

JAMMU MUNICIPAL CORPORATION

Tender Document

Invitation of E-Proposal

for

“Compilation of Balance Sheets for the Financial years 2022-23 & 2023-2024 and Ensuring Financial Compliance in Jammu Municipal Corporation”.

05JCA23

Issued by:

JAMMU MUNICIPAL CORPORATION

**3rd Floor, Town Hall Building, Near General Bus Stand Jammu –
180001**

Telephone: 0191-2542192

E-mail: jmc_jca@rediffmail.com

JAMMU MUNICIPAL CORPORATION,
TOWN HALL, JAMMU
Notice Inviting e-tender
e. NIT No. 05JCA of 2023-24

For and on behalf of the Commissioner, JMC, Jammu, the Joint Commissioner, Admin, Municipal Corporation, Jammu invites Online tenders/bids from the Chartered Accountant Firms / Experienced Professionals / Finance Management Agencies; as per prescribed formats contained in the tender document for the following work:-

“Compilation of Balance Sheets for the Financial Years 2022-23 & 2023-2024 and Ensuring Financial Compliance in Jammu Municipal Corporation”.

The online tenders along with the scanned the scanned copy of tender fee should be uploaded on or before **19-10-2023 up to 1500 Hrs.** The cost of tender documents shall be **Rs. 1000/- (One Thousand Only) (Non-refundable)** in the form of DD or e-challan or via link <http://www.jmcjammu.org/online-payment.html> in favour of Chief Accounts Officer, Jammu Municipal Corporation Jammu. The original instruments may be submitted in the office of Joint Commissioner (A), Municipal Corporation, Jammu by L-1 bidder only after opening of financial bid. The tender fee shall be pledged to the Chief Accounts Officer, Jammu Municipal Corporation. Other details and terms/conditions are contained in the e-NIT document and can be downloaded from the www.jktenders.gov.in or can also be viewed on www.jmcjammu.org

1. The bidding process shall be online.
2. Cost of Tender of **Rs. 1,000/- (Rupees One Thousand Only) (Non-Refundable)** is to be remitted into the Account of CAO, Jammu Municipal Corporation. Proof of Payment is to be submitted along with the Technical Bid.
3. Bids must be accompanied by bid securing declaration form duly completed and cost of bid document of the amount .
4. The Pre-bid meeting shall be held on **12-10-2023 at 02:00 PM** in the office chambers of Joint Commissioner, Admin, JMC.
5. The scanned copy of original bid instruments and Proof of Payment of **cost of tender document** pledged to **Chief Accounts Officer, Municipal Corporation, Jammu** must be uploaded along with other technical documents., failing which the bid shall be treated as non-responsive .
6. The technical bid shall be opened on **21-10-2023 at 2:00 PM** or any other date convenient to JMC in the office of Tender Inviting Authority in presence of tenderer or any other person authorized by them who may like to be present.
7. All queries relating to tender may be sent by email to jmc_jca@rediffmail.com.

No: MJ/
Dated:

Joint Commissioner, Admin,
Municipal Corporation, Jammu

Copy to the:

1. Commissioner, Jammu Municipal Corporation for inf.
2. Chief Accounts Officer, Jammu Municipal Corporation for inf.
3. I/c E-Tendering, JMC for information and follow up action

INTRODUCTION

The Government of Jammu and Kashmir is reforming the present accounting system by introducing Double Entry Accounting System (DEAS) in Urban Local Bodies. The new accounting system will conform to the Jammu & Kashmir Municipal Accounting Manual (JKMAM) adapted from the National Municipal Accounting Manual (NMAM) and focus on improving financial recording and reporting systems JMC has stand alone in its efforts for implementation of accrual based DEAS, however, it could not sustain the efforts beyond 2011-2012. At present the JMC is maintaining its books of accounts as per the old system of cash based accounting. However the accounting transactions are being recorded on the Accounting Software developed by NIC on daily basis and financial transaction of receipts and payment are being retrieved from the NIC Software on daily/monthly basis. The Scope of this project is that, these transactions are to be complied in the Accounting Software, to generate Annual Financial Statements alongwith other necessary financial statements/Registers. As, the Housing and Urban Development Department (H&UDD) has made it mandatory to maintain accounting system as per DEAS, there is a need to update and extend the DEAS in normal course of its accounting process. There is also need to provide comprehensive training, especially on the job training to JMC staff, so that the new accounting system is sustainable in the future also.

However, it has been revealed from the past experience that until the entire accounting system does not shift to computerized accounting with the help of JMC's staff, same cannot be sustained. The manual accounting is required to stop from the cutoff date. In this context, JMC has called for this RFP for selection of suitable Firm of Chartered Accountants, (hereinafter called as agency) who can compile the existing accounting transactions in the form of annual financial statements, document the accounting process of the JMC, can design roadmap for computerization of its accounting process and implement automated double entry accounting system with complete integration and compliance with relevant statutes. Further, as the existing accounting system is also not in a good shape, the agency will be required to support the existing finance and accounting system and support the existing team in all day to day accounting and reporting mechanism. The agency will have to analyze all functions related to routine accounting and finance management under the overall supervision of Chief Accounts Officer of the Jammu Municipal Corporation.

TIMELINE

| S. No. | Event | Date |
|--------|---|--|
| 1. | Availability of tenders online for downloading | From 06-10-2023 onwards |
| 2. | Pre Bid Meeting on | 12-10-2023 at 02:00 PM |
| 3. | Last date for Uploading of bids in Electronic Format | Up to 03:00 PM on 19-10-2023 |
| 4. | Due date for opening of technical / Pre qualification bid | 21-10-2023 at 02:00 hrs |
| 5 | Bid Fee | 1000/- |
| 6 | EMD | 0.50 Lacs in shape of CDR/FDR/BG Pledged to CAO --JMC |

Instructions to Bidder Regarding E-Tender Process:

1. Bid documents can be seen at and downloaded from the website <http://jktenders.gov.in>. Bid document contain qualifying criteria for bid specifications, bills of quantities, conditions and other details.
2. The bidding process will be online.
3. Technical / Financial bids of bidders shall be opened online in the office of the Joint Commissioner, Admin, Municipal Corporation, Jammu
4. The hard copy of the original instruments in respect of technical bid documents must be delivered by the successful bidder (L1) only in the office of the Joint Commissioner, Admin, Municipal Corporation, Jammu after opening of financial bids.
5. The bid for the work shall remain open for acceptance for a period of 90 days from the date of opening of bids.
6. The clarification or corrections for any omissions or typographical errors shall be sought from the office of the Joint Commissioner, Admin, Municipal Corporation, Jammu. The online published dates shall be treated as final.
7. Financial bid will be opened in the office of Joint Commissioner, Admin, Municipal Corporation, Jammu. If the office happens to be closed on the date of bid as specified, the bid will be opened on the next working day at the same time and venue.
8. **Instruction to bidders regarding E-tendering process**
The interested bidder can download e-NIT / bidding document from the website <http://jktenders.gov.in>. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act – 2000, to participate in online bidding.
This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any approved vendors. The bidders, who already possess valid (DSC) Digital Signature Certificate, need not to procure new DSC.
 - a. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature.
 - b. Bids will be opened online as per time schedule mentioned.
 - c. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
 - d. The department will not be responsible for delay in online submission of bids whatsoever reasons be.
 - e. All the required information for bid must be filled and submitted online.
 - f. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
9. The guidelines for submission of online bid can be downloaded from the website <http://jktenders.gov.in>
10. The rates should be inclusive of expenses. GST, if applicable, shall be paid extra at the Applicable Rate.

11. All the disputes shall be subject to the jurisdiction of the Courts with in the municipal limits of Jammu.
12. The Commissioner, Municipal Corporation, Jammu reserves the right to reject or accept any tender without assigning any reason.
13. Firm Constitution Certificate issued by ICAI (Institute of Chartered Accountancy of India) / PAN Card / GST Registration shall be attached with the bid document.
14. Conditional bidding shall not be entertained.
15. Other details can be seen in the bidding documents from the “Downloads” option as well as from “Bidder Manual Kit” on website: <http://jktenders.gov.in>
16. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
17. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the net item rate inclusive of all taxes and it should be saved with the same name as it contains.
18. ***Bidders are advised to scan their documents at 100 DPI (Dots Per Inch) resolution with Black and white, JPEG Scan property, convert scanned images to PDF.***
19. The guidelines for bidders to submit bid online can be downloaded from website- jktenders.gov.in (download option)

20. Penalty:

Failure of successful tenderer on account of improper specifications/ non sticking to time limit & non adherence to Terms & Conditions shall render him liable to action under laws in addition to penalties imposed by the JMC as per the laws in vogue in J&K UT.

21. Termination of Agreement /Contract

JMC reserves the right to terminate the agreement with the selected Bidder at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. JMC shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. A notice period of 30 (Thirty) days shall be given to the selected Bidder in case JMC decides to terminate the contract.

a. Termination for Default: JMC may, without prejudice, to any other remedy for breach of agreement, by prior written notice of default sent to the Agency, terminate the work in whole without assigning any reason if

- i. The qualified Agency fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by Executive Committee or Authority Designated in this behalf.
- ii. The qualified Agency fails to perform any other obligation(s) under the agreement.
- iii. If the Agency is in material breach of the representations and warranties contained in this agreement.

b. Termination for Insolvency, Dissolution etc: JMC may at any time terminate the agreement in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to JMC

c. Termination for Convenience: JMC reserves the right to terminate by prior written notice, the whole or part of the agreement. The notice of termination shall specify that termination be for JMC'S convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this agreement, JMC shall have the right to enter into an agreement with any third party. The security Deposit and/or Performance Guarantee given to the JMC by the Agency shall be confiscated.

22. Number of Proposals

No Bidder shall submit more than one Proposal for the proposed work.

23. Period of Validity

- Proposals shall remain valid for 60 (Sixty) days after the last date of submission of bids. JMC holds the right to reject a Proposal valid for a period shorter than 60 days as nonresponsive, without any correspondence.
- In exceptional circumstances, JMC may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting extension of validity will not be permitted to modify his Proposal.

24. Termination, Cancellation, Suspension and Foreclosure of Contract

If at any time after acceptance of the tender or during the progress of work, the purpose or object for which the work is being done changes to due to any supervening cause and as a result of which the work has to be abandoned or reduced in scope the authority shall give notice in writing to that effect to the successful bidder stating the decision as well as of the cause for such decision and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

The contractor shall, if required by the JMC, furnish books of account, wage books, time sheets and other relevant documents and evidence as may be necessary to enable him to certify the reasonable amount payable under this condition.

The reasonable amount of items shall not be in excess of 2% of the cost of the work remaining incomplete on the date of closure.

No: MJ/

Dated:

Joint Commissioner, Admin,
Municipal Corporation,Jammu

Scope of Work:

The Agency(s) is/are responsible for monitoring of timely preparation and scrutiny of financial Accounts. The agency has to get prepared final balance sheet of the years mentioned above along with the Reports and necessary Schedules. The agency / Firm has to visit JMC in accordance with the Agreement / Scope of Work. The detailed scope of work & TOR as specified at in the bid document.

The role and scope of Firm/Agency is to ensure that all transaction accounting process, period end procedures are being complied; along with maintenance of subsidiary registers and books of accounts. Scope has been bifurcated further as below:

- (I) Guidance in maintenance of existing finance and accounting system, preparation of Financial Statements, necessary report and compilation of information as per requirement of JMC and also as per NMAM & JKAM. The indicative area is as follows:
- (II) Preparation and finalization of Accounts and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountancy of India (ICAI) and guidelines and also as per NMAM & JKAM.
- (III) Preparation of Balance Sheets, Receipt and Payment, Income Expenditure account along with their relevant schedules and notes to accounts.
- (IV) Providing consultancy to JMC in Income Tax, GST and other related matters like Financial Evaluation of Tenders / Contracts, etc.
- (V) Filing of Monthly / Quarterly / Annual Returns under GST Act, 2017 and Income Tax Act, 1961 from April 2023 onwards.
- (VI) Consultancy in Finance and accounts for implementing double entry system by corporation and its integration ,if need be with NIC Certified portals or uploading on NIC Portals.
- (VII) Developing and suggesting a suitable mechanism for JMC keeping in view the nature of work and size of the organization.
- (X) Providing guidance to the JMC teams to work on Tally/or any other accounting customized software independently.
- (XI) Providing guidance and enabling implementation on revenue collection and deposition. The security measures for checking pilferages / embezzlement frauds too shall be advised.

Proposal:

The agency is expected to examine all terms and instructions contained in these documents. If the agency considers that it does not have the requisite expertise for the assignment, the agency should not quote. The majority of the key professional proposed to put for the job must be permanent employee.

Proposal Evaluation:

- (i) Evaluation of Technical Bid which will be carried out prior to opening of Financial Bid only and only those Financial Bid's shall be opened who qualify as per criteria of proposal evaluation.
- (ii) The work shall be assigned to a qualified and successful agency.

Award of Work:

The assignment will be awarded to the qualified and successful Agency. However, the Central Purchase Committee or designated Authority in this behalf, has right to accept or reject offer of agency / agencies without assigning reason thereof.

- a. The Proposal shall include the Bid Security Declaration Form, Bid Fee Receipt or Scanned Copy Of DD issued in favour of "Chief Accounts Officer, Jammu Municipal Corporation, Jammu
- b. Copies of work allotment orders, if any.
- c. Agency shall show his financial capability with required documents. The details of which shall be declared in the Annexure.

Proposal offer shall be prima-facie rejected if:

- a. Agency proposes any alteration in the work specified or any conditions or corrections made in the Scope of Work.
- b. Any eraser is made in the Tender Document unauthenticated or any page or a page is / are removed or replaced.
- c. Agency's Tender Document containing his own conditions shall be liable for rejection outright without assigning any reason for the same.
- d. Does not fill in and sign the uploaded Documents form as well as annexure, specifications etc.
- e. Does not / upload and submit the tender by or before the stipulated date and time.
- f. Does not attach the required documents.

- The successful Agency shall be required to enter into agreement with JMC after the letter of Intent is issued & work order will follow after execution of agreement.
- The Central Purchase Committee (CPC) or designated Authority reserves the right to open or not to open any or all Tender Documents or reject any or all tenders without assigning any reason thereof.
- The Central Purchase Committee (CPC) or designated authority, may nominate any person / persons to evaluate the Tender Document submitted by the Agencies.

Professional Fee:-

The professional fee for the assignment shall be as quoted by the Bidder online in the Bill of Quantities as per Schedule 1 attached. In order to fulfil the requirements of prescription of Minimum Fee in accordance with clause (1) of Part II of the Second Schedule to the Chartered Accountants Act, 1949, the Minimum Fee (excluding Taxes) for the Assignment shall be:

| S. No. | Description of Work | Minimum Fee (Excl. Taxes) |
|--------|--|---------------------------|
| 1 | Compilation of Balance Sheet for Fin Year 2022-23 | Rs. 2,50,000 |
| 2 | Compilation of Balance Sheet for Fin Year 2023-24 & Ensuring Financial Compliance in JMC | Rs. 4,30,000 |

The professional fee for the Financial Year 2022-23 shall be released in full upon the furnishing of the Financial Statements and their acceptance by the Tender Inviting Authority. Professional Fee for the Financial Year 2023-24 shall be released to the tune of 10% each quarter and the remaining 60% upon furnishing of the Financial Statements and their acceptance by the Tender Inviting Authority.

Qualification Criteria and Evaluation

Agency's eligibility for qualifying the bid requirement will be evaluated based on the following parameters and marking pattern.

1) Financial Criteria and 2) Technical Criteria

Financial Criteria

1. The average annual turnover of last three years should not be less than Rs. 150/- Lakhs. For removal of doubts, the amounts appearing at the Credit side of the Profit & Loss / Income & Expenditure Account, except Interest Income, shall be considered for calculation of Annual Turnover.

Technical Criteria:

The Chartered Accountant firm should fulfill the following eligibility criteria:

1. Firm should be a partnership firm/LLP and in continuous existence for a period of at least 10 years as on 1st January 2023 since its registration with the Institute of Chartered Accountants of India (ICAI), New Delhi.
2. Firm should be empaneled with Comptroller and Auditor General of India and Reserve Bank of India.
3. Firm should have at least 7 Chartered Accountant Partners out of whom at least 3 CA should be FCA and should have a standing of 10 years or more in practice.
4. Firm must have at least 7 years' experience of working for Govt. Departments, Corporations, Boards, Trusts, PSU's etc.
5. Firm's average annual turnover for the last 3 financial years (2020-21,21-22&2022-23) should be Rs. 150 lakhs or more.
6. Firm should not have been debarred by RBI or any other Statutory/Regulatory Authority.
7. No disciplinary action should have been taken or pending with the Institute of Chartered Accountants of India, against the firm or any of its partners or employees.
8. Firm/Agency must have Office situated in the vicinity of Jammu District for a continuous period of 5 years as on 01.01.2023. This is for coordination and successful completion of the Assignment in time bound manner (*Confirmatory document in the form of Rent Deed / Utility Bill / Tax Registration to be attached without fail*)

SCORING CRITERIA

The scoring criteria to be used for evaluation shall be as follows: -

| S.No. | Criteria | Basis of Marks | Maximum Marks |
|-------|---|---|---------------|
| 1 | Average Annual Turnover of the firm during the last three Financial Years | 150 Lakh : 14 marks Every additional 50 lakh turnover: 3 marks | 20 marks |

| | | | |
|--------------|---|---|------------------|
| 2 | Number of Full Time Partners in the firm | 7 Partners: 11 marks Every additional member : 2 marks | 15 marks |
| 3 | Number of Full Time Fellow Members (Partners) having FCA | 3 FCA: 11 marks Every additional FCA: 2 marks | 15 marks |
| 4 | The firms having the experience of working for Govt. Departments, Corporations, Boards, Trusts, PSU's etc | 7 Years : 14 marks Every additional year: 2 marks | 20 marks |
| 5 | The firm having office Jammu. | Office in Jammu: 7 Marks At least half of member stationed at Jammu: 3 marks | 10 marks |
| 06 | Number of years of existence of Firm | 10 years: 14 marks Every additional year: 1 marks | 20 marks |
| Total | | | 100 marks |

Evaluation:

The Chartered Accountant Firms whose Technical & Financial Criteria Proposals score 70 marks or more out of 100 shall be eligible for financial evaluation.

- a. Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the 'Quality' is 70(seventy) and the weightage for the 'Quoted' price is 30(thirty).
- b. A bid shall have to meet the Minimum Qualifying Marks of 70(sixty) marks in 'Quality' Criteria. Bids not meeting the minimum qualifying marks in 'Quality' Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called 'Qualified Bids' and shall be eligible for financial evaluation of the bid.
- c. 'Qualified Bids' (meeting the minimum Qualifying Marks of in Quality Criteria) and conforming to the technical specifications, terms & conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation.
- d. To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted.
 - i) An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 70 (sixty) in "Quality" Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the quality of each bid:

$$B = (C_{low}/C) * 100 * X + (T/T_{high}) * 100 * Y$$

Where,

C = Evaluated bid price for the bidder,
C_{low}= The lowest of the evaluated bid priced among the responsive bids,
T= The total Technical Score awarded to the bid.

T_{high} = The technical score achieved by the Bid that was scored best among all responsive bids.
=X = 0.3 (The weightage for “Quoted price” is 30%)
Y = 0.7 (The weightage for “Quality” is 70%)

Note:

The Evaluated Bid score (B) shall be considered up to two decimal places.

- ii) Contract shall be awarded to the bidder with the highest Evaluated BidScore (B)
- iii) In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against “Quality” criteria will be recommended for award of contract. Even if there is a tie, then the firm having maximum number of years of experience and maximum number of Full-time Partners associated with the Firm shall be selected.

Results, Deliverables and Outputs

- (i) Compilation of Financial Statements from the years 2022-23 & 2023-2024 based on existing system along with complete schedules and annexure as per the requirement of existing law and accounting standard prescribed by the ICAI and also as per NMAM & JKAM.
- (ii) Assistance in Data entry of all transaction in tally or any other accounting software as per the requirement of JMC.
- (iii) Consultancy to JMC accounting staff in GST, Income Tax and other related matters like financial evaluation of Tenders / Contracts as and when required.
- (iv) Assistance in Filing of Monthly / Quarterly / Annual Returns as prescribed under GST Act, 2017 and the rules and regulations there under from April 2021 onwards.
- (v) Filing of Quarterly returns of TDS & TCS as prescribed under Income Tax Act, 1961.
- (vi) Consultancy and advice in the matter of all taxes. This includes addressing the Notices / Intimations received from Tax Authorities and representation of JMC at required Forums.
- (vii) Advising JMC in any other matter of accounting and finance as mutually decided by agency or JMC.

Terms & Conditions:

1. The Firm/Agency must be partnership firm / LLP registered with the Institute of Chartered Accountants of India.
2. Following the issue of the letter of acceptance, the successful Agency shall be required to enter into Agreement with JMC.
3. Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to CPC or Designated Officer. After referring to CPC or Designated Officer. The decision of the CPC/Designated Officer if not acceptable to any party shall be placed before the Commissioner, JMC who shall act as a Arbitrator to sort out the dispute. If the decision of the Arbitrator is not acceptable to any of the party, the same shall be referred to the court subject to Jurisdiction of Jammu only.
4. Agency shall indemnify JMC and Government, against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the Agency in connection with the performance of its obligations under this contract.
5. Agency has to perform the work as per the scope of work specified in this bid document.
6. Bids must be accompanied by bid securing declaration form duly completed and cost of bid document of the amount as specified in the table above.
7. The payment for cost of bid document should be made through Demand Draft in favour of the Chief Accounts Officer, Jammu Municipal Corporation, payable at Jammu or in shape of e-challan/single window challan of JMC OR Tender Fee receipt through online payment through the JMC link <http://www.jmcjammu.org/online-payment.html>.
8. Bank Name: Jammu and Kashmir Bank Limited
Branch Name: Town Hall
IFSC Code: JAKA0TNHALL
9. Conditional bids and the bids not meeting the qualifying criteria on the date of receipt of bids shall not be opened and shall be rejected.

ROLE OF FINANCIAL MANAGEMENT CONTROL

The role and scope of Firm/Agency is to ensure that all transaction accounting process, period end procedures are being complied, along with maintenance of subsidiary registers and books of accounts. Scope has been bifurcated further as below:

- a) Support in maintenance of existing finance and accounting system, preparation of financial system, necessary report and compilation of information as per requirement of

JMC. The indicative area is as follows:

- i. Preparation and finalization of Accounts and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountancy of India (ICAI) and guidelines.
- ii. Day-to-day cash and treasury management including cash forecasting.
- iii. Building and strengthening of Internal Control and Auditing System and conducting various periodical reconciliation procedures.
- iv. Preparation of Annual Budgets estimates and Budgets Executions;
- v. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of JMC.
- vi. Guidance in Data entry of vouchers in latest version of Tally / equivalent accounting software at headquarters and all divisions.
- vii. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.
- viii. Preparation and maintenance of Cash and Bank Books at headquarters and each division level; preparation of period Bank Reconciliation Statements.
- ix. Reconciliation of Inter-Division transaction and funds transfers to various divisions from headquarters.
- x. Maintenance of statutory books of accounts and records.
- xi. Manage funds and ensure timely release of funds to divisions.
- xii. Guidance in Preparation and maintenance of direct tax (Income Tax, TDS etc) and indirect tax filing of statutory returns with the respective authorities and ensuring its regular compliance.
- xiii. Handling Function based accounting as per JMC rule and regulations.
- xiv. Assistance in Salary Preparation and Tax Computation.
- xv. Maintenance & verification of Tax Deductions (TDS) details
- xvi. Guidance in Preparation of provident fund statements
- xvii. Issuance of TDS Certificates (Form 16 & Form 16 A etc.), as required
- xviii. Reviewing JMC accounting & financial management systems and suggest modifications/ improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
- xix. Assisting JMC in various statutory audits e.g. Annual Audit, Internal Audit, C & AG Audit etc. from time to time and implementing audit recommendations
- xx. Guidance in Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per JMC rules and regulations
- xxi. Provide oversight and professional advice on credit appraisal, risk assessment, loan approval and disbursement, loans monitoring and recovery

b) Guidance in accounting for the financial years **2022-23 & 2023-2024** in accordance with JKMAM & NMAM

c) Study and document the accounting process of each department and provide roadmap for computerization of its accounting process considering the statutory requirement and public financial management.

d) Study the documentation and archive need of every department and recommend suitable suggestion for effective physical documentation and if required for e-documentation also.

e) Selection of appropriate software with suitable customization to meet the requirement of JMC.

f) Implement accounting software with all sub-module and conduct accounting for one year (Financial year 2023-24)

g) Assistance/Guidance to Conduct theoretical and practical trainings for accountants, financial Firm/Agency and other related staffs of JMC for sustainable effective Implementation of DEAS.

- h) Provide necessary support and facility to JMC to troubleshoot the problem related to installation, networking and functioning of accounting software. In case of severe problem, JMC's software support team will coordinate with software vendor and provide solution at the earliest.
- i) Suggest and implement suitable internal control system, establish audit trail after suitable business process re-engineering in accounting software so that un-necessary and mal intentioned activity may be prevented.
- j) Monitor performance of JMC's staff and their own staff and assure quality of their deliverables. The firm/agency will ensure that accounting conducted cover complete transactions, all bank accounts and subsidiary registers. Indicative approach as desired by the JMC is given in appendix 1& 2.
- k) Conduct parallel accounting with involvement of JMC's staff for the year 2021-22. The firm/agency will validate the accounting transactions and extract financial statement as required.
- l) Conduct separate orientation session for senior management and elected representative so that they can understand and use the new system.
- m) Assistance in Training the accounts staff about scrutiny of books of accounts, finalization of books of statement, preparation of monthly MIS report and extract necessary reports as required.
- n) Assistance in Compilation of all needed information required for State and Central Finance Commission, JMC and other stakeholder under its jurisdiction;
- o) Provide guidance and support to accountants for effective delivery of their role and functions related to areas as mentioned in appendix 2, for all accounting years ending up to 31st March, 2022 and including monitoring and evaluation of their deliverables:
- p) Any other activity as the JMC deemed to be executed. The activity shall be ancillary to above activity and with an intention to ensure complete success of the project.

Appendix 1: Indicative approach as desired by JMC to monitor FCs: JMC desire that Firm/Agency should work in such a way that accounting and other related activities conducted by them should cover all transactions and contain necessary communication with external parties like bank, donor, parent agency, vendors etc. All subsidiary books and register should also be maintained and updated so that proposed accounting system can run independently with true success. Firm/Agency's Head Office must be situated at Jammu and agency must coordinate with JMC officials for successful implementation of the Project in time bound manner. Firm/Agency will utilize its team in such a way that:

- a. Accounting process and archive need of every department must be understood and noted after consultation with its head. The Firm/Agency is required to note expectation of each department, form new accounting system and discuss it in progress review meeting. The above process is necessary to involve all departmental staff/wings of JMC in the proposed change.
- b. Selection of accounting software should be in such a way that apart from being user friendly, it should cover entire need of the JMC (A consensus may be arrived in review meeting in this regard) and integrate all supporting function with basic accounting. Supporting function may be as under
 - i) Budget
 - ii) Payroll
 - iii) Statutory Compliance
 - iv) Cost Centre
 - v) Fund accounting
 - vi) Fixed Assets
 - vii) Bank Reconciliation
 - viii) MIS Reporting
 - ix) Grant Accounting
- c. The process for preparation of annual financial statement should be standardized and responsibility for each department with specified timeline should be fixed to ensure proper and timely financial statement for each year.
- d. Produce a proper training plan on each half year and design the training material in such a way that all concerned person may become capable for doing their job perfectly. Training material may be for basic accounting, software, finalization of book etc.
- e. Apart from above the Firm/Agency is required to support the existing finance and accounting system from the day of commencement of work till implementation of new accounting system. Indicative area for support has been given in appendix-2.

Appendix 2: Indicative list of area for guidance and support to accountants for effective delivery of their role and functions

Provide guidance & support in maintaining all accounting ledgers, registers and formats as per NMAM/ JKAM, and review these reports as applicable E g:

- i. Property tax ledgers of assesses.
- ii. Ledgers of other taxes, user charges, fees etc.
- iii. Work ledgers including treatment of income tax, sales tax, royalties, and others.
- iv. Accounting of water works and other municipal delivery services.
- v. Fixed asset register on a regular basis after the preparation of the FAR;
- vi. Any other book of accounts, register required to maintain as per Government of India/ Jammu & Kashmir norms.
- vii. Bank Reconciliation Statements, Advance and Deposit Registers;
- viii. Reconciliation of amounts receivables/recoverable (on account of license fees, interest on deposits, loans and advances etc.) and amounts payable to supplier, contractors, employees (excluding actuarial valuation of terminal liabilities) etc. and obtaining confirmation of balances;
- ix. Reconciliation of property and other taxes receivable;
- x. Reconciling the investments in fixed deposits, shares, etc. and determine the amount of accrued interest. Obtain balance confirmation from institutions holding deposits on behalf of the ULB;
- xi. Assessment of Capital Work in Progress and contingent liabilities;
- xii. Identification of pre-paid expenses, outstanding expenses, outstanding income and any income which is received in advance;
- xiii. Identification of any grant received for specific projects, and the work done till date; pending balance if any.
- xiv. Handholding support and assistance to sustain the new accounting system including asset accounting and inventory management, and provide necessary “on site” professional support in maintaining various books of accounts prescribed under the JKAM ;
- xv. Assist in implementing and preparation of budgets (including outcome budgeting);
- xvi. Cash and funds management so to reduce instances of overdrawning from bank accounts, resorting to short-term loans, and increase options for short- term fixed deposits
- xvii. Receivables and payables management concerning improved collection of dues and timely payments of contractors/suppliers; an implementing the MIS structure and ensuring regular updates to the MIS, so that JMC can receive correct and timely information

FORMAT FOR

FINANCIAL BID
Rate shall be filled in the online BOQ Only

Compilation of Balance Sheet for Financial Years 2022-2023 & 2023-24 and Financial Compliance in Jammu Municipal Corporation, Jammu

| Description | Total Quoted rates for the assignment EXCL. THE GST (to be quoted online only) |
|---|---|
| Compilation of Balance Sheet for Fin Year 2022-23 | |
| Compilation of Balance Sheet for Fin Year 2023-2024 & Ensuring Financial Compliance in JMC | |

The rate is inclusive of all expenses & overhead. Only GST, if applicable, shall be paid extra at Applicable Rates.

Note: The agency shall submit the financial bid/rates through onlinemode only in the BOQ which shall be available online on the said portal.

Rate shall be filled in the online BOQ Only

| Tender Inviting Authority: The Commissioner ,Jammu Municipal Corporation | | | | | | | |
|--|--|----------------------|--------|-----------------|--|---------------------|------------------------------|
| Name of Work: Compilation of Balance Sheets for the Financial Years 2022-2023 & 2023-2024 and Ensuring Financial Compliance in Jammu Municipal Corporation | | | | | | | |
| Contract No: 05JCA of 2023-24 | | | | | | | |
| Bidder Name : | | | | | | | |
| PRICE | | | | SCHEDULE | | | |
| <p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p> | | | | | | | |
| NUMBER # | TEXT # | NUMBER # | TEXT # | NUMBER | NUMBER # | NUMBER # | TEXT # |
| Sl. No. | Item Description | Quantity | Units | Estimated Rate | RATE In Figures To be entered by the Bidder Rs. P | TOTAL AMOUNT | TOTAL AMOUNT In Words |
| 1 | 2 | 4 | 5 | 6 | 13 | 53 | 55 |
| 1 | Compilation of Balance Sheet for Fin Year 2022-23. | 1.0000 | JOB | 0.0000 | | 0.00 | INR Zero Only |
| 2 | Compilation of Balance Sheet for Fin Year 2023-24 & Ensuring Financial Compliance in JMC | 1.0000 | JOB | 0.0000 | | 0.00 | INR Zero Only |
| Total in Figures | | | | | | 0.00 | INR Zero Only |
| Quoted Rate in Words | | INR Zero Only | | | | | |

ANTI-COLLUSION CERTIFICATE

(On the Letterhead of the Bidder)

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not, before the award of any contract for work,

1. Communicate to any person (outside this consortium, its professional and financial advisers, proposed financing banks and their professional and financial advisers) other than the JMC any commercial information.
2. Enter into any agreement or arrangement with any person (outside this consortium) that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside this consortium) for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid or the work, any act or thing of the sort described at (i) (a) or (b) above.

Dated
Day of 2023

**Name of the Prospective Agency
Person**

Signature of the Designated

Expression of Interest

**(to be submitted on the bidder's letter head)(Format of
Covering letter)**

To

**Joint Commissioner, Admin
Jammu Municipal Corporation**

Dear Sir,

**Subject: “Compilation of Balance Sheets for the year 2022-2023 and 2023-2024
Ensuring Financial Compliance in Jammu Municipal Corporation”.**

In response to your e-NIT published in (name of the newspaper/source) dated (date) we wish to express our interest in the above task and hereby submit our proposal.

We confirm that we have read the E-NIT document and are fully eligible to submit this proposal. In particular we confirm that:

(a) We have the capacity to mobilize dedicated personnel to perform the obligations under the contract within the stipulated time-frame.

We have paid the E-NIT Document charges of Rs. 1000/- (Rupees One Thousand only) vide _____.

Declaration:

We hereby declare that:

(1) Any information provided and statements made by us in this proposal are true and correct to the best of our knowledge and belief.

(2) This proposal shall remain valid for a period of 90 days from the last date for submission.

I confirm that I have authority of **[insert Name of the CA firm]** to submit the proposal and to negotiate on its behalf

Yours Faithfully
Authorized Signatory
Name, Seal and Designation

ANNEXURE-3

FORMAT FOR LETTER OF AUTHORISATION

To,

Joint Commissioner, Admin, Jammu
Municipal Corporation 3rd Floor, Town
Hall Building
Near General Bus Stand, Jammu J&K –
180001

Shri _____ domiciled at _____
(Address), acting as _____
(Designation and name of the firm), and whose signature is attested below, is hereby authorized on
behalf of to negotiate and settle terms and conditions, finalize, approve, sign and execute Agreements,
Documents, Endorsements, Writings etc. as may be required by JMC or any Governmental authority for
the work of appointment of Chartered Accountants for “Compilation of BalanceSheets for the financial
years 2022-2023 and 2023-2024 and Ensuring
Financial Compliance in Jammu Municipal Corporation”.

(Attested Signature of Shri _____)

Name of the Designated Person

Signature of the authorized Person

Name of the Prospective Agency

ANNEXURE-4
Format for Affidavit / Undertaking

To,

Joint Commissioner, Admin,
Jammu Municipal Corporation 3rd
Floor, Town Hall Building
Near General Bus Stand, Jammu J&K –
180001

I/We _____ (Name and Designation) of
_____ (Name of firm company) do solemnly affirm and
certify that all the statements made in the annexure hereto are true and correct.

I, hereby undertake to provide / furnish any other information / particulars as may be required by JMC.

I, the undersigned, further agree and undertake to arrange and / or assist JMC and/or its authorized representative in all respects, whatsoever, in conducting any enquiry or investigations for verification / authentication of the statements, documents submitted by us in connection with this application and to seek clarification from our bankers and clients regarding and financial, technical and managerial aspect(s).

I, further agree and undertake to authorize and individual or authorized representative of any institution referred to in the supporting information, to provide such information as may be deemed necessary and requested by you to verify the statement and information furnished in this application together with all Annexure or with regard to the resources, experience and competency of the Agency herein.

Signature (Authorized Signatory)

Jb

ANNEXURE-5**Registration, Professional Experience & Financial Capacity**

1. Name of the Firm:
2. Reg. No of the Firm with ICAI:
(*Attach Copy of Firm Constitution Certificate as on 01.01.2022 by ICAI*)
3. Reg. No of the Firm with CAG:
(*Attach Copy of Latest Empanelment Status*)
4. Reg. No of the Firm with RBI (UCN):
(*Attach Copy of Registration Letter*)
5. Year of Establishment of the Firm:
6. Details of Head Office & Branch Office(s)

Head Office

| Address | Date of Establishment | Contact No(s) | E-mail |
|---------|-----------------------|---------------|--------|
| | | | |

Branch Offices

| S. No | Address | Date of Establishment | Contact No(s) | E-mail |
|-------|---------|-----------------------|---------------|--------|
| | | | | |

*(Attach Copy of Firm Card by ICAI)***7. Details of Experience**

| S. No | Name of the Project / Government Department | Year of Work |
|-------|---|--------------|
| | | |

8. Details of Turnover of the Firm:

| S. No | Financial Year | Turnover | Average Turnover for 3 Years |
|-------|----------------|----------|------------------------------|
| | 2020-21 | | |
| | 2021-22 | | |
| | 2022-23 | | |

*(Attach Turnover Certificates)***9. Details of Government Assignments Executed / Received in Jammu and Kashmir during 01.01.2019 to 31.12.2022:**

| S. No | Name of the Government Department | Nature of the Assignment | Awarded Value (Without Taxes) |
|-------|-----------------------------------|--------------------------|-------------------------------|
| | | | |
| | | | |

10. PAN of the firm:*(Attach Copy)***11. GSTIN of the firm:***(Attach Copy of Registration certificate and GSTR 3B for October, November and December 2020)***12. Bank details of the firm:**

| | |
|--------------------|--|
| Bank Name | |
| Branch and Address | |

| | |
|---------------------------|--|
| Account Number | |
| IFSC of the branch | |
| Type of Account | |

13. We confirm that our firm is not blacklisted by the RBI / CAG / any Government Company or Department.
14. We confirm that the partners in the firm or their immediate relatives are not associated / related with the Councilors / employees of Jammu Municipal Corporation.
15. We confirm that we have not taken any deviation from the specified terms & conditions of the NIT documents. A copy of the complete NIT document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.

**Signature of Partner with
Name & Seal of the audit firm**

ANNEXURE 6

BID FORM

Agencies are required to fill up all the blank spaces in this Bid Form.

To,

**Joint Commissioner, Admin,
Jammu Municipal Corporation
3rd Floor, Town Hall Building
Near General Bus Stand, Jammu J&K
– 180001.**

Sub:- Invitation Letter No _____

Dear Sir,

The complete set of Tender Document, Pre Bid Minutes, Clarification, amendments, addendum etc. for the execution of the above contract, we the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the e. NIT

I/We agree that

The officer in-charge will be at liberty to take any action including termination of agreement and impose at his absolute discretion any penalties and/or reject the work.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (90 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, we agree to enter into formal contract agreement incorporation the conditions of contract there to annexed but until such agreement is prepared this together with JMC written acceptance there and shall constitute a binding contract between us.

We understand that we have to follow the instruction of JMC & their designated officers. If any during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20__.

Signature of Authorized
Signatory with Seal

ANNEXURE-7**(A) DETAILS OF PARTNERS IN THE FIRM:**

| Sr No | Name of incumbent | Age | Professional Qualifications (FCA / ACA) (CISA / DISA) | Experience | Date Partner with the Firm |
|--------------|--------------------------|------------|--|-------------------|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |