

INVITATION
OF
EXPRESSION OF INTEREST (EOI)

FOR

**Consultant of Income Tax, Commercial Tax, Service Tax,
Excise Duty, EPF, ESIC.**

OF

Jharkhand Urja Sancharan Nigam Limited



FOR THE F.Y. 2016-17 & 2017-18

NOTICE

Notice inviting Expression Of Interest (EOI) for Appointment of Firms of Chartered / Cost Accountants as a Consultant of Income Tax, Commercial Tax, Service Tax, Excise Duty, EPF, ESIC in JUSNL for the FY 2016-17 (extendable up to 2 years)

Jharkhand Urja Sancharan Nigam Limited invites expression of interest (EOI) from firms of Chartered Accountants for appointment as Consultant of Income Tax, Commercial Tax, Service Tax, Excise Duty, EPF, ESIC for JUSNL Corporate Office for the FY 2016-17 & 2017-18.

Interested Firms are requested to go through the Eligibility Criteria carefully given in *Annexure-D* and submit their applications in two parts (Part I-Relevant documents, Part II-Professional Fee) subscribed on sealed envelope in prescribed format given in *Annexure-E&F*. Applications must reach on or before ----- in a two separate sealed envelope addressed to :-

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

After careful scrutiny of applications, the eligible firms will be called to attend the interaction meeting with selection committee, which may be intimated individually also.

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Any further clarifications can be sought from:--

**DGM(Fin.&Acct.),
Mobile No. 9431708993**

General Terms & Conditions

- 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 JUSNL 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. If any workshop is being organized by the company on said matter you have to depute a Sr. Member to deliver lecture on the same without any cost.
- iv. The information/ documents held by you on behalf of JUSNL 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) JUSNL immediately.
- vi. Firm will not assist or extend any services to the company against which there in any litigation of the JUSNL.
- vii. The firm will compensate the damage so caused by deficiency in services rendered by them.
- viii. The firm should submit the proposal in two separate sealed in envelop (i.e one for technical specification and other for Professional Fee)
- ix. JUSNL reserves the right to reject any or all the EOI without assigning any reason thereof.

Important Instructions to Professional Firms

(A) Instructions:

- a. Format of Application must be completely filled in. Incomplete applications will be rejected outrightly.
- 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. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
- e. Applications must be submitted under sealed cover superscribing the EOI Notice No. & date and the words 'Application for Appointment as Consultant of Income Tax, Commercial Tax, Service Tax, Excise Duty, EPF, ESIC for JUSNL Corporate Office for the FY 2015-16. The name and address of the firm must also be indicated on the body of the envelope.
- f. Application may be submitted in person or by post/ courier to Finance Controller Jharkhand Urja Sancharan Nigam Limited Regd. Office:- Engineering Building, HEC, Dhurwa, Ranchi-834004 .However JUSNL does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
- g. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outrightly.

(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:--

- i. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India
- ii. Membership certificates of the Partners/ Audit Staff issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
- iii. 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, Excise Duty, EPF, 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*)
- iv. Copy of PAN Card.
- v. Copy of Service Tax Registration.
- vi. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.

Scope of Work: -

- i.** All the matter related to Income Tax, Commercial Tax, Service Tax, excise duty, EPF, ESIC and other acts and provision
- ii.** Attending all cases of JUSNL either related to past or related to future periods. Appearance before income Tax Appellate Tribunal, CIT Appeal, Excise Tribunal, Bodies related to Sales Tax, Service Tax, EPF, ESI etc and to defend the stand of companies in all perspective. This also includes cases/ notices pertaining to TDS compliance and pending cases pertains to erstwhile JSEB period as well as for JUVNL which carries any impact on the function of JUSNL.
- iii.** Filling of all types of returns and revised returns, compliance of all the taxation related Acts and provision, Generation of Statutory forms in schedule time. All the compliances related to TDS and filling of e-returns with different bodies shall be your prima responsibility.
- iv.** Obtaining registration number with different Central/ State Govt department as and when required.
- v.** Annual assessments and impact assessment for the company in the matter of income Tax, Commercial Tax, Service Tax, Companies Acts 2013 etc. and timely suggestions about mandatory compliance for the company including filling of all returns with TOC by the Company.
- vi.** Drafting and filling of partition appeals, revision memorandum, opinion in the matter of CST, VAT, Service Tax Electricity Duty etc as and when required for the company.
- vii.** Attending all the matter related to previous demands raised on the company by the Income Tax Department, Commercial Tax Department and to resolve all such issues in deadline period.
- viii.** Any other work related to income Tax Act such conducting Tax audit of JUSNL for FY 204-15 i.e FY 15-16 including preparation and fulling income tax return and handling scrutiny proceeding and filling proper replies to the queries raised.
- ix.** To appear before the Board of Director, committees of the Board, Auditors etc as and when required by the company.
- x.** Any other work which may arise related to the above.

Eligibility Criteria

| Particulars | Minimum requirement |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Year of Establishment | 6 years old (cut-off Date-30/11/2015) |
| Base Location Average turnover from professional services for last 3 years | Not less than Rs. 7.50 Lacs |
| No. of professionally qualified CA as partners/employee | 06 |
| I.Tax consultancy : - No. of companies (with operating turnover more than Rs. 100 cr.) in last 05 years | 03 (at least 02 should be in PSU/ Banking sector) |
| Service Tax consultancy- No. of companies (with operating turnover more than Rs. 100 cr.) in last 05 years | 03 (at least 01 should be in PSU/ Banking sector) |
| EPF/ ESIC No. of companies in last 05 years | 02 (at least 01 should be in PSU/ Banking sector) |
| Commercial Tax consultancy- No. of companies (with operating turnover more than Rs. 100 cr.) in last 05 years | 03 (at least 01 should be in PSU/ Banking sector) |

Selection Criteria: - The following will be the basis of marks for the selection/ empanelment. Price part will be opened to firms who have attained the minimum **60 marks** in following criteria and after opening of price part, the firm having lowest quoted rate will be called for negotiation.

| 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 | 14 marks |
| 3 | Number of qualified assistants (Chartered Accountant) in the firm. He should be a member of his respective institute | 2 marks for each qualified assistant | 8 marks |
| 4 | Number of semi qualified assistant (inter Chartered Accountant) in firm | 2 marks for each semi qualified assistant | 10 marks |
| 5 | The firms having the experience of consultancy services of I. Tax, in Central/ State PSUs | 4 marks for each year | 12 marks |
| 6 | The firms having the experience of consultancy services of commercial Tax, in Central/ State PSUs | 4 marks for each year | 12 marks |
| 7 | The firms having the experience of consultancy services of service Tax, in Central/ State PSUs | 4 marks for each year | 12 marks |
| 8 | The firms having the experience of consultancy services of EPF,ESIC, in Central/ State PSUs | 4 marks for each year | 12 marks |
| 9 | The firm having office in Ranchi, Jharkhand | 5 marks for each year | 10 marks |
| Total | | | 100 Marks |

Confidential

The consultancy firm shall not disclose the documented management systems to any third party including your internal department.

Sub-Contracting The consultancy 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.

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

- a) Name of the firm :
 b) Base Location and Full Address :
 c) Registration No. :
 d) Date of Registration :
 Age in Years (cut-off date :
 31/10/2015) :
 e) Average turnover for last 3 years (in Rs. Cr.) :

| | Year | Turnover from professional services (in Rs. Cr.) |
|------|------|-----------------------------------------------------|
| 2015 | | |
| 2014 | | |
| 2013 | | |

- 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/DISA/CISA | Membership No. and Member since | Date of Joining the firm |
|-------|------|-------------------|------------------------------------|--------------------------|
| 1. | | | | |
| 2. | | | | |
| | | | | |

III. Details of Professional Experience in last five years**i. Income Tax Consultancy**

| S. No. | Name of the Company | Number of deductee for each form per quarter | Industry (Banking /Other) | Period of the assignment |
|--------|---------------------|----------------------------------------------|---------------------------|--------------------------|
| 1 | | | | |
| 2 | | | | |
| | | | | |

ii. Commercial Tax Consultancy

| S. No. | Name of the Company | Operating turnover in Rs.Cr. (in the year of assignment) | Industry (Banking /Other) | Period of the assignment |
|--------|---------------------|----------------------------------------------------------|---------------------------|--------------------------|
| 1 | | | | |
| 2 | | | | |
| | | | | |

iii. Service Tax Consultancy

| S. No. | Name of the Company | Operating turnover in Rs.Cr. (in the year of assignment) | Industry (Banking /Other) | Period of the assignment |
|--------|---------------------|----------------------------------------------------------|---------------------------|--------------------------|
| 1 | | | | |
| 2 | | | | |
| | | | | |

iv. Excise Duty Consultancy

| S. No. | Name of the Company | Operating turnover in Rs.Cr. (in the year of assignment) | Industry (Banking /Other) | Period of the assignment |
|--------|---------------------|----------------------------------------------------------|---------------------------|--------------------------|
| 1 | | | | |
| 2 | | | | |
| | | | | |

v. EPF & ESIC Consultancy

| S. No. | Name of the Company | Number of deductee per Month | Industry (Banking /Other) | Period of the assignment |
|--------|---------------------|------------------------------|---------------------------|--------------------------|
| 1 | | | | |
| 2 | | | | |
| | | | | |

IV. Whether Firm Already worked as Income Tax, Commercial Tax, Service Tax, Excise Duty, EPF, ESIC Professional Consultant of erstwhile JSEB:if yes, provide the details

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

Standard format for submission of Professional Fee Quote
(To be printed on the letterhead of the Firm in separate sealed envelope)

| | |
|--------------------------------------------------------------|--|
| Name of the Firm | |
| Base Location | |
| Indicative Fee (excluding taxes) in Rs. Per Month | |

JHARKHAND URJA SANCHARAN NIGAM LTD.

(CIN: U40108JH2013SGC001704)

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

E-mail ID: ddo.JUSNL@gmail.com

In lieu of Buff Sheet

UOI No.

Date

GM (P&A)

JUVNL, Ranchi

Please find enclosed herewith the notice inviting expression of interest (EOI) for appointment of firms of Chartered Accountants to conduct the internal audit in JUSNL for the F.Y. 2014-15 & 2015-16 for publication of notice in newspapers and also uploading of EOI document in official website of JUSNL.

Encl: (i) Soft copy of EOI.
(ii) Hard copy of notice

(Umesh Kumar)
Finance Controller
JUSNL

JHARKHAND URJA SANCHARAN NIGAM LTD.

(CIN:U40108JH2013SGC001702)

Engineering Building, HEC, Dhurwa, Ranchi-834 004

Buff-Sheet

U.O.I. No.

Date

DGM (PRO), JUVNL

Enclosed please find herewith the copy of corrigendum inviting EOI for appointment of Cost Auditor.

It is requested to publish the Notice in at least three (03) English newspaper including "**Economic Times**" and one Hindi daily newspaper for wide circulation across the Jharkhand.

The details be uploaded on the official website of JUVNL/JUSNL also.

Encl: As above.

(Umesh Kumar)
Finance Controller

JHARKHAND URJA SANCHARAN NIGAM LTD.

(CIN: U40108JH2013SGC001704)

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

NOTICE

Notice inviting Expression Of Interest (EOI) for Appointment of Firms of Chartered / Cost Accountants to conduct the Internal Audit in JUSNL for the FY 2014-15, 2015-16 (extendable up to 3 years)

Jharkhand Urja Sancharan Nigam Limited invites expression of interest (EOI) from firms of Chartered / Cost Accountants for appointment as Internal Auditors for the different offices for the FY 2014-15, 2015-16 (concurrent audit monthly / quarterly):-

Professional Firms may apply for appointment as Internal Auditors, for any of the Seven Electric Supply Zone and Nigam Hqr. However one eligible firm will be engaged for either one Zone or Corporate Office/ Nigam Hqr. Only. Nigam reserves the right to include/ exclude projects as per future requirements.

Interested Firms are requested to go through the Eligibility Criteria carefully and submit their applications (along with quote for Professional Fee and relevant documents) in prescribed format. Applications must reach on or before -----in a sealed envelope addressed to :-

Finance Controller-II
Jharkhand Urja Sancharan Nigam Limited
Regd. Office:- Engineering Building,
HEC, Dhurwa, Ranchi-834004,

Please visit the website of Jharkhand Urja Sancharan Nigam Limited- www.juvnl.in and www.jharkhandtenders.gov.in - for details.

