



**JHARKHAND STATE FOOD & CIVIL
SUPPLIES CORPORATION LIMITED**

INVITATION OF PROPOSALS

FOR

**APPOINTMENT OF INTERNAL AUDITOR FOR AUDIT OF
ACCOUNTS OF LAST THREE YEARS**

OF

**JHARKHAND STATE FOOD & CIVIL
SUPPLIES CORPORATION LIMITED**

(JSFCSCSCL)



**JHARKHAND STATE FOOD & CIVIL SUPPLIES
CORPORATION LIMITED**

(A GOVERNMENT OF JHARKHAND UNDERTAKING)

JSFC Building, Kadru, Main Road, Ranchi – 834002 Mail id monitoring@sfcjharkhand.in

Tender Notice

NIT NO: 2665

Date: 12.08.2025

S.No	Name of the Work	For Internal Audit of JSFCSCCL for the Financial Year 2022-23, 2023-24 & 2024-25
1	Scope of Work	As mentioned in Request for Proposal (RFP)
2	Availability of BID Documents	16.08.2025
3	Mode of Submission of bid	online
4	Estimated cost	Open Tender
5	Tender fee EMD(INR)	RFP document fee- 2,360/- (Non Refundable) via RTGS/NEFT/Online EMD- INR 25,000/- (Refundable) via RTGS/NEFT/Online
6	Start Date of Downloading of Tender form	17.08.2025
7	Date of pre bid Conference	18.08.2025 (https://meet.google.com/igp-wwwk-dft) 03 P.M.
8	Submission of pre bid queries	19.08.2025 (further queries will not be entertain)
9	Date of Start of Submission of bids	20.08.2025
10	Last Date of Bid Submission	26.08.2025
11	Last Date of receipt of tender fee and EMD	26.08.2025
12	Date of Technical BID opening	28.08.2025
13	Helping number	Mobile - +91-80846 96646 Mail id : monitoring@sfcjharkhand.in
14	Name and address of Office inviting Tender	Jharkhand State Food & Civil Supplies Corporation Limited, JSFC Bhawan, Kadru, Main Road, Ranchi-834002
15	Tender Document	Tender document can be downloaded from Website- Jharkhand.gov.in → Department → Food, Public Distribution & Consumers Affairs → Tender & Corrigendum.


Managing Director

Jharkhand State Food & Civil Supplies Corporation Limited

Jharkhand State Food and Civil Supplies Corporation Limited,
Ranchi

**INVITATION TO TENDER AND INSTRUCTIONS TO TENDERS FOR INTERNAL
AUDIT OF FOR THE JHARKKHAND STATE FOOD AND CIVIL SUPPLIES
CORPORATION LIMITED.**

TENDER SERIAL NO.:- 2665

Dated:- 12.08.2025

- a. Last date for online submission of tender **up to 03.P.M on 26.08.2025**

IMPORTANT NOTE:

- 1) Tender documents may be downloaded from www.jharkhand.gov.in/food Bidders are advised to go through instructions provided at Section 1 part B regarding 'Instructions for online Bid Submission'.
- 2) Tenders can access tender documents on the website, fill them with all relevant information and submit the complete tender document into electronic tender on the website www.jharkhand.gov.in/food.
- 3) Tenders and supporting documents should be uploaded through www.jharkhand.gov.in/food Hard copy of the tender document will not be accepted.
- 4) If date fixed for opening of tenders in subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening as indicated above.

NOTE:

1. The Managing Director, Jharkhand State Food & Civil Supplies Corporation Ltd. HQ-Ranchi, may at his direction, extend this day by 07 (Seven) days and such extension shall be binding on the tenderers.
2. If the date up to which the tender is open for acceptance is declared to be a closed holiday/Sunday, the tender shall be deemed to remain open for acceptance till the next following working-day.

**JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION
LIMITED**

RFP FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS (PARTNERSHIP/LLP) AS INTERNAL AUDITORS FOR THE F.Y. 2022-23, 2023-24 & 2024-25 OF JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION Ltd. (Head Office – 2nd Floor JSFC Bhawan, Kadru, Main Road, Ranchi-834002).

RFP are invited from Chartered Accountants (Partnership/LLP) registered with the Institute of Chartered Accountants of India (ICAI) for appointment as Internal Auditors of Jharkhand State Food & Civil Supplies Corporation Ltd. (Head Office – 2nd Floor JSFC Bhawan, Kadru, Main Road, Ranchi-834002) for the Financial Year 2022-23, 2023-24 & 2024-25. One Audit Firm can fill tender for a maximum of 2 years, as time limit for completion of work in one months of the close of the year (i.e. Final report after discussion 31st Oct for the period Apr to Sep, and another during the closing of FY (i.e. Financial report after discussion on 30th April of the period Oct to Mar).

Tender Procedure

The Bidder should submit the proposal in two parts:

1. Technical Bid
 2. Financial Bid
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- i. Technical Part should contain all such details as mentioned in the Bid Document.
 - ii. Financial Part should contain the financial bid inclusive of all admissible taxes, duties and levies etc. The details of the financial bid should also be included for better appreciation of the bid.
 - iii. These two part should be submitted online on www.jharkhand.gov.in/food **Every document is to be self attested and uploaded online, along with a self attested copy of RTGS/NEFT/ Other online payment slip with UTR Number in favour of “Jharkhand State Food & Civil Supplies Corporation Limited, JSFCSCCL, Account HDFC Bank A/c no. 50100291914103, IFSC No. HDFC0002063” and along a self attested copy of RFP document.**

1. **MINIMUM ELIGIBILITY CRITERIA**

- 1.1. The Chartered Accountant Firm must be Partnership Firm/ LLP.
- 1.2. The Head Office / Branch Office of the Firm must be located in Ranchi for more than 08 years.
- 1.3. The standing of the firm must be 10 years or more as per ICAI Firm Constitution Certificate.
- 1.4. The Firm must have minimum five Chartered Accountants as Partners and at-least one Partner must be FCA.
- 1.5. The firm must have CAG Empanelment.

1.6. The firm must have experience of minimum 10 State Government Audit in last five years.

1.7. The Average Turnover of the Firm in previous three financial years (2021-22, 2022-23 & 2023-24) must be at-least Rupees sixty lakhs.

EVALUATION CRITERIA

SL No.	Norms	Basis of Marks	Maximum Score	Minimum Score Required
1	Existence of Firm	10-20 Yrs- 20 Marks 21-30 Yrs- 25 Marks 31-40 Yrs- 30 Marks 41-50 Yrs- 35 Marks Above 50Yrs- 40 Marks	40	20
2	Firm's Head Office / Branch Office in Ranchi	5 Marks for More Than 8 Years	5	5
3	Number of Partner's	1 Marks for each partner	5	5
4	Number of Audit Assignments in state Government Audit in last five years.	10-20 Audit – 10 Marks 21-30 Audit – 20 Marks Above 30 Audit – 1Marks for each Audit	30	10
5	Average turnover of Chartered Accountant firm in last three years (2021-22 , 2022-23 & 2023-24)	60-65 Lakhs – 10 Marks Above 65 Lakhs – 20 Marks	20	10

For selection of firm for empanelment on the basis of above evaluation criteria, Management's discretion is final and the Management reserves the right to reject any prospective applicant without assigning any reason whatsoever.

Note:-

- The CA Firm will furnish details of all these criteria while applying.
- CA Firm will also provide their latest certificate of firm constitution as on 01st July, 2021 or LATEST issued by ICAI and their last 3 years I.T. (Income Tax) Returns duly acknowledged by I.T. Department for F.Y. 2021-22, F.Y. 2022-23 & F.Y.2023-24. Firm not able to provide these documents will not be considered.
- Year of establishment of the Audit Firm supported by the copies of the latest certificates issued by the concerned duly attested by Partner with the seal of the Firm.
- The detailed particulars of the Partners with specific mention of the Fellowship/Associate ship of each partner with the copies of certificates of the concerned Institute, duly attested by a Partner with the seal of the firm.
- Number of Qualified Assistance mentioning the Name, Qualification and Membership number of the concerned institute with the copies of the certificate duly attested by a partner with the seal of the firm.

- Number of Semi Qualified Assistance mentioning the Name, Qualification and student Registration number of the concerned Institute with the copies of certificates duly attested by the Partner with the seal of the Firm.
- Year-wise detailed experience of the Audit Firm in Internal/Statutory Audit supported with the attested copies of appointment letters which are already executed. Year-wise detailed experience of the firm in Government/Schedule Bank of Statutory/Internal Audit support with attested copies of appointment letters, which are already executed.
- The detailed address with Telephone/Mobile, Fax and E-mail address of the Registration Head Office of the Audit Firm along with its Branches in the State of Jharkhand.

The offers from the Audit Firm that are not supported with relevant document, as mentioned above and any form of misrepresentation made in respect of submitted documents will not be considered for appointment as Internal Auditor and no other correspondence in this respect will be entertained.

TERMS OF REFERENCE OF INTERNAL AUDIT

The terms and conditions for conducting Internal Audit, in JSFCSCL are recommended herein under:-

A. COMPOSITION OF AUDIT TEAM

- The Audit team should consist of one qualified and four audit assistants for auditing of Head office/Districts.
- The Audit Team Members should carry photo, ID issued by the Audit Firm.
- The Audit Team will conduct the audit as per Manual, rules & regulations, guidelines, instructions, delegation of power, etc. and in consultation with the concerned officials.

B. PAYMENT OF AUDIT FEES

- The payment of internal audit fee shall be made by the Corporation only after completion of work along with the signed attested attendance sheet of the CA firm members in audit team and also by the District Manager, JSFCSCL and CA Firm partner signing the report.
- Any delay over the scheduled dated in the submission of audit reports shall be liable for deduction of amount @ 0.5% per week from the total due payment to the firm. The decision of competent authority (CEO) of Jharkhand State Food & Civil Supplies Corporation Ltd. In this regard shall be final.

C. AUDIT REPORT

- The internal auditing firm shall conduct the internal audit of District office and Head Office and submit the report to the Head office on or before the due dates as prescribed.
- Time in the essence for submission of audit report and submits the report both in hard copy and soft copy. The time limit of completion of work is 1 months of the close of half year. Two reports will be submitted – one in the close of Half year (i.e. Final report after

discussion on 31st Oct for the period Apr to Sep, and another during the close of FY (i.e. Final report after discussion on 30th April for the period Oct to Mar).

- The Audit team after the completing the audit for the quarter should discuss their observations/finding with CMD/MD/GM (F & B)/District Managers/ other concerned officials before finalization of the complete Audit Report.
- The findings of the report together with earlier report points under compliance by the Management should be discussion with the said officials.
- The report in respect of unresolved observation along with management replies/comments shall be submitted to MD.
- Flash report should be submitted by the Internal Auditor immediately on detection of major irregularity in the course of audit to MD.
- The Internal Audit Report should be signed by the CA/partner of the firm.
- Audit Report should be submitted as prescribe formats.

D. GENERAL TERMS AND CONDITIONS

- The firm should not sub-contract the audit work assigned to any outside firm or other person even through such persons are qualified Chartered Accountants.
- If the progress/performance of the Audit Team is not satisfactory, the management reserves the right to terminate the appointment of the firm with prior notice of one month.
- The appointment of the Audit Firm will be for the period starting from the date of appointment or as specified later.
- The Audit Firm will be debarred from getting in future the internal audit in Jharkhand State Food & Civil Supplies Corporation Ltd. in the following cases:-
 - 1) If the firm obtains appointment on the basis of false information/false statement.
 - 2) If the firm does not take up audit in terms of appointment letter.
 - 3) If the firm does not submit audit report, complete in all respect in term of appointment.

1. Objective of Audit:-

Objectives proposed to be achieved through Internal Audit broadly are as under:-

- 1.1. To ensure that the Accounting and Financial Management Systems are reliable and effective in design and to assess the extent to which they are being followed, where ever necessary completion of the books.
- 1.2. To review the efficiency, adequacy and application of Accounting, Financial and Operating Controls and thereby ensure the accuracy of transaction/books, where ever necessary completion of the books.
- 1.3. To verify that the system of internal check is effective in operation in order to ensure the prevention of early detection of deficiency, misappropriation and misapplications, if any.
- 1.4. To identify the areas of significant inefficiencies, if any, in existing systems and to suggest necessary remedial measures.
- 1.5. To confirm the existing of financial proprietary in all operational activities and verify compliance to Government and statutory requirements.

- 1.6. The Chartered Accountant firm appointed for internal auditing would be fully independent, objective assurance and consulting activity designed to add value and improve Jharkhand State Food & Civil Supplies Corporation Ltd. operations. It would basically by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- 1.7. The internal auditing firm shall evaluate risk exposures relating to the Corporation's governance, operation and information systems, in relation to:
 - i. Effectiveness and efficiency of operations,
 - ii. Reliability and integrity of Financial and operational information,
 - iii. Safeguarding of assets and
 - iv. Compliance with laws, regulations and contracts.
- 1.8. Based on the results of the risk assessment, the internal auditing firm shall evaluate the adequacy and effective of hoe risks are identified and managed in the above areas. The internal auditing firm shall also assess other aspects such as ethics and values within the organization, performance management, communication of risk and control information within the organization in order to facilitate a good governance process.

2. Scope of work:

1) Internal Audit off Accounts:

It will be required to maintain various type of accounting and non-accounting record at Ten SFC District Offices covering 24 revenue districts, i.e.

1. Central Stock Register (Grain, Paddy and Gunny Bags);
2. Central R.O. (Release Order) & Stock inward Register & Stock outward Register;
3. Cash Book;
4. Ledger;
5. Journal Register;
6. CMR- Custom Miller Rice details;
7. Advance Register;
8. Trial Balance;
9. Bank Reconciliation Statement, etc.

Along with the above, you are required to enter accounting data in Tally Prime at the District Office(s) from the data and records available there with Desktop/Laptop at own cost. JSFCSCL will not provide Desktop/Laptop for data entry.

2) Statutory Compliance:

Reviewing and checking of all journal entries along with book of accounts at Head Office & district level and recommendations and reporting on the compliances/non compliances on the system of deduction and timely deposit of statutory dues i.e. TDS, GST, PF, ESI, Income Tax etc. and timely deposit of revenue returns, compliance of statutory laws i.e. Income Tax, GST, PF Act, Labour Law, Profession Tax, Service Tax(for preceding financial years) & VAT (for preceding financial years) etc.

Preparation of detailed reports in accordance with the IND AS and generally accepted accounting principles where ever necessary.

3) Journal:

Verification of all Cash transactions, Bank transactions and Journal Vouchers along with the all the entries to ensure that they are approved in accordance with laid down procedures and delegation of power, in accordance with companies law and IND AS, other laws prevailing in the FY in which it is prepared. Complete checking of Journal Entries, Ledger, Trial Balance along with stock statements & Subsidiary Ledgers and preparation of complete Annual Financial Report to be presented.

4) Income recognition:

Checking of all transactions and complete reporting on the control mechanism and over billing mechanism, stock statements, grain reports and other system & procedure of accounting to ensure timely and correct recording and compliance with Accounting Standards/Policies/IND AS/GAAP submission of the same.

5) Stock:

Checking of all Stock statements and Preparation of all stock reports wherever necessary and laying down procedures/systems for stock issues, receipts, etc. Checking & verification of all stock registers & preparation of details where ever necessary. Checking & Verification of Stock with supporting vouchers, orders, delegation of power documentation, etc.

6) Fixed Assets:

Procedures/systems for sanctioning and procurement of all assets registers to be verified. Checking & Verification of all Fixed assets, supporting vouchers, orders, delegation of power, proper documentation, etc and preparation of the same where ever necessary.

7) Loan and Advances:

Checking & Review of all advances from supporting vouchers, orders, delegation of power etc & preparation of the same where ever necessary.

8) Cash/Bank:

Checking & Verification and reconciliation at periodical interval of all cash in hand and all bank reconciliation statements & preparation of the same where ever necessary.

9) Debtors and Creditors:

Preparation, Checking & Verification of age-wise analysis. Checking & Review of all old/doubtful debts/advances/others. Complete documentation of all the procedures for periodic reconciliation and confirmation of debt by parties etc. to be verified and prepared wherever necessary.

10) Insurance:

Preparation, Checking & Verification Renewal of all insurance policies.

11) Overheads:

Preparation, Checking & Verification of all procedures/systems for expenditure as per sanction with all supporting documents. Analysis of all expenses with relation to work done/job completed/turn over & preparation of necessary reports.

12) Pay Roll:

Preparation, Checking & Verification of all pay roll, attendance records, reconciliation of monthly pay roll, reviewing of monthly variance, verification of detection including income tax, other statutory compliances, etc.

13) Fixed Deposit and Investments:

Preparation, Checking & Verification of all FDR/Register and other investments (if any), Interest accrued and due on FDR, TDS on interests.

14) Labour Payments:

Preparation, Checking & Verification of records relating to labour payments, including check issue register/other mode, Attendance Record, Labour Payment register and comment on whether payment is made through cash or in bank accounts.

15) Checking of Accounts:

Checking of all the books of accounts, records and documents from the available documents, preparation of various Grain/CMR/Sugar statements, stock reports, different projects/yojnas and reconciliation reports at the Head office and at District level and where ever necessary for preparation of the necessary records and documentation and finalization of the same. Preparation of reports in accordance with the companies Act, Income Tax Act, other laws & practices, IND AS and generally accepted accounting principles where ever necessary.

3. To ensure Internal Control:

1. Check of income/expenditure Assets & liabilities Account.
2. 100% checking of all types of transactions/bills etc.

4. Other major functions which will be covered under the score of work for Internal Audit are summarized below:-

1. Audit of transactions which involves examination of supporting documents, concurrence and approval from the competent authority.

2. Checking of all trial balances at district and Head office level. Security of general ledger and reconciliation of each head of accounts thereof. Wherever necessary, and drafting of balance sheet, receipt and payments statement and income expenditure accounts along with entries for the period under report.
3. Checking of all expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.
4. Checking of all calculations and payments of all statutory dues and all tax related matters as applicable to Department of Food, Public Distribution & Consumer Affairs from time to time.
5. To check financial statements and submit Internal Audit Report of Head office & District office i.e. **Balance Sheet and I & E Account (incidentals account in respect of projects in the different FYs) with reference to accounting standards, IND AS, GAAP, as per companies Act 1956 & 2013 etc** and verifying whether the records have been properly maintained so as to safeguard the assets of Jharkhand State Food & Civil Supplies Corporation Ltd.
6. To check whether the physical verification of stock has been carried out at the close of financial year and variations, if any have been accounted for and recorded properly.
7. To check the cash book to ascertain whether cash in hand has been verified by the competent authority at regular intervals.
8. Checking of subsidiary ledgers and reporting difference therein.
9. Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligation of employer towards employees viz., Gratuity, Leave Encashment, Provident Fund, Bonus, etc. Similar checks to be done in respect of TA/DA and claims for reimbursements.
10. To verify whether the procurements have been made after completion of all formalities laid down by The Jharkhand State Food & Civil Supplies Corporation Ltd. and whether approval of competent authorities have been obtained.
11. To check whether the stationary & stocks have duly been accounted for as per accounting standards and whether records have been properly maintained to ensure safeguards of such stocks of Jharkhand State Food & Civil Supplies Corporation Ltd.
12. To verify whether the funds have unnecessarily been blocked due to excess procurements.

13. To ensure that TDS has been deducted at applicable rates and to verify whether TDS has been properly deducted and deposited with the Income Tax Authorities within the prescribed periods.
14. To verify whether TDS returns have been submitted in time to the Income Tax Authorities.
15. To verify whether GST/PF/other compliances, have been properly changed, deducted, submitted or not whenever applicable, and whether proper returns have been filed with the Authorities.
16. Conducting special assignments and investigations on behalf of the Audit committee or Board into any matter or activity affecting the probity, interests and efficiency of the Jharkhand State Food & Civil Supplies Corporation Ltd.
17. Internal Auditor will impart awareness to the officers and staff also. All departments/divisions will, therefore, be in a position to improve their existing system and by complying the recommendation/suggestion of Internal Auditor.
18. The Internal Auditors should extend their co-operation for timely compiling and submission of required complete consolidated as well as standalone annual accounts schedule duly verified and certified by the internal auditors and where ever necessary preparation of the same.
19. The Internal Auditor should ensure that all the transactions are duly posted in the General Ledger under appropriate heads. They should also verify all vouchers and receipts and put their initial with date on the same for having verified the vouchers/receipts.
20. Any other functions/areas of Audit which Management may consider necessary subsequently.