

# JHARKHAND BIJLI VITRAN NIGAM LIMITED

(CIN: U40108JH2013SGC001702)

Regd. Office:- Engineering Building, HEC Dhurwa, Ranchi-834004

**Sub: Expression of interest for outsourcing of qualified and semi qualified CA/ICWA for supports services in preparation of Accounts, Statutory compliances, Taxation and pre-audit in all Accounting units of JBVNL (Hqr.) and field offices.**

Jharkhand Bijli Vitran Nigam Limited, Ranchi hereby invites expression of interest from CA/ICMA firms to be engaged for support services for preparation of Annual Accounts, Quarterly Accounts of Circles and Head office and its compilation, Statutory Compliances, Taxation etc.

Please visit the website of Jharkhand Bijli Vitran Nigam Limited - [www.jvnl.in](http://www.jvnl.in) and [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) - for details.

Last date of submission of the expression of interest is 22-06-2017 at following address :-

Finance Controller  
Jharkhand Bijli Vitran Nigam Limited  
Regd. Office:- Engineering Building,  
HEC Dhurwa, Ranchi-834004

## SELECTION AND APPOINTMENT OF CHARTERED ACCOUNTANTS FIRM

Ref: .....JBVNL/CA/2017-18

Dated : .....

SELECTION AND APPOINTMENT OF CHARTERED ACCOUNTANTS' FIRM	
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### 1. INTRODUCTION:

Jharkhand Bijli Vitran Nigam Limited (hereinafter referred as JBVNL) is a subsidiary company of Jharkhand Urja Vikas Nigam Limited (JUVNL) with headquarters in Ranchi, Jharkhand and has operations in the entire state of Jharkhand.

### 2. SCOPE OF WORK:

JBVNL is looking for engagement of Chartered Accountants firm having its office in Jharkhand for carrying out the following jobs by deployment of qualified and semi qualified Chartered Accountants/Cost Accountants at JBVNL (Hqr.) and all circle offices:

#### A. Period of Assignment

Period of assignment of work to be undertaken will be for the F.Y. 2017-18. The same can be extended for another one year on the similar terms and consideration at the sole discretion of JBVNL

#### B. Preparation of accounts on quarterly basis

Preparation of Accounts from the books maintained at Head Office and at Circle Levels (including division and sub division accounts merged in circle accounts) using Tally and also to compile all accounts in the prescribed format of Schedule III. The work will include following under the scope:

## **B1. Complete Checking of data entries made in relevant records and updating and rectification of discrepancies in Tally entries**

- i) Booking of Income and Expenses in proper accounting head
- ii) Head wise capitalisation of purchased assets (Scheme wise preparation) and maintenance & updation of Fixed Assets register
- iii) Recovery and payment of Advance to employees who either has joined or transferred from/to other location, (Debit Note adjustment to be made) or vice-versa
- iv) Entry for Issue and receipt of Debit notes (to/from H.Q., Area, Other Circles)
- v) Assuring F.D. Bank Interest entries to be made along with Tax deducted at source
- vi) Entries of value of SIV and SRV, scheme wise, ADP, RE, Deposit and O&M
- vii) Making Journal entries for
  - i) Capitalisation
  - ii) Depreciation
  - iii) Provision of Gratuity, Pension and EPF and ESIC
  - iv) ICT Stock
  - v) SRV and SIV
  - vi) Sundry Creditors
  - vii) Provision for Expenses (Salaries and Administrative Expenses, computer billing, rural Franchisee)
  - viii) Reversing previous year provision (Salaries and Administrative Expenses except Electricity Expense)
  - ix) Debit Note (receipt and Issue)

## **B2. Performing following reconciliation functions:**

- Inter Unit Transactions:
  - i) Fund received from Area
  - ii) Fund received from H.Q (RE/HQ/ Area)
  - iii) Fund received from Other location, if any
  - iv) Debit Notes from Area and H.Q
  - v) Debit notes from different circles for stock transfer and other transfer, if any
  - vi) TRW Accounts
  - vii) Advances paid and vouchers received at division level
  - viii) ICT Cash
  - ix) ICT Stock
  - x) Loans to Staffs
  - xi) Supervision Charges
  
- Inter Company Transactions
  - i) Power Purchase Payment
  - ii) Supervision Charges
  - iii) Other remittances
  - iv) Other receipts

### **B3. Collection of following statements:**

- i) Cash Certificate physical with books
- ii) Bank reconciliation and balance confirmations
- iii) Debit Notes w.r.t. fund received from Area
- iv) Debit Notes w.r.t. fund received & remittances made from & to H.Q (RE/HQ/Area)
- v) Debit Notes w.r.t. fund received& remittances from & to Other location, if any

### **B4. Others**

- i) Apportionment of power purchase based on the purchase data provided and corresponding entry in Tally
- ii) Revenue Compilation Circle wise based on the data provided and corresponding entry in Tally

### **C. Processing of bills and pre audit before release of payment**

- (i) Processing and scrutiny of bills against all turnkey projects (RGGVY, DDUGJY, Atal Gram Jyoti Yojana, Tilka Manjhi Krishi Pump Yojana, R-APDRP, Part-A & B, IPDS etc.
- (ii) Processing and scrutiny of bills against procurement of materials/ works under RE, DDUGJY, S&D, R-APDRP, IPDS etc.
- (iii) Pre audit and checking of all the bills before release of payment.
- (iv) Checking of bank guarantee against all work orders, purchase orders, EMD etc. and regular reporting to concerned DDO regarding necessary action to be taken.
- (v) Providing all type of assistance/ support in day to day functioning of finance and accounts deptt. at Hqr. and Circle level

### **D. Statutory Compliances and Consultancy**

- i) Consulting the Company on all matters related to Income Tax, Commercial Tax, Service Tax, Excise Duty, EPF, ESIC, GST and other Acts and Provisions applicable.
- ii) Attending all cases of JBVNL either relating to past or relating future periods, appearance before Income Tax Appellate Tribunals, CIT Appeal, Excise Tribunal, Bodies Related to Sales Tax, GST, Service Tax, EPF, ESI etc. and to defend stand of the Company in all perspective . This also includes cases/notices pertaining to TDS compliances and pending cases pertains to erstwhile JSEB period as well as for JUVNL which carries any impact on the function of JBVNL.
- iii) Filing of all types of returns and revised returns with respect to TDS, Commercial Taxes, Service Tax, GST, EPF and ESIC wherever, applicable. Compliances of all the taxation related Acts and provisions and generation of statutory forms in schedule time. All the compliances related to TDS.
- iv) Obtaining registration number with different Central/State Govt. departments as and when required.
- v) Annual Assessment and impact assessment for the Company in the matter of Income Tax, Commercial Tax, Service Tax, GST and timely suggestions about mandatory compliances for company.

- vi) Drafting and filing of petition, appeals, revisions, memorandum, opinion in the matter of CST, VAT, Service Tax, Electricity Duty etc. as and when required for the Company.
- vii) Attending all matters relating to previous demands raised on the company or scrutiny by the Income Tax Department, Commercial tax department, EPF etc. and to resolve all such issues within reasonable time period.
- viii) To appear before the Board of Directors, Committee of the Board, Auditors etc as and when required by the Company.
- ix) Any other work which may arise related to matters above.

### 3. Selection Criteria

Sr. No.	Eligibility Criteria	Minimum Criteria
1.	The firm should be registered with ICAI	Registered with ICAI
2.	The Firm should be a Partnership Firm.	Partnership Firm
3.	The Firm should have its office/branch in Jharkhand	Office in Jharkhand
4.	The minimum existence of the firm should be of 7 years	Existence: 7 years at least
5.	The firm should have at least 6 partners or at least 5 partners and 2 paid Chartered Accountants/Cost Accountants	At least 5 partners or at least 5 partners and 2 paid Chartered Accountants/Cost Accountants
6.	The firm should have at least 2 partners as FCA (Fellow Chartered Accountants)	At least 2 partners should be FCA
7.	The Firm shall have prior experience of Preparation of Accounts in any Power Sector Company/Board and must have provided Tax related Consultancy Services in any of the last three years. Proof of the same will be required.	Copy to be Annexed

**Following will be the basis of marks for selection/empanelment. Selection/empanelment will be done on the basis of attainment of highest marks obtained**

Sl No	Norms	Basis of Marks	Maximum Marks
1	Year of establishment of Firms(s) since date of registration	2 marks per year	10 marks
2	Number of Chartered Partners in the firm	4 marks for each associate member and 5 marks for each fellow member	20 marks

3	Number of qualified assistants in the firm. He should be a member of his respective institute	2 marks for each qualified assistant	10 marks
4	The firms having the experience of preparation of accounts in any PSU/Govt. Sector Company/Board	5 marks for each year	15 marks
5	The firms having the experience of consultancy of I. Tax, in Central/ State PSUs	5 marks for each year	20 marks
6	The firm having office in Jharkhand	2 marks for each year	10 marks
7	Work Experience in power sector	5 marks for each companies	15 marks
	Total		100 Marks

#### 4. Terms & Condition:

- i. The engagement can be terminated at any point of time by the company on observing any lapses, discrepancies in execution of assignment or completion of job on your part. The firm will not claim any compensation for the same
- ii. Physical presence of your representative in JBVNL office as per necessity on day to day basis in must. All the calls given to your firms for deputing Sr. Chartered Accountant for any important discussion shall be attended at once.
- iii. The firm will take all initiative to educate and to create awareness amongst employees of compliances on tax related issues.
- iv. The information/ documents held by you on behalf of JBVNL will not be disclosed to third party without written permission of this company. All the secrecy of documents and records of the company will be maintained by you.
- v. The user Id/ Password or any other information will not be shared with outsiders. Any change in user Id/ Password etc will be communicated to the Sr. Manager (F&A) JBVNL immediately.
- vi. Firm will not assist or extend any services to the company against which there is any litigation of the JBVNL.
- vii. The firm will compensate the damage so caused by deficiency in services rendered by them.
- viii. The Average Annual turnover during the preceding three financial years should not be less than Rs. 10 lacs (2013-14, 2014-15 and 2015-2016).
- ix. Firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.
- x. 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 the assigning any reason.

**Important Instructions to Professional Firms**

**(A) Instructions:**

- a. Format of Application must be completely filled in. Incomplete applications will be rejected out rightly.
- b. All EOIs will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
- c. Since, all the applications will be evaluated strictly on the basis of Eligibility Criteria please avoid attaching unsolicited information/documents for processing applications expeditiously.
- d. In case the marks obtained by the two or more firms are same then preference/weightage will be given to the firm having more experience in power sector.
- e. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
- f. Applications must be submitted under sealed cover super scribing the EOI Notice No. & date and the words 'Application for Appointment of Chartered Accountants Firm' for JBVNL Corporate Office and field office. The name and address of the firm must also be indicated on the body of the envelope.
- g. Application may be submitted in person or by post/ courier to Finance Controller Jharkhand Bijli Vitran Nigam Limited Regd. Office:- Engineering Building, HEC, Dhurwa, Ranchi-834004. However JBVNL does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
- h. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.

**(B) List of documents to be submitted along with the applications/ EOIs:**

Interested firms are advised to go through contents of the EOI documents carefully and submit all attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:--

- Registration certificate of the firm issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India
- Membership certificates of the Partners issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
- Copies of ITR for last three years, as a proof of average turnover
- Copies of appointment letters/experience certificate for as Consultant of Income Tax, Commercial Tax, Service Tax, EPF and ESIC in organizations as evidence of experience (in cases, where the firm worked as Central/Joint Statutory Auditor, it should be clearly mentioned on the certificate/letter)
- Copy of PAN Card.
- Copy of Service Tax Registration.
- A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.

**Standard format for submission of Technical details***To be printed on the letterhead of the Firm***I. Basic Details**

Name of the firm :  
 Base Location and Full Address :  
 Registration No. :  
 Date of Registration :  
 Age in Years (cut-off date :  
 31/03/2017) :  
 Average turnover for last 3 years (in Rs. Cr.) :

Year	Turnover from professional services (in Rs. Cr.)

f) Details of branches : Total.....no. of Branches in ..... no. of Cities

S. No.	No. of Braches	City/State	Address
1.			
2.			

**II. Manpower Details**

g) Details of Partners: Total.....no. of Partners

S.No.	Name	FCA/ACA	Membership No. and Member since	Date of Joining the firm
1.				
2.				

i) Details of Other Staff : Total....no. of Staffout of which.... no. are CA/CMA

S.	Name	Qualification	Whether CA/CMA/Article /Others	Date of Joining the firm
1.				
2.				

**III. Details of Professional Experience in last five years**

i. For Preparation of Accounts of any Power Sector Company/Board

S. No.	Name of the Company	Industry	Period of the assignment
1			
2			

**IV. Whether Firm Already engaged in preparation of accounts of the Power Sector Company/Board: if yes, provide the details**  
S

Declaration: I, \_\_\_\_\_, partner of \_\_\_\_\_ do hereby declare that the particulars and details furnished in this application in points (I) to (IV) above are true to the best of my knowledge and belief.

Place:

Date:

Name & Signature of partner under seal