



**झारखण्ड राज्य खाद्य एवं असैनिक आपूर्ति निगम लिमिटेड**  
**(झारखण्ड सरकार का उपक्रम)**  
**ईटकी रोड, हेहल, राँची-834005**

E-mail:-jsfcmonitoring@gmail.com  
jsfcprocurement@gmail.com

फोन: 0651-2510928, 2510936  
फैक्स: 0651-2510929

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**REQUEST FOR PROPOSAL (RFP)**  
**DOCUMENT FOR**

**Maintenance of Books (Accounting & Non accounting) from  
2012-13, 2013-14, 2014-15, 2015-2016 & 2016-17 at District Office  
Level in Jharkhand State Food & Civil Supplies Corporation Limited.**

**2017**



# झारखण्ड राज्य खाद्य एवं असैनिक आपूर्ति निगम लिमिटेड (झारखण्ड सरकार का उपक्रम) ईटकी रोड, हेहल, राँची-834005

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**Notice Inviting Request for Proposals from eligible Chartered Accountant Firms for Maintenance of Books (Accounting & Non Accounting) from 2012-13, 2013-14, 2014-15 2015-16 & 2016-2017 at District Office Level in Jharkhand State Food & Civil Supplies Corporation Limited, Jharkhand**

## **Pre-requisite for participating Chartered Accountant Firm**

- i. The Chartered Accountant Firm (the lead firm) should be registered with ICAI and have Income Tax Registration (PAN) and service Tax Registration [**To provide all Certificate of Registration**].
  - ii. CA Firm (the lead firm) should have at least 5 years of experience in working/consulting in the accounting and financial management sector.
  - iii. Average annual turnover of the bidder for the last three financial years ending on March 31<sup>st</sup> 2016 should be equal to or greater than Rs. 10 lakhs
  - iv. Interested CA Firms may collect the full RFP document from the office of Jharkhand State Food & Civil Supplies Corporation Limited from 20/04/2017 onwards at the Cost of Rs. 500/ (Rupees Five Hundred only) drawn in favour of Jharkhand State Food & Civil Supplies Corporation Limited, payable at Ranchi.
1. The Chairman-cum-Managing Director, Jharkhand State Food & Civil Supplies Corporation Limited, (JSFCSCL) reserves the right to accept or reject any or all proposals without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.
  2. Sealed Completed proposals for Technical and Financial bids along with the demand draft in acceptable form will be received at the address mentioned below on any working day up to 15:00 hours on 21/04/2017.
  3. Technical Bids shall be opened at Head office Ranchi and those firm have qualify in technical bid whose financial bid shall be open only.
  4. Entire documents available on Deptt. Of Food Website [www.jharkhand.gov.in](http://www.jharkhand.gov.in)

**Chairman-cum-Managing Director  
Jharkhand State Food & Civil Supplies  
Corporation Limited.**

**“The Envelope should be marked with Request for Proposals for appointment of Chartered Accountants firms for Maintenance of Books (Accounting & Non Accounting) from 2012-13, 2013-14, 2014-15, 2015-16 & 2016-2017 at District Office Level in Jharkhand State Food & civil Supplies Corporation Limited”**

<b>TENDER NO : 1</b>	
<b>COST OF RFP DOCUMENT:</b>	<b>Rs. 500/- each</b>
<b>CONTRACT PERIOD:</b>	<b>08 (Eight) Months</b>
<b>REFERENCE NUMBER:</b>	<b>CA Tender/01/2017</b>
<b>DATE OF ISSUE:</b>	<b>01/04/2017</b>
<b>PRE-BID MEETING</b>	<b>17/04/2017</b>

# SECTION 1: LETTER OF INVITATION

## Section 1 – Letter of invitation

**Ref:**

**Date**

**From:**

Chairman-cum-Managing Director  
Jharkhand State Food & Civil Supplies Corporation Limited,  
Itki Road, Hehal Ranchi (Jharkhand)-834005.

**To:**

(The Eligible Bidders)

Attention: Mr/Ms

1. The Jharkhand State Food & Civil Supplies Corporation Limited, Govt. of **Jharkhand** invites proposals to provide the following consulting services:

Maintenance of Books (Accounting & Non Accounting) at District Office Level in Jharkhand State Food & Civil Supplies Corporation Limited, Govt. of Jharkhand

2. This RFP is available to all eligible Chartered Accountants firms called as prospective consulting firms.
3. The RFP includes the following documents:
  - i. Letter of Invitation
  - ii. Financial Bid-
  - iii. Technical Bid
4. A Pre-Bid meeting has been scheduled on 17/04/2017 in the office of the undersigned at 15:00 hrs, where all issues/clarifications could be discussed and finalized.
5. The deadline for receipt of Bids shall 21/04/2017 up to 15.00 hrs.
6. JSFCSCL reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

**Yours sincerely**

Chairman-cum-Managing Director  
Jharkhand State Food & civil Supplies  
Corporation Limited. Itki Road  
Hehal, Ranchi (Jharkhand)

## **SECTION 2: INSTRUCTION TO CONSULTANTS**

### **1. INTRODUCTION**

#### **General**

- 1.1 Jharkhand State Food & Civil Supplies Corporation Limited (JSFCSCL), Dept of Food & Consumer Protection, Govt. of Jharkhand (GoJ), Ranchi, Jharkhand, INDIA will select a consulting firm /organization (the Consultant) in accordance with the LCS method.
- 1.2 Consultants (Chartered Accountants) should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the project site.
- 1.3 Consultants shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations etc.
- 1.4 The JSFCSCL is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.
- 1.5 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

#### **Conflict of Interest**

- 1.6 JSFCSCL requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or

#### **Fraud and Corruption**

- 1.7 The JSFCSCL requires that consultants observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the JSFCSCL
  - (i) defines, for the purposes of this provision, the terms set forth below as follows:
    - (a) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence

the action of any such official in the procurement process or in contract execution; and

- (b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).
- (ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
- (iii) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any JSFCSCL contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any JSFCSCL contract.

### **Proposal:**

- 1.8 If a Consultant (including a partner in any Joint Venture) submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the inclusion of a Sub-Consultant, including individual experts, in more than one proposal.

### **Participation of Government Employees**

- 1.9 No current government employee shall be deployed by the consultant without the prior written approval by the appropriate authority.

### **1.10 Bid Security (Earnest Money Deposit)**

- (a) The bid security of amount Rs 10,000/- (Ten Thousand)-in favour of "Jharkhand State Food & Civil Supplies Corporation Limited (JSFCSCL)" payable at Ranchi shall be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form. The bid security money shall be refundable after successful completion of work.
- (b) The Employer shall reject any bid not accompanied by appropriate bid security, as non responsive.
- (c) The bid security of the successful Bidder shall be returned as promptly as possible once the he has signed the Contract and furnished the required performance security.
- (d) Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder.

- (e) The bid security may be forfeited:
  - (a) if a Bidder withdraws its bid during the period of bid validity.
  - (b) if the successful Bidder fails to:
    - (i) sign the Contract within required time frame;
    - (ii) furnish a performance security.

## **2. CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS**

- 2.1 Consultants may request a clarification of any of the RFP documents up to the date of pre-bid meeting. Any request for clarification must be sent in writing to the address. The Client will respond in writing and will send written copies of the response, including an explanation of the query but without identifying the source of inquiry, to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do.
- 2.2 At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP by issuing an addendum. The addendum shall be sent to all Consultants and will be binding on them. To give Consultants reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

## **3. PREPARATION OF THE PROPOSAL**

- 3.1 Consultant's Proposal (the Proposal) will consist of two (2) components
  - (i) **Envelope I:** Bid Security (as mentioned in clause 1.11), Cost of RFP Document (if any), and evidences of proving Bid Eligibility; & Technical Proposal ,Proof of experience with supporting
  - (ii) **Envelope II:** the Financial Proposal
- 3.2 Bid Security, Cost of RFP Document (if any), and evidences of proving Bid Eligibility, Technical Proposal as mentioned in clause 3.1 above shall be placed in Envelope I. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.
- 3.3 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be in English. All reports prepared by the contracted Consultant shall also be in English and will be covered with non disclosure agreement.
- 3.4 The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm. The letter should specify all association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract.

3.5 The Technical Proposal should clearly demonstrate the Consultant’s understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

#### **4. THE TECHNICAL PROPOSAL**

##### **General**

4.1 The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared non-responsive.

##### **Technical Proposal Format**

- 4.2 (i) The consultant shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.
- (ii) The following table summarizes the content and maximum number of pages permitted for each type of Proposal. A page is considered to be one printed side of A4 size paper.

<b>Proposal Type Content</b>	<b>Full Technical Proposal (FTP)</b>	<b>Simplified Proposal (STP)</b>	<b>Technical Proposal</b>	<b>Biodata Technical (BTP)</b>
<b>Experience of the Firm</b>	Maximum ten (10) pages introducing the firm and associate firm(s) background and general experience (Form TECH-2)	Not required		Not required

#### **5. FINANCIAL PROPOSAL**

- 5.1 All information provided in Consultants’ Financial Proposal will be treated as confidential.
- 5.2 The Financial Proposal is to be submitted in the requisite forms enclosed.
- 5.3 No proposed schedule of payments should be included in Consultants’ Financial Proposals.
- 5.4 Consultants shall quote the rates in Indian National Rupees only.
- 5.5 The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs / expenses and statutory taxes excluding Service Tax. The Client shall pay Service Tax as applicable on prevailing rates.



## 6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 6.1 The original Proposal (Earnest Money Deposit, Technical and Financial Proposals) shall contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves. Any such corrections, interlineations or overwriting must be initialled by the person(s) who signed the Proposal.
- 6.2 An authorized representative of the Consultant shall initial all pages of the original copy of the Financial Proposal. No other copies are required.
- 6.3 The Technical Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. All required copies of the Technical Proposal as specified in the Data Sheet will be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 6.4 The original and all copies of the Technical Proposal to be sent to the Client shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL.**” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes (Envelope 1 –Earnest Money Deposit Bid eligibility and Technical Proposal and Envelope 2 - Financial Proposals) shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and title of the assignment, and other information indicated in the Data Sheet. **If the Financial Proposal is not submitted by the Consultant in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive.**
- 6.5 Proposals must be delivered at the indicated Client submission addresses on or before the time and date stated in the Data Sheet or any new date established by the Client.

## 7. PROPOSAL EVALUATION

### General

- 7.1 From the time the Proposals are opened to the time the contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a Consultant to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Consultant’s Proposal.
- 7.2 The envelope 1 shall be opened first. If the bid security or eligibility is not found to be in order then the proposal shall be treated as non responsive and shall not be evaluated further.

### **Evaluation of Technical Proposals**

- 7.3 Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- 7.4 The Client's 'Consultants Selection Committee' (CSC) will be responsible for evaluation and ranking of Proposals received.

### **Evaluation of Financial Proposals**

- 7.5 Technical Bids shall be opened at Head office Ranchi and those firm have qualify in technical bid whose financial bid shall be open only.
- 7.6 Consultants' attendance at the opening of Financial Proposals is optional but it is advisable that the Consultants must present at the time of opening of proposals.
- 7.7 The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.

### **Award of Contract**

- 7.8 The selected Consultant is expected to commence the Assignment on the date and at the location specified.
- 7.9 The Consultant who is invited for contract negotiations will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal except in the cases of absence on account of death or medical incapacity. Failure in satisfying such requirements may result in the Client proceeding to initiate the negotiation process with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude the Contract.

## SECTION 3: TECHNICAL FORMS

### FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

To:

Chairman-cum-Managing Director

Jharkhand State Food & civil Supplies Corporation Limited.

Itki Road, Hehal,Ranchi(Jharkhand)

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for **[Insert title of assignment]** in accordance with your Request for Proposal dated **[Insert Date]** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity without entering in association with/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet (**Please indicate date**).

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature **[In full and initials]**:

Name and Title of Signatory:\_\_\_\_\_

Name of Firm:\_\_\_\_\_

Address:\_\_\_\_\_

## FORM TECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

### A - Consultant's Organization

*[Provide here a brief (two pages) description of the background and organization of the Consultant.]*

### B - Consultant's Experience [For Full Technical Proposals Only]

*[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]*

<b>Assignment name:</b>	<b>Approx. value of the contract (in current Rs):</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of person-months of the assignment:</b>
<b>Address:</b>	<b>Approx. value of the services provided by your firm under the contract</b>
<b>Start date (month/year):</b>	<b>No. of professional person-months provided by the Consultant</b>
<b>Completion date (month/year):</b>	
<b>Name of joint venture partner or sub-Consultants, if any:</b>	<b>joint venture partners or the Sub-Consultants:</b>
<b>Name of senior regular full time employees of your firm involved and functions performed (indicate most significant profiles such as Secretary/Coordinator, Team Leader):</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services* provided in the assignment:</b>	

\*(Certificate from Employer regarding experience should be furnished)

Firm's Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

**SECTION 4: FINANCIAL PROPOSAL**  
**Financial Proposal**

**- Standard Forms**

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided, Forms FIN-1, FIN-2, are to be used whatever is the selection method indicated in para. 4 of the Letter of Invitation.

**—FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To:

Chairman-cum-Managing Director  
Jharkhand State Food & civil Supplies  
Corporation Limited. Itki Road  
Hehal, Ranchi (Jharkhand)

Dear Sir /Madam:

We, the undersigned, offer to provide the professional services for **Maintaining of Books (Accounting & Non Accounting) from 2012-13, 2013-14, 2014-15, 2015-16 & 2016-2017 at District Level** in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*<sup>1</sup>]. This amount is inclusive of all taxes except Service tax which will be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM FIN-2: SUMMARY BY COSTS**

**Project Title: Maintenance of Books(Accounting & non Accounting) from 2012-13, 2013-14, 2014-15, 2015-16 & 2016-2017 at District Office Level in Jharkhand State Food & Civil Supplies Corporation Limited, Jharkhand .**

S.No	Description of Services	Professional Fee per Unit in Rupees (as per ITC clause 5.4)	
		(In figures)	(In words)
[A]	Fee per Unit for providing Professional Service for <b>Maintenance of Books(Accounting &amp; non Accounting) from 2012-13, 2013-14, 2014-15, 2015-2016 &amp; 2016-17 at District Office Level</b> in Jharkhand State Food & Civil Supplies Corporation Limited (JSFCSC)L ,Jharkhand as per Terms of Reference (ToR) complete to the satisfaction of Client  (1 Unit = 1 District Office for 1 Financial Year)		

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**Note:**

- (i) *During Evaluation of Financial proposals, the quoted Consultancy excluding service tax shall be considered.*
- (ii) *The client shall pay the CA Firm, the Service Tax, on prevailing rates as applicable on the Professional Fees*

## SECTION 5: TERMS OF REFERENCE (ToR)

**Maintaining of Books( Accounting & Non Accounting) from 2012-13, 2013-14, 2014-15, 2015-16 & 2016-2017 at District Office Level in Jharkhand State Food & Civil Supplies Corporation Limited.**

### 1. Introduction:

Jharkhand State Food & Civil Supplies Corporation Limited under the Food Public & Distribution and Consumer Affairs Department is engaged in Procurement of the Food grains from FCI and supply to PDS Dealers and Procurement of Paddy from the Farmers on behalf of the State Government in 24 Districts.

### 2. Brief Description of Task

The **Jharkhand State Food & Civil Supplies Corporation Limited** is planning to complete/Maintain the Books(Accounting & Non Accounting) from financial year 2012-13 to onwards by hiring CA firm having adequate experience in the area financial Management and Accounting of Government Organisations /Companies Registered under the Companies Act .

### 3. Situation Assessment

**Jharkhand State Food & Civil Supplies Corporation Limited** was incorporated under the Companies Act 1956 for procurement of Food grains from FCI for supply to PDS dealers in the State and implement the Schemes (Antyodya /PHH/Mid day meal etc ) launched by the State Government for the benefit of people of the State. There is total 10 district Offices.

The Corporation is headed by a Managing Director .The Finance and Accounts Department is headed by Officers and Staff as support at State Level.

The District Office is headed by District Manager with support Staff at District Level .The Godowns are headed by Godown Manager with One Support Staff.

There is lack of sufficient number of qualified Staff in the Corporation due to which Accounts are not been properly updated on day to day basis. Similarly various types of reconciliation are not been done on regular basis.

Accounting is being done manually due to which various ledgers are either not prepared or not regularly updated.

Delay in updating of the Accounts and lack of Computerization is effecting the decision making process.

In order to strengthen the Financial Management and Accounts of the Corporation it is proposed to appoint CA firm to assist the Corporation in maintaining the Books (Accounting and Non Accounting) and other accounting statement i.e. Bank Reconciliation Statement, Trial Balance, etc.

The Corporation proposed to appoint one/more CA firm(s) at district level . The assignment has been divided into 26 Units.

**Details of the Units of Assignment-**

S.No.	No. of Units of Assignment	Name of JSFC District Office	Financial year for which Tender invited	Name of Revenue Distt.
1	1	Ranchi	2016-17	1. Ranchi
				2. Khunti
2	1	Gumla	2016-17	3. Gumla
				4. Lohardaga
				5. Simdega
3	5	Palamau	2012-13 2013-14 2014-15 2015-16 2016-17	6. Medininagar
				7. Garhwa
				8. Latehar
4	5	Hazaribagh	2012-13 2013-14 2014-15 2015-16 2016-17	9. Hazaribagh
				10. Chatra
				11. Ramgarh
				12. Koderma
5	5	Jamshedpur	2012-13 2013-14 2014-15 2015-16 2016-17	13. East Singhbhum
6	5	Chaibasa	2012-13 2013-14 2014-15 2015-16 2016-17	14. West Singhbhum
				15. Saraikela-Kharsawa
7	1	Giridih	2016-17	16. Giridih
8	1	Dhanbad	2016-17	17. Dhanbad
				18. Bokaro
9	1	Dumka	2016-17	19. Dumka
				20. Deoghar
				21. Jamtara
10	1	Sahebganj	2016-17	22. Sahebganj
				23. Pakur
				24. Godda



**(i) Maintenance of various types of accounting & Non accounting records at District Office Level i.e.**

- 1. Central Stock Register (Grain, Paddy & Gunny Bags)**
- 2. Central RO (Release Order) & Purchase Register,**
- 3. Cash Book**
- 4. Ledger**
- 5. Journal Register**
- 6. CMR Cost receiving register**
- 7. Advance Register**
- 8. Bank Reconciliation Statement**
- 9. Trial Balance.**

**Alongwith the above, the CA Firm shall enter accounting data in Tally ERP9 at the District Office(s) from the basic data and records available there with Desktop/ Laptop at own cost. JSFCSCCL will not provide Desktop/ Laptop for data entry.**

**(ii) Putting in place a mechanism so that the system can be maintained even after the completion of this assignment;**

**(iii) Payment Schedule -Fees will be paid on yearly basis of completion of records of each financial year of the district office.**