest price for the scope work will be called for negotiation if required.

**Confidential:-**

The Firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the services or the information of the offices of the JUSNL without prior consent of the FINANCE CONTROLLER.

**Sub-Contracting:-**

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Firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.  
The management reserves its right to modify, amend or cancel any or all terms of this advertisement and /or reject any or all the application without assigning any reason.

### TAXES AND DUTIES

Income tax TDS will be deducted from the payment to be made

### SETTLEMENT OF DISPUTES

- (1) The decision of JUSNL shall be final in selection of the Firm
- (2) Any disputes between the Firm and JUSNL will be resolved by the committee consisting of General Manager. Firm ,if dissatisfied with the decision of the committee may approach the Managing Director

### PENALTIES

- (3) In the event of gross negligence, irregularity, laxity or misconduct on the part of Firms personnel, the contract may be terminated and the Firm may get black listed at the discretion of the Managing Director, JUSNL which shall be communicated to all the Govt. Departments and the institute of chartered accountants/ cost accountants for debarring such firm from any assignment of any Govt. work
- (4) The violation of any of the terms will invoke penalty. It will be the responsibility of the firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the firm liable for being removed from the contract by M.D. JUSNL after issuing the notice of 15 days as well as disciplinary action. The decision of M.D. JUSNL shall be final in this respect.
- (5) M.D. JUSNL shall have the absolute powers to reduce or condone the penalty.



**FORM I**

**Declaration of Ineligibility  
(By the Bidder)**

I/ We, M/s ..... (Name of bidder) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

Signature of Authorized Signatory with  
Name & Seal of the Firm.



On the letterhead of the Department issuing the certificate.

Performa for Experience Certificate

To whomsoever it may concern

M/s .....has been awarded the work of Maintenance of Accounts of this Company vide agreement No. .... dated ..... and completed the work\ is executing the work satisfactorily.

Details of the work executed by M/s ..... are as under :-

- 1. Name of work :
- 2. Agreement/ contract No. & date :
- 3. Date of start of work :
- 4. Actual Date of completion of work :  
(if contract has been completed)
- 5. Awarded value of the contract :
- 6. Actual value of work done :  
(if contract has been completed)
- 7. Value of work done :  
(For ongoing contract)  
Prior to the EOI opening date
- 8. Performance of the Firm/ Consultant :

Name & Signature of the officer with telephone number & seal of Dept.

(Note :- In case of more than one work, separate certificates should be provided for each work)

