

Expression of Interest (EOI)

for

**Financial Consultant as Retainers for Scrutiny
of Financial Incentive Proposals under various industrial policies and
providing technical support for the cases filed with
Jharkhand Micro, Small and Medium Enterprises Facilitation Council**

Of

**DIRECTORATE OF INDUSTRIES,
Department of Industries,
Government of Jharkhand
3rd Floor, Nepal House,
Doranda, Ranchi-834002**

_____ August, 2021

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**DIRECTORATE OF INDUSTRIES,
Government of Jharkhand
3rd Floor, Nepal House,
Doranda, Ranchi-834002**

INVITATION FOR EXPRESSION OF INTEREST

Directorate of Industries, Government of Jharkhand invites sealed Expression of Interest (EOI) from various Chartered Accountants/ Cost Accountants/ CA Firms/ CMA Firms registered in the State of Jharkhand having Head Office in Ranchi to act as Financial Consultant on Retainership for a period of three years (Initially for one year subject to renewal for two more years based on satisfactory performance) for Scrutiny of Financial Incentive Proposals under various industrial policies of the Department and providing technical support for the cases filed with Jharkhand MSME Facilitation council.

The Consultant Firm will be responsible for:

1. Scrutiny of Incentive proposals (both online and offline) of various policies of the department and submission of their observations/recommendation to the Director, Department of Industries, Government of Jharkhand.
2. Examining and providing technical assistance for the Cases filed with Jharkhand MSME Facilitation council including getting the Facilitation Council's meetings conducted, preparation of its agendas and proceedings of the meeting.
3. Any other related work assigned by the Directorate of Industries from time to time.

The EOI document containing the details of eligibility criteria, submission requirement, scope of work and evaluation criteria etc. can be downloaded from the website www.jharkhandindustry.gov.in.

Further details, if any, may be obtained from Shri Rajendra Prasad, Dy. Director, Directorate of Industries, Government of Jharkhand during working hours.

Last date for submission of EOI is **09th September, 2021 upto 1500 hrs**. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 5000 (Rupees Five Thousand) only by way of Demand Draft in favour "Director Industries", payable at Ranchi may be submitted mentioning "**Financial consultant as Retainers for Scrutiny of Incentive Proposals of various industrial policies of Department of Industries, Government of Jharkhand.**"

on the top cover **addressed to :**

"The Director, Department of Industries, Government of Jharkhand, 3rd Floor, Nepal House, Doranda, Ranchi-834002"

Sd/-
Director
Directorate of Industries,
Government of Jharkhand

Note: Department reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason.

2. SCOPE OF WORK

- 2.1 Scrutiny of Incentive proposals (both online and offline) of various policies of the department and submission of their observations/recommendation to the Director, Industries, Government of Jharkhand.
- 2.2 To attend various meeting as and when called for in relation to above.
- 2.3 To examine all the Cases (past and present) filed with Jharkhand MSME Facilitation Council Monitoring and getting the meetings of MSME Facilitation Council conducted, preparation of its agendas and proceedings of the meeting
- 2.4 Any other related work assigned from time to time by the Directorate of industries.

3. ELIGIBILITY: The minimum eligibility criteria will be as below along with submission of all annexures attached herewith.

- 3.1 The applicant must be having practical experience of more than 10 years in State of Jharkhand with Head office in Ranchi.
- 3.2 The applicant must have exposure of Taxation Laws and must have worked with Government of Jharkhand /PSUs for minimum period of 3 years in preceding 10 years as consultant or similar nature of work.
- 3.3 Applicant must be familiar and well versed in various industrial accounting system and project appraisal.
- 3.4 The applicant must be familiar with all the Commercial Laws/Industrial Laws/ Companies Act/ Direct and Indirect Taxes.
- 3.5 In addition to above the applicant must satisfy the following mandatory criteria:

	Particulars	Eligibility Criteria	Supporting Documents to be submitted along-with Application
3.1	Registration	Registered with the Institute of Chartered Accountants of India/ Institute of Cost and Work Accountants of India.	Registration Certificate
3.3	Base office location	The applicant should have full fledged working office in Ranchi	Address Proof of the office
3.4	Year of Registration	On or before 01.08.2011	Registration Certificate as above
3.5	Experience	<u>For CA/CMA/Firms:</u> Out of the 10 preceding years the applicant should possess minimum three years of experience as Tax Consultant in Govt. /PSUs /Banking /Insurance Sector etc.	Copy of relevant certificate or document from the concerned organization

Note: -1. Supporting documents as above is to be submitted.

2. The applicant not fulfilling any of the above eligibility criteria need not apply

4. PERIOD OF CONTRACT:

Initially the consultants will be engaged for One year w.e.f. date of order which may be extended for further period of two years on year to year basis, on the same rate, terms & conditions subject to satisfactory performance.

5. BIDDING:

Bids in two parts (Techno Commercial & Price Bid) are invited from interested applicants.

5.1 Submission of Bids:

1. The offer is to be submitted in two parts. The first part “Part-I, Techno Commercial Offer”, should contain the detailed technical and commercial terms of the offer, but should not contain the price. The second part “Part – II, Price Bid” should contain the price offered. Both the parts enclosed in two different sealed envelopes and should be properly and prominently super scribed as Part-I and Part-II marked as per the above scheme. Both these envelopes should be put in a third sealed envelope. All envelopes must be sealed and super scribed the EOI No. and due date and time of opening. The name and address of the Applicant must be indicated on the body of the each envelope. Bids are to be submitted under a covering letter mentioning the details of documents submitted along with the Bid.
2. The offers may be submitted latest **by 03:00pm 9th September 2021**. Offers received beyond scheduled date and time shall not be accepted.
3. Part –I (Technical & Commercial Bids) only will be opened **at 03:30pm on 09.09.2021** in presence of the applicant or authorized representative of the applicant who may like to attend the tender opening.
4. Part –II (price Bid) of the applicant whose Techno Commercial offers are acceptable will be opened. The date and time of opening of such price Bids will be communicated to the qualified applicant. Price should indicate only the consolidated price (Including all taxes and duties except GST), covering the scope of work. Price Bid indicating job wise rate will not be considered and will be treated as un-responsive.
5. The complete offers including Price Bid should preferably be typed in the letterhead of the applicant.
6. Applicants should **sign with seal** on all pages of EOI documents including enclosures submitted, as a token acceptance of EOI terms and conditions.
7. Overwriting/correction/erase and use of white ink should be avoided. However, if any overwriting/correction/erase is inevitable, that should be authenticated with the applicant’s signature and seal. However, any Overwriting/correction/erase in Price bid shall lead to cancellation of bid.

8. The offer should be submitted strictly as per the terms & conditions laid down in the EOI document.
9. EOI documents should be addressed to the Director of Industries, Government of Jharkhand, 3rd Floor, Nepal House, Doranda, Ranchi-834002.
10. EOI may be submitted strictly by Speed Post/ Registered Post/Courier Services.

Note: Department of Industries, Government of Jharkhand reserves the right to reject or accept or withdraw the EOI in full or part as the case may be without assigning reasons thereof.

Part – II (Price Bid) of the offer shall be opened only in respect of such Bids as are found qualified after scrutiny of Part – I (Technical bid)

Offer by forming consortium/ JV will not be considered.

5.2 Techno Commercial Bid (Part – I):

- Techno –Commercial Bid should be submitted only in the format as indicated in this Bid Document under Sl. No. 3 & Annexure-I and shall be signed and sealed by the applicant.
- Self-attested copies of testimonials and documentary evidence in support of experience and other credentials for Evaluation are to be submitted.
- Evaluation will be made on the basis of eligibility criteria.

5.3 Price Bid (Part-II):

- Price Bid should be submitted only in the format as indicated in this Bid Document as Annexure- 2.
- Selection of the Consultant will be done on the basis of lowest offer price (i. e. L1 price),

5.4 No Conditional offer will be accepted.

6. EVALUATION OF BID:

- Award of contract will be made to the qualified applicant, who has offered the lowest price in the offer. This will be evaluated separately for assignment mentioned above.
- In case of tie, the applicant with longer experience will be preferred based on the year of practice.
- Decision of The Director, Department of Industries, Government of Jharkhand shall be binding on all the participants.

7. PAYMENT:

Payment Terms: Monthly payment will be made along with taxes and duties (as applicable) on the basis of rate awarded, subject to fulfilment of other terms and conditions of the contract and a list of “deliverables”

8. OTHER TERMS AND CONDITIONS:

Disqualifications:-

The applicant would be disqualified while selection or during its ongoing work if:-

- a) The applicant has been cautioned or any action has been taken against the applicant or its firm or any of the partners by ICAI/ICWAI or any other such authority.
- b) Any court case or arbitration relating to disciplinary matter is pending against the applicant or its firm or any of the partners.
- c) Any action/disqualification or any similar action taken by any Centre /State Government, Govt. Organization, PSU in relation to performance, professional misconduct, unethical activities or financial transactions.

Indemnity:

The firm shall defend, indemnify and hold during and after the term of the contract from any liabilities, damages, claims, fines, penalties, actions, proceedings and expenses of whatever nature arising and resulting from the non-compliance or violation of any law by the consultant.

Jurisdiction of Courts:

Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Courts of Ranchi only.

Disclaimer:

The Department of Industries, Government of Jharkhand reserves the right to accept or reject any or all responses and to request additional submission or clarification from applicant(s) or any other concerned organization at any stage or to cancel the process entirely without assigning any reason.

Termination:

- The Directorate of Industries, GoJ may without prejudice to any other remedy/claim for breach of contract, terminate the contract in whole or part by giving not less than 15 (fifteen) days written notice of default to the consultant.
- The engagement/empanelment of the Consultant shall be completely at the discretion of The Directorate of Industries, GoJ
- Sub-contract of the work is not permissible.
- No document presented by the applicant after closing date and time of the Bid will be taken into account by the Evaluation Committee unless otherwise called for during technical scrutiny by tender committee as clarification. This, however, will have no bearing with the price quoted in the price Bid.

Format for Technical Bid

1. Name of the Applicant :
2. Registration No. of the Individual/ Firm :
(Institute of Chartered Accountants of India
/Institute of Cost Accountants)
3. Date of Registration :
4. PAN No. :
5. Details of Head Office at Ranchi :

9. Details of Partners in case Applicant is a Firm				
Details of Sl. No.	Name of the Partner	Membership No.	Membership Status ACA/ FCA/ACMA/FCMA/	Date of joining the firm as Partner
1				
2				
3				
4				
5				

7. Details of Experience as Tax consultant in State Govt./PSU (For CA/CMA Applicants and firms)				
Sl. No.	Name of the Client	Period of Engagement	Copy of appointment letter	Remarks
1				
2				
3				
4				

Declaration:

I, _____, *Resident* of
_____ in *Individual /Partner* capacity of
_____ do hereby declare that the particulars and details furnished in this
application above are true to the best of my knowledge belief and information.

Place:

Date:

*Name & Signature of Individual
Applicant/ Partner of Firm under seal*

Format for Financial Bid

PARTICULARS	AMOUNT (Rs.) Monthly rate inclusive of all taxes and duties except GST*
	(To indicate both the figures and words, in case of variation in the amount, in word will be considered)

*GST as applicable will be paid extra.

Note: The above rate is all inclusive charges, no TA/DA and out of pocket expenses will be paid separately.

Signature and Seal of Applicant

Date:

Seal: