LETTER OF INVITATION

To
Interested Individuals

Sub:- Hiring of Individual Consultant for Financial Management Support to Producer Companies on Management Accounting, Internal Audit and Registrar of Companies (RoC) Compliance of the Farmers Producer Company (FPC) formed under JOHAR.

Dear Madam/Sir,

1. You are hereby invited to submit technical and financial proposals for consultancy services required for consulting services for Financial Management Support to Producer Companies on Management Accounting, Internal Audit and Registrar of Companies (RoC) Compliance of the Farmers Producer Company (FPC) formed under JOHAR, which could form the basis for future negotiations and ultimately a contract will be entered between you and JSLPS.

2. The purpose of this assignment is to:
   a) To train the accountants of the FPCs on maintaining the daily transaction in the most appropriate way.
   b) To handhold & ensure all the GST and TDS filing of the FPCs on timely basis.
   c) To ensure timely RoC filing for the FPCs in the given deadlines.
   d) To undertake half-yearly internal audit for the FPCs and ensure its compliance prior to the statutory audits.
   e) To ensure efficient inventory management been practiced at the FPC level.
   f) To train the accountants on new accounting packages as and when required.

3. The following documents are enclosed to enable you to submit your proposal:
   (a) Terms of reference (TOR) (Annexure-I for the Study.
   (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure- II); and
   (c) A sample format of the contract for consultants services under which the service will be performed (Annexure-III).

4. Rural Development Department, Government of Jharkhand has received funds from the International Development Agency (IDA) through Govt. of India and portion of this fund to eligible payments under this Contract shall be used.
5. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the “Supplementary Information for Consultants.” The proposals shall be submitted either for any study or for both the study.

The proposals will be received in the office of the JSLPS up to **12.00 hours on 23rd July, 2019** superscripted as Proposal for “Financial Management Support to FPC” on the cover of the envelop.

6. **Deciding Award of Contract**
Quality and competence of the consulting service shall be considered as the paramount requirement.

Negotiations will be held only if the technical proposal is acceptable. The consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted to JSLPS, as may be required to adjudge the reasonableness of your price proposals. If the negotiation is successful, the contract will be awarded. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded, the process of selection of Consultant, issue of letter of invitation etc. will be repeated till an agreed contract is concluded.

7. Please note that the JSLPS is not bound to select any of the Consultants submitting proposals.

8. It is estimated that about 5-6 **man-days** of services will be required per FPC per month for the assignment and generally you should base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis on man-months considered necessary by you to undertake the assignment.

9. You are requested to hold your proposal valid for 90 days from the date of submission during which period you will maintain without change, your proposed price. The JSLPS will make its best efforts to finalize the agreement within this period.

10. Please note that the cost of preparing a proposal and of negotiating a contract including visits to JSLPS, if any; is not reimbursable as a direct cost of the assignment.

11. Assuming that the contract can be satisfactorily concluded in **2nd week of August, 2019**, you will be expected to take-up/commence with the assignment with immediate effects.

12. We wish to remind you that any manufacturing or construction firm, with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.

13. **Tax Liability**
Please note that the remuneration which you receive from this contract will be subject to the normal tax liability as per the prevailing Income Tax Act. Kindly contact the concerned tax authorities for further information in this regard, if required.

14. We would appreciate if you inform us by Telex/Facsimile within three days from the receipt of the letter:
   (a) Your acknowledgment of the receipt of this letter of invitation; and
   (b) Whether or not you will be submitting the proposal.

   Yours faithfully,

   Sd/-
   Chief Executive Officer

**Enclosures:**
Annexure-I: Terms of Reference.
Annexure-II: Supplementary Information to Consultants.
Annexure-III: Draft contract under which service will be performed.
Annexure - II

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

(a) **Technical Proposals**

(i) Curriculum Vitae of Consultant (F-2).

(ii) An outline of recent experience on assignments/projects of similar nature executed during the last three years in the format given in Form F-3.

(iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).

(iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.

(v) The Consultant’s comments, if any, on the data, services and facilities to be provided by JSLPS indicated in the Terms of Reference (TOR).

(b) **Financial Proposals**

The financial proposals should include the Schedule of Price Bid in Form F - 5.

2. Two copies of the proposals should be submitted addressing to the Chief Executive Officer, Jharkhand State Livelihood Promotion Society, 3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001, Jharkhand.

3. **Contract Negotiations**

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant’s proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, if required, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed monthly rates.

4. **Terms of Payment**

The mode of payments to be made in consideration of the work to be performed by the Consultant shall be as follows:

(i) 20% of contact value: Upon submission of inception report.

(ii) 60% of Contract value: Upon receipt of draft report along with documentary.

(iii) 20% of Contract value: Upon submission and acceptance of Finance Report.

Note: All payments shall be made on submission of pre-receipted bills by the Consultant in duplicate for respective stages. If the consultant required advance, an amount equivalent
20% of the contract value shall be paid subject to submission of bank guarantee of the equivalent amount and the BG should be valid for a period of 12 months.

5. Review of Reports

A review committee (to be restricted to three members) consisting of following officers of JSLPS will review all reports of Consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 7 days of receipt.

A) Chief Executive Officer/Project Director.
B) State Project Coordinator, AB& AM
C) Program Manager, Monitoring & Evaluation
D) State Project Coordinator, HVA
From:

To

The Chief Executive Officer,
3rd Floor, Shantideep Tower,
Radium Road, Ranchi-8374001,
Jharkhand

Sir,

Sub:- Hiring of Individual Consultant for Financial Management Support to Producer Companies on Management Accounting, Internal Audit and Registrar of Companies (RoC) Compliance of the Farmers Producer Company (FPC) formed under JOHAR.

I ——————— Consultant herewith enclose Technical and Financial Proposal for selection as Consultant for JSLPS.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: ———
Full name ———
and address: ———
FORM F-2

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: ____________________________________________________________

Profession: ________________________________________________________________

Date of Birth: ______________________________________________________________

Nationality: ________________________________________________________________

Membership in Professional Societies: _________________________________________

Key Qualifications:
[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:
[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:
[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:
[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: ____________________________________________________________ Day/Month/Year

[Signature of Consultant]

Full name of Consultant: ____________________________________________________
FORM F-3

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS (FY)

Outline of recent experience on assignments of similar nature:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Assignment</th>
<th>Name of the Project</th>
<th>Owner or Sponsoring Authority</th>
<th>Cost of Assignment</th>
<th>Date of Commencement</th>
<th>Date of Completion</th>
<th>Was the Assignment Completed Satisfactorily</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
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<td>3</td>
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<tr>
<td>4</td>
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</tr>
</tbody>
</table>

Note: Please attach certificates from the employer by way of documentary proof, if any:
FORM F-4

WORK PLAN TIME SCHEDULE

A. **Field Investigation**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activities to be undertaken</th>
<th>Week wise Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1st week</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. **Compilation and submission of reports**

1. Draft Final Report
2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."
### FORM F-5

#### SCHEDULE OF PRICE BID:

<table>
<thead>
<tr>
<th>Activities/Particulars</th>
<th>Amount (In figure) per month</th>
<th>Amount in Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting services for Financial Management Support to Producer Companies on Management Accounting, Internal Audit and Registrar of Companies (RoC) Compliance of the Farmers Producer Company (FPC) formed under JOHAR including field visit, design the format, travel &amp; accommodation, Reporting and any ancillary activities according to the ToR.</td>
<td>Rs. …………………</td>
<td>Rupees ………… …………………only</td>
</tr>
<tr>
<td>GST @____ % if any</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Consultant
### FORM F-6

#### Break-up of Cost Estimates

**Remuneration**

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Daily (Monthly) Rate (in Rs.)</th>
<th>Working Days (Months)</th>
<th>Total Cost (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Sub-Total (Remuneration)  

Out-of-Pocket Expenses:

a) Per Diem: Room Subsistence Total Days Cost  

b) Taxi Cost:  

c) Lump Sum Miscellaneous Expenses:  

Sub-Total (Out-of-Pocket)  

Contingency Charges:  

Total  

Consultancy Service Tax  
@ ............%
Draft Letter of Contract

Subject: (Name of Assignment)

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes (Name of responsible staff of Borrower) has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about ________ days/months, during the period from ______________ to ______________. These dates are estimates and (Name of Borrower) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the (Name of Borrower) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.

This Contract, it's meaning and interpretation and the relations between the parties shall be governed by the laws of the Union of India.

Set out below are the terms and conditions under which you have agreed to carry out the assignment. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Contract will become effective upon confirmation of this letter by you and will terminate on ________________, or such other date as mutually agreed.

Payments for the services will not exceed an amount of ________________.

You will be paid as follows, within 30 days of receipt of invoice a fee of:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

The above fee includes all the costs related to carrying out the services, including overhead and any taxes.

You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the (Name of Client) against any and all claims, demands, and/or judgments of any nature brought
against the (Name of Client) arising out of the services under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

All materials produced or acquired under the terms of this Contract written, graphic, film, magnetic tape or otherwise shall remain the property of the (Name of Client). The (Name of Client) retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Contract or the execution of it's other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the Client’s prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You shall pay the taxes, duties fees, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed:

Place:  

Date:

(Signature & Name of Consultant)

(Signature & Name of Client's Representative)

Attachment: (i) Terms of Reference and Scope of Services; and (ii) Consultant's Reporting Obligations.
Terms of Reference (ToR) for Individual Consultants for Financial Management Support to Producer Companies on Management Accounting, Internal Audit and Registrar of Companies (RoC) Compliance of the Farmers Producer Company (FPC) formed under JOHAR

1. BACKGROUND

Jharkhand Opportunities for Harnessing Rural Growth Project (hereafter JOHAR project) is a World Bank assisted project being implemented since September 4, 2017 for six years by the Jharkhand State Livelihood Promotion Society (JSLPS), an autonomous society under the aegis of Department of Rural Development, Government of Jharkhand.

The JOHAR project will enhance agricultural incomes of rural producers through increased productivity, improved market linkages and value addition; supported by strengthening extension services and improving access to credit. The emphasis will be on economic integration and enhancing rural livelihood opportunities of the most disadvantaged groups including women. The project will support climate-resilient agriculture, access to agricultural markets, water and natural resources management. It will also support enhancement of rural livelihood opportunities through encouraging diversification, lowering production costs, strengthening market linkages, skill development and self-employment. About 2.5 lakhs households in rural Jharkhand will benefit from the project over six years. The sources of investment include project support, state program convergence, partnership with the private sector and community contribution.

Project interventions will be focused on the sub-sectors of High Value Agriculture, livestock (small ruminants), NTFP, fisheries and irrigation. Although the project will work across these five sub-sectors, the typology of the interventions reaching each geographic cluster (15 villages in a block) of households will be limited to pre-determined primary and secondary sub-sectors.

The project will be implemented in 68 blocks within 17 districts of the state. The primary project beneficiaries are the rural households, the majority of whom will be women SHG members, including from SC, ST, and smallholder and landless households in selected blocks of rural Jharkhand.

The sub-sector-wise outreach will be 150,000 households for High Value Agriculture and Irrigation, 50992 households for livestock, 34,500 households for fishery and 58,400 households for NTFP interventions. However, there will be an overlap of beneficiaries since each household will benefit from interventions of at least two sub sectors that have potential to add economic value to the households. Therefore effectively the target number of household will be about 200,000. A significant part of these beneficiaries will be in LWE areas. The initial focus of the project is to initiate activities of the sub sectors with members of mature SHG’s who are willing to become the members of the PG’s. Thus, all such blocks where mature SHG’s exist will be targeted. The project would then focus on enrolling all the households in the blocks to join the intervention (please refer to the PAD of JOHAR project for more information on the project).
2. THE INSTITUTIONAL MODEL IN JOHAR

In this context, it becomes important to design an institutional framework through which market-based interventions will be implemented. To make the produce reach the best market and in the most cost-effective way, the following institution model is being proposed:

Under this model, the Producer Groups (PGs) at the village level would undertake functions such as aggregation, procurement, primary sorting & grading etc at the village level. The aggregated produce will feed into the Rural Business Hubs (RBH) i.e. a business unit of the FPO which will be established at the appropriate level based on economic viability. The RBH acts as a service centre for the functions like aggregation, sorting, grading, processing of the produce procured from the PGs. It may also help with sale of inputs to farmers along with the management of the Custom Hiring Centers (CHC) for lending the small farm machineries on rental basis. The FPOs are supposed to build the market linkage for the final produce available at RBH.

Under JOHAR, it has been decided to promote Farmers Producer Company (FPC) format to promote the FPOs. These FPCs will be registered under the Producer Company Act and are expected to do large scale transactions based on the produce they will handle. They will also need finance to undertake such businesses as per their business plans. However, the institutional finances are possible only when the FPCs maintain their books and transactions very efficiently. Henceforth, financial management is an important aspect for the PCs to be strong in.

3. CONTEXT AND PURPOSE OF THE ASSIGNMENT

The FPCs in JOHAR would have a membership base of around 8000 per FPC hence the responsibility of the FPCs is quite high in terms of managing their
finances. The nature of financial management includes, maintaining the records of transactions, filing timely GST, TDS, compliance to the Registrar of Companies (RoC), inventory management, preparation for audits, share management etc. Looking at the requirement of financial management and the level of accountants to be hired in the FPCs, there is a requirement of an accounting / chartered accounting firm to assist the FPCs to help them undertake such functions efficiently.

4. OBJECTIVES OF THE ASSIGNMENT
The overall objective of this consultancy is to ensure the management accounting system in place & updated for the FPCs formed in JOHAR project:

The specific objectives are as follows:

a) To train the accountants of the FPCs on maintaining the daily transaction in the most appropriate way.

b) To handhold & ensure all the GST and TDS filing of the FPCs on timely basis.

c) To ensure timely RoC filing for the FPCs in the given deadlines.

d) To undertake half-yearly internal audit for the FPCs and ensure its compliance prior to the statutory audits.

e) To ensure efficient inventory management been practiced at the FPC level.

f) To train the accountants on new accounting packages as and when required.

5. SCOPE OF WORK & DURATION
The scope of the assignment will be the financial management of the 18-20 Farmers Producer Company formed by JOHAR. The duration of the assignment will be 1 year from the date of service to the concerned FPC. The contract may be renewed based on requirement of the FPCs.

The lists of FPCs formed and to be formed are as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name Of FPC Under JOHAR</th>
<th>Promoter</th>
<th>District</th>
<th>Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gumla Raidih Agri Producer Company Limited</td>
<td>JOHAR</td>
<td>Gumla</td>
<td>Gumla-Sadar &amp; Raidih</td>
</tr>
<tr>
<td>2</td>
<td>Basia Palkot Farmer Producer Company Limited</td>
<td>JOHAR</td>
<td>Gumla</td>
<td>Basia &amp; Palkot</td>
</tr>
<tr>
<td>3</td>
<td>Dakhshini Koel Producer Company Limited</td>
<td>JOHAR</td>
<td>Lohardaga</td>
<td>Kisko, Kuru, Senha, Bhandra</td>
</tr>
<tr>
<td>4</td>
<td>Murhu Nari Shakti Kisan Producer Company Limited</td>
<td>Tata-CIInI</td>
<td>Khunti</td>
<td>Murhu</td>
</tr>
<tr>
<td>5</td>
<td>Khunti Producer Company Limited</td>
<td>JOHAR</td>
<td>Khunti</td>
<td>Khunti, Karra</td>
</tr>
<tr>
<td>6</td>
<td>Purbi Singhbhum Mahila Ajeevika Producer Company Limited</td>
<td>JOHAR</td>
<td>E. Singhbhum</td>
<td>Patamda &amp; Potka</td>
</tr>
<tr>
<td>7</td>
<td>Rajrappa Kisan Producer Company Limited</td>
<td>JOHAR</td>
<td>Ramgarh</td>
<td>Gola, Mandu, Patratu</td>
</tr>
<tr>
<td>8</td>
<td>Santhal Pargana Mahila Producer Company Limited</td>
<td>JOHAR</td>
<td>Dumka, Pakur</td>
<td>Masaliya, Dumka, Shikaripara,</td>
</tr>
<tr>
<td></td>
<td>Producer Company Name</td>
<td>District</td>
<td>Tracts</td>
<td>Location</td>
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</tr>
<tr>
<td>9</td>
<td>Sarhul Ajeevika Farmer Producer Company limited</td>
<td>Ranchi</td>
<td></td>
<td>Chano, Kanke, Bero, Mandar</td>
</tr>
<tr>
<td>10</td>
<td>Gharonj Lahanti Mahila utpadak Producer Company Limited</td>
<td>Tata-CInI</td>
<td>East Singhbhum</td>
<td>Gurabanda</td>
</tr>
<tr>
<td>11</td>
<td>Sarhul Ajeevika Farmer Producer Company limited</td>
<td>JOHAR</td>
<td>Ranchi</td>
<td>Chano, Kanke, Bero, Mandar</td>
</tr>
<tr>
<td>12</td>
<td>Producer Company in Khunti</td>
<td>JOHAR</td>
<td>Khunti</td>
<td>Khunti Sadar &amp; Karra</td>
</tr>
<tr>
<td>13</td>
<td>Producer Company in W.Singhbhum</td>
<td>JOHAR</td>
<td>W.Singhbhum</td>
<td>Majhgoan, Jikpani, Haat Ghamariya, Tonto, Chaibasa</td>
</tr>
<tr>
<td>14</td>
<td>Producer Company in Ghatshila</td>
<td>JOHAR</td>
<td>E.Singhbhum</td>
<td>Ghatshila, Musabani, Dhalbhumgrah</td>
</tr>
<tr>
<td>15</td>
<td>Producer Company in Bokaro</td>
<td>JOHAR</td>
<td>Bokaro</td>
<td>Chandankyari, Peterwar, Chas, Jaridih</td>
</tr>
<tr>
<td>16</td>
<td>Producer Company in Giridih-Bokaro</td>
<td>JOHAR</td>
<td>Giridih-Dhanbad</td>
<td>Tundi, Nirsa, Purbi Tundi</td>
</tr>
<tr>
<td>17</td>
<td>Producer Company in Saraikela</td>
<td>JOHAR</td>
<td>Saraikela</td>
<td>Ichagarh, Nimdih, Chandil, Kukru, Gamhariya</td>
</tr>
<tr>
<td>18</td>
<td>Producer Company in Latehar-Palamu</td>
<td>JOHAR</td>
<td>Palamu-Latehar</td>
<td>Chattarpur, Patan, Chainpur, Barwadih, Manika, Garu, Chandwa</td>
</tr>
<tr>
<td>19</td>
<td>Producer Company in Simdega</td>
<td>JOHAR</td>
<td>Simdega</td>
<td>Kurdeg, Kersai, Simdega</td>
</tr>
</tbody>
</table>

6. METHODOLOGY & APPROACH

The methodology & approach of consultancy would be training, field verification, physical verification of the data & stock. It will also include regular follow-up and assistance in filing the GST, TDS etc.

This will include field visits, over phone follow-ups and on-site assistance and verification.

7. DELIVERABLES

The following are the deliverables of the assignment:

a) All the FPCs having clear set of financial guidelines and adoption of the same.
b) All FPCs are updated with their accounts with pendency not more than a week.
c) All FPCs have updated record on filing of GST, TDS etc.
d) All FPCs have conducted their internal audits during the time-frame.
e) All FPCs have their inventory updated with pendency not more than a week.
f) All FPCs have issued their share certificates and filed the RoCs on time with no backlog.

8. **Data, Services and Facilities to be provided by the Client**
JOHAR-JSLPS team will facilitate by providing initial information through state and district offices.

9. **Review of the assignment:**
The consultant shall work under guidance of the SPC-Agribusiness & Marketing. The Roles and Responsibilities of Consultant would be to deliver services as described in detailed task outline. SPC-Agribusiness & Marketing will be the Coordinator of the assignment. He will supervise, review and monitor the assignment. The assignment will be reviewed by the following Review Committee on quarterly basis:
a) Project Director-JOHAR  
b) SPC-Agribusiness & Marketing  
c) SPC-Agrifinance  
d) Relevant Technical Support Agency

10. **Payment terms:**

The payment of the consultant will be done on quarterly/monthly basis on submission of invoice with complete work details/Timesheet with proof of visits.

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