



**THE JHARKHAND STATE COOPERATIVE MILK  
PRODUCERS' FEDERATION LTD.**

FTC Campus, Sec-2, H.E.C., Dhurwa, Ranchi – 834004

Ph.: +91-(0651) 2543062, MOB: 7544003404/7360035219,

Email: purchase@jmf.coop



**TENDER DOCUMENT**

(COMPLETE BIDDING DOCUMENT)

**TENDER INVITATION**

For Appointment/ Empanelment of C.A. Firm  
for the Statutory Audit of Federation (JMF)  
for F.Y. 2019-20

**Single Stage – Two Part Bid**

**Tender No. JMF-F&A-Statutory Audit-FY-2019-20/2020-21/031**

**Important dates:**

**Submission of filled in Tender Document:**

On or before 05.30 P.M. Dt. 27.06.2020

**Opening of Tender at 11.30 A.M**

On 29.06.2020 at Medha Dairy Hotwar Plant,  
(Khelgaon), Ranchi, Jharkhand – 835217

*Filled in tender document duly signed & stamped in all pages of tender document should reach us on or before date.*

Name of Tenderer : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel./ Mob. no : \_\_\_\_\_  
Email Address : \_\_\_\_\_

**Tender Fee: Rs. Nil/-**

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## TENDER INVITATION DETAIL

The Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF)', Ranchi popularly known as MEDHA DAIRY, registered under Jharkhand State Co-operative Societies Act for our Head Office at Dhurwa and Plant at Hotwar, Ranchi is engaged in milk procurement activities from around 600 Milk Pooling Points through 20000 village milk producers across 15 districts of Jharkhand and marketing of milk and milk products under brand name "Medha", processed through its processing plants at Hotwar, Deoghar, Koderma, Latehar and Lohardaga. JMF also has one Cattle Feed Plant of 50 MT/Day capacity and one Mineral Mixture Plant of 12 MT/Day capacity at Hotwar which produces and supplies high quality Bypass Cattle feed and Mineral mixture respectively. JMF is an apex body of Govt. of Jharkhand State and presently managed by the National Dairy Development Board.

We wish to **appoint /empanel Chartered Accountant (C.A.)** Firm for the purpose of Statutory Audit of the Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF) for the FY 2019-20 and is therefore tenders/ offers are invited in **single stage (02) two envelope system** i.e. Pre-Qualification/Technical Bid (Envelope-1) and Financial Bid (Envelope-2) as below and both the envelopes to be put in a third envelop.

**Envelope 1:** The bidder should submit the firm's details with requisite documents as required in the Technical Bid Envelope and the envelope be superscribed with 'Technical Bid'.

**Envelope 2:** The bidders should quote the prices in Indian Rupees in price bid format enclosed as Annex-II in the Commercial Bid Envelope and the envelope be superscribed with 'Commercial Bid'.

The third envelope should be superscribed with "**Tender for Appointment of Auditor(s) for Statutory Audit of JMF for FY 2019-20**".

Any corrigendum, updates etc. relating to this tender will be published only in our web site and not in any other media including newspaper. Therefore, interested bidders may regularly visit our website or contact the undersigned.

1. Tender document cost: Rs. NIL/-
2. Earnest Money Deposit: NIL/-
3. Last date for receipt of Tender.: **On or Before - 27.06.2020 by 05.30 P.M.**
4. Date & Time of tender Opening: **At 11.30 A.M. on 29.06.2020.**
5. **Place of submission & opening of Tender:**

Medha Dairy Plant

(A Unit of Jharkhand State Co-Op. Milk Producers' Federation Ltd.)

Near Birsa Munda Central Jail, Hotwar, Ranchi – 835217

(Contact No. 7544003404/ 7360035219)

The Federation reserves the right to reject any or all the tenders without assigning any reason thereof.

**Managing Director**  
Jharkhand State Cooperative Milk  
Producers' Federation Ltd



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## 1. SCOPE OF AUDIT (FY-2019-2020):

- Tax Audit for Assessment Year- 2020-21
- ITR Filling for Assessment Year-2020-21

## 2. ELIGIBILITY & QUALIFICATION CRITERIA:

The firm should submit the following details & requisite documents in the technical bid envelope (Envelope-1) for technical evaluation of the Bidder.

Technical Qualification Parameters	
1	Name of the CA Firm with Registration Number
2	Constitution of Firm (Proprietorship/Partnership)
3	PAN details (Enclose a copy of PAN)
4	GST Registration Number (Enclose a copy of the Registration Certificate)
5	Communication Address
6	Firm's Profile (Enclose copies) - Annex- I (duly filled, stamped & signed) with supporting documents
7	Areas of Service
8	No of Partners
9	Staff Strength
	(i) Qualified Professionals -CA/CMA
	(ii) Semi Qualified Professionals -CA/CMA
	(iii) Others
	(Enclose a list of staff strength showing their qualification, experience, length of service with the Firm, etc.)
10	Years of Experience in Statutory Audit (Enclose List of Companies/Organization)

Note: The Tender should be submitted in a sealed cover in two envelope system i.e. Pre-Qualification/Technical Bid (Envelope-1) and Financial Bid (Envelope-2) as below and both the envelopes to be put in a third envelop with all documentary evidence of the qualifying requirements & Price bid superscribing the name of Tender date & Due date of Opening.



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### **3. TERMS & CONDITIONS:**

1. The tender shall be sealed and addressed to 'The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF)' superscribing "**Tender for Appointment of Auditor(s) for Statutory Audit of JMF for FY 2019-20**" in the format provided in Tender document and must be submitted by **5.30 P.M. on 27.06.2020.**
2. JMF hereby in this tender refers to 'Jharkhand State Cooperative Milk Producers' Federation Ltd.'.
3. The interested Party/ bidder should submit its Company's Profile in the format enclosed as **Annex-I.** duly signed & stamped.
4. The rate should be quoted in the format enclosed as **Annexure-II.**
5. The rate to be quoted in Indian Rupees only.
6. Scope of Work as mentioned in the tender document is mandatory to be followed by the Agency/ firm on award of the contract or order.
7. The Payment shall be made on monthly basis after completion of the job within 30 days on submission of original bills through NEFT/RTGS.
8. **Duration and termination of Appointment**  
Appointment of Statutory Auditor for the period of **FY 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2020.**
9. **Fees and Reimbursement of expenses**  
The firm should charge a lump sum professional fee for the period of FY 2019-20, which includes out of pocket expenses, conveyance charges etc.
10. JMF reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction.

**Managing Director**  
Jharkhand State Cooperative Milk  
Producers' Federation Ltd



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## ANNEX- I- TENDERERS' PROFILE

No	Details		
1	Name of Firm & Registration No.		
2	Address Of Registered Office		
3	Name Of Contact Person		
4	Contact Nos. & Email ID		
5	Type Of Firm : Ltd Co/ Pvt. Ltd. / Partnership/ Proprietor		
6	No. of Partners		
7	Year Of Establishment		
8	G.S.T. No & Reg. Date		
9	PAN No & Date		
10	Turn Over Of last 3 Year (Rs.)	1.	2. 3.
11	Name Of Clients (If required, Pl. Specify in separate sheet	1.	2. 3.
12	Bank Details	Name of Bank : Branch Address: Account No. : IFSC Code :	
13	Documents to Be Attached	1. Copy of Registration + PAN Copy + GST Regn. 3. Fin. Statements 5. Details of Area of Services & Others as requested.	
Recommendation:			
<b>Seal &amp; Sign. Of Vendor</b>			



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**ANNEX- II**

**PRICE / FINANCIAL BID FORMAT**

**Tender for Appointment/ Empanelment of C.A. Firm for Statutory Audit of 'Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF)', Ranchi for FY-2019-20**

**Name of Bidder/ Firm:**

Sl. No.	Description of Work	Audit Fees (FY 2019-2020)	GST %	GST Amt. (Rs.)	Grand Total (Rs.)
1	Statutory Audit and Tax Audit of The Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF) for the FY 2019-20				

The total amount should include all charges inclusive of GST and all other charges.

**Date:**

**Seal & Signature of the Bidder/ Firm**