



Jharkhand Matikala Board

(A Govt. of Jharkhand Undertaking)

3rd Floor, UdyogBhawan, Ratu Road, Ranchi.

Contact-, 9102467777, 0651-2972342 e-mail: jhmatikalaboard@gmail.com



Ref.No. 50

Date:21.03.2022

SHORT TENDER NOTICE

Subject: Tender for hiring registered Chartered Accountant (CA) firm for Internal Audit at Jharkhand Matikala Board.

Tender is being floated for inviting rate quotations from registered Chartered Accountant firms for internal audit of annual statement of accounts and other required/necessary returns from financial year 2018-19 onwards i.e. from the establishment of Jharkhand Matikala Board, a Govt. of Jharkhand Undertaking and registered under Society Registration Act, 1860.

Date of publication of Bid on website	22.03.2022
Date of Pre-Bid Meeting	28.03.2022 at 11:00 a.m. (Head Office Jharkhand Matikala Board, Ranchi)
Bid Submission Start Date (Offline)	29.03.2022 at 11:00 a.m.
Last date for Submission of Tender	06.04.2022 latest by 04:30 p.m.
Date of opening of Technical & Financial Bids	07.04.2022. by 11:00 a.m.
Office Address	Managing Director-cum-Chief Executive Officer 3 rd Floor, UdyogBhawan, Ratu Road, Ranchi-834001 Jharkhand Tele: 9102467777, 0651-2972342 Mail- jharkhandmatikalaboard@gmail.com , jhmatikalaboard@gmail.com
Tender Details available at website	http://matikalaboard.jharkhand.gov.in , jharkhandindustry.gov.in or collect from Head Office Jharkhand Matikala Board during working hours (10.00 a.m. to 05.00 p.m.)

Jharkhand Matikala Board reserves the right to accept/reject any Tender or cancel entire process at any point of time without assigning any reason whatsoever.

GENERAL TERMS & CONDITIONS:

1. The firm must be registered Chartered Accountant firm having its Office/Branch at Ranchi.
2. The firm must have experience in conducting the audit in Govt. offices/Board/Corporations of Jharkhand.
3. Average turnover of the firm should be more than Rs. 50 lakhs for past three consecutive years. This should be supported by copy of P&L accounts and balance sheets duly certified.
4. The Auditors should be well conversant with Govt. rules & regulations and with overall accounting procedures.
5. The firm should not be blacklisted or barred by any Govt. Department/PSU/Institutes/Autonomous Bodies etc. (Self-declaration may be attached in this regard on letter head of bidder).

6. **Submission of Bid:**

Technical Bid: Should contain

- i. Bid Forwarding letter in prescribed format as per **Annexure-I**.
- ii. Technical Bid in prescribed format as per **Annexure-II** with all relevant supporting duly signed documents as mentioned in bid document and with superscription “**Technical Bid for Internal Audit in Jharkhand Matikala Board: Part-A**”

Financial Bid: Should contain

- i. Financial Bid in prescribed format as per **Annexure-III** with superscription “**Financial Bid for Internal Audit in Jharkhand Matikala Board: Part-B**”

7. **Selection of Successful Bidder:** The selection of successful bidder will be decided by the Tender Committee of the Board.
 - i. Financial Bid of Bidder who qualifies in the Technical Bid will be opened.
 - ii. The bidder who quotes the lowest rate (L1) in the financial Bid followed by technical criteria will be declared as the successful Bidder.
 - iii. The decision of the Committee will be final.
8. **Termination** In case of breach of work order by the successful bidder the contract will be terminated and the firm may also be blacklisted.
9. **Dispute Resolution:** In the event of any dispute or difference, the decision of the MD-cum-Chief Executive Officer of Jharkhand Matikala Board will be final.
10. **Applicable Law:** The Court of Jurisdiction shall be Ranchi for all such purposes.
11. **Cancellation:** Board may cancel the tender process at any time without citing any reason.

Sd/-
(Robin Toppo)
Managing Director
Cum
Chief Executive Officer

ANNEXURE-I
BID FORWARDING LETTER
(On the Letterhead of the Bidder)

Tender No:.....dt.....

From,

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.....
.....

To,

MD- cum-Chief Executive Officer
Jharkhand Matikala Board
3rd Floor, UdyogBhawan
Ratu Road, Ranchi-834001

Sub: Submission of Tender for “Internal Audit for the Office of Jharkhand Matikala Board”.

Dear Sir,

With reference to the above subjected tender, I/We am/are submitting our bid for the above cited work. I/We hereby confirm and declare that I/We have carefully studied the tenderdocument therein and undertake myself /ourselves to abide by the terms and condition laid down in the tenderdocument.

Yours faithfully,

(Signature of the Authorized Official of the bidder with seal)

ANNEXURE-II
TECHINICAL BID

(To be submitted in a separate sealed envelope)

Tender No:.....DT.....

Submission of Tender for “InternalAudit for the Office of Jharkhand Matikala Board”.

(Self-attested photo copies of all supporting documents must be attached withthe technicalbid)

Sl No.	Particulars	Compliance (Yes/No)	Page No.
1.	Name of the Firm:		
2.	Address of Firm: Tel/Mob No: FaxNo: Email ID: (Proof of Local Branch Office must be submitted)		
3.	Registration Certificate of Firm (Attach proof in support of this)		
4.	Name and Designation of Authorized person with Tel/Mob No., Email ID to deal with Jharkhand Matikala Board:		
5.	GST No. (attach self-certificated copy of the same)		
6.	PAN(Attach self-certified copy of the same)		
7.	ITR		
8.	The firm should not be blacklisted or barred by any dept. of Govt., PSU Institute or Autonomous Bodies etc.(Attach self-declaration on the letter head of bidder)		

Declarations:

I/We

.....
.....(Names of partners/proprietors) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

(Signature & seal of bidder)

ANNEXURE-III
Financial BID

(To be submitted in a separate sealed envelope)

Tender No:.....DT.....

Submission of Tender for “Internal Audit for the Office of Jharkhand Matikala Board”.

Sl.No.	Per F.Y audit Rate including Travel allowance and other Applicable charges (in Rs.)
1.	

(Signature & seal of bidder)