



JAMMU & KASHMIR
SCHEDULED CASTES, SCHEDULED TRIBES & BACKWARD CLASSES DEV.
CORPORATION

715-A Last Morh Gandhi Nagar Jammu/Camp office Srinagar
Tel. 0191-2433229, 2452009/01942481988



**Expression of Interest (EoI) for engagement of Chartered Accountant Firms for the
Financial year 2023-24 & 2024-25.**

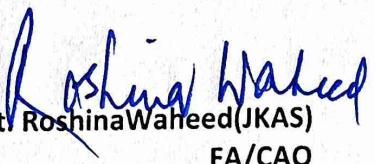
On behalf of J&K SC ST BC DEVELOPMENT CORPORATION LTD., invites offers in two cover system (Cover-I "Technical Bid" and Cover-II Financial Bid"), for hiring of eligible Chartered Accountant firms registered with CAG & Institute of Chartered Accountants of India (ICAI) on open tender basis.

1. The complete bidding documents can be seen and download from the website Public Procurement Portal <https://www.jktender.gov.in>
2. The bidders shall submit their bids in electronic format on the website <https://www.jktender.gov.in>
3. The dates for online bidding are tabulated below:-

S.No.	Item	Description
1	Publishing Date & Time	14/12/2023
2	Date and time of downloading of bid documents	15/12/2023
3	Online Bid submission start date and time	15/12/2023
4	Online Bid submission end date and time	31/12/2023
5	Technical Bid opening date	01/01/2024
6	Price Bid opening date	03/01/2024
7	Bid opening place	Head Office, Last Morh Gandhi Nagar Jammu & K
8	Bid validity	120 days

4. Bid must be accompanied by all the pre-qualification documents, declaration form including cost of tender documents of Rs.500/- (Rupees Five Hundred Only) in the shape of Demand Draft and Earnest Money of Rs 10,000/- (Rupees Ten Thousand Only) in the shape of CDR pledged to FA/CAO, J&K SC ST BC DEVELOPMENT CORPORATION LTD. and scanned copy of the same should be uploaded with the tender.
5. Before submission of online tenders, bidder must ensure, the scanned copy of all the necessary documents have been attached with the bid failing which their bid/offer shall be rejected without serving any notice.
6. The bidders have to submit their bids in electronic format with Digital Signature Certificate. No proposal will be accepted in physical form.
7. This office will not be responsible for any delay in online submission of bids, whatsoever, reasons may be.

8. The bids shall remain valid for 120 days from the last date of submission of bids/tenders.
9. All other terms/conditions/eligibility can be seen the website
<https://www.jktender.gov.in>


Smt. Roshina Waheed (JKAS)
FA/CAO

No. Date Sc/ST/Bc/Corp/All Hs / 2263/23
Dt. - 13/12/2023

Financial Advisor (F.A.)
J&K Scheduled Castes Scheduled Tribes &
Backward Classes Development Corporation
JAMMU

Inviting of e-tender for hiring of Chartered Accountant Firms.

On behalf of J&K SC ST BC DEVELOPMENT CORPORATION LTD, invites offers in two cover system (Cover-I "Technical Bid" and Cover-II Financial Bid") for hiring of eligible Chartered Accountants firms registered with CAG & the Institute of Chartered Accountants of India(ICAI) for a period of Two Financial Years 2023-24, & 2024-25.

1. The complete bid/tender documents can be viewed and downloaded from Public Procurement Portal <https://www.jktenders.gov.in>

Bidder must upload their bids along with scanned copy, exemption details /receipt of tender fee of Rs.500/- (Rupees Five Hundred Only) for the respective service in the shape of Demand Draft(Non-refundable) from any Registered/Nationalized Bank pledged to FA/CAO, J&K SC ST BC DEVELOPMENT CORPORATION LTD, payable at Jammu by or before last date of submission of bids given in the tender documents, the receipt of the same may be uploaded with the tender.

The successful bidder should submit hard copy along with original documents in respect of cost of tender documents, EMD/ exemption details and self-attested copies of all relevant documents, as per NIT in sealed envelope in the office of the J&K SC ST BC DEVELOPMENT CORPORATION LTD, Last Morh Gandhi Nagar Jammu J&K 180004

Time Period: The Chartered Accountant Firm may be required to provide the desired services for period of Two years i.e. Financial years 2023-24 & 2024-25. Notwithstanding anything contained herein above, this office shall reserve the right to discontinue the services of the CA/Firm in the event their services are evaluated as unsatisfactory at any time during the period.

Evaluation of Tenders: The interested firms shall be requested to go through terms and conditions and arrange to submit their tender as per terms & conditions for providing services mentioned in the scope of work. The tender shall be evaluated by a committee constituted for the purpose and allotment of work shall be done as per office norms.



Scope of work:

1. Filing of quarterly/annual return on TDS and GST etc. based on records for aforementioned financial years and generating of TDS certificates on Form 16 and Form 16-A.

2. Preparation and filing of replies/corrected statements to the Income Tax Deptt. In respect of notices/communications received by the Authority irrespective of period to which the notice belongs.

3. Providing opinion on GST, IT & ST etc, in the matters of pertaining to the Authority.

4. To examine any order/communication received from Income Tax Deptt. and advise further course of action.

5. To prepare replies/submissions for the assessment proceedings, appellate proceeding and any other Income Tax, GST & Sales Tax related proceedings/notices/letters/summons etc.

6. Preparation/Verification of the correctness of trial balance, profit & loss account, receipt and payment, income & expenditure accounts & balance sheet from the digitalized books of accounts prepared by the office staff.

7. The firm shall ensure arithmetic accuracy of all the entries & ensure that all the transactions recorded in subsidiary books is reflected in main cash books.

8. The prevention & detection of fraud & errors in the office.

9. Assistance in any other related matters of importance.

10. Ensure calculation of Advance Income Tax and submission the details to the office well in advance (at least 10 days) for further depositing to Income Tax Department.

Terms & Conditions

1. The firm must be a Partnership Firm. Self-attested copies of requisited documents/certificates issued from appropriate authorities should be submitted online along with the tender to substantiate the claim.
2. The firm must have a minimum 5 years of operational experience in similar environment like Central /State Govt./UT autonomous bodies/Universities including Bank Audits.
3. The firm must have valid GSTIN Registration number.
4. The firm must submit the copies of appointment letters/audit completion certificate of last five years from the audited organizations.
5. The firm must have head office at Jammu and adequate personnel to ensure proper deployment and timely completion of the assignment.
6. The award process may be postponed/cancelled suo motto without assigning any reason or giving any notice to the firm.
7. If, even after the award of contract, information/facts submitted by the firm are found misleading/incorrect/false etc. This office reserves the right to disapprove the contract.
8. The contract shall remain valid for a period of 24 months from the date of the award of contract and the same may be extended further for a period of 12 months on the same terms and conditions subject to the satisfactory performance.
9. The successful firm who may be awarded the contract is subject to verification of original documents and execution of necessary agreement and should start the work within a period of 10 days from the date of award of contract.

10. This Office reserves the right to terminate the Contract of a successful firm without assigning any reason thereof.
11. The proof of remittance of Tender Fee/ EMD/ Exemption Certificate to be uploaded online with the technical bid.
12. Tenders received without payment of cost of tender and EMD shall be summarily rejected.
13. The online tenders shall be opened by a committee constituted for this purpose as per date and time mentioned in the table above, in the presence of firm/firms or their authorized representatives, who wish to be present, at the time of opening of the tenders.
14. In case of any incomplete document/information submitted by the firm/contractor, his tender may be rejected without assigning any reason thereof.
15. The firm shall not assign, sub-contract or sublet the whole or any part of the contract if so allotted to him.
16. Any legal dispute shall be subject to the jurisdiction of courts in Jammu District only & no other Court shall have the jurisdiction.
17. The appointment is initially for 24 months period, which can be extended to further period of 12 months on same terms & conditions on satisfactory performance.
18. The selected firm will have to execute the agreement within 7 days of the award of contract & shall start the work within 10 days from the date of execution of agreement with the office.
19. The selected firm shall be required to comply with the instructions if any issued by the office.
20. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above work during the period of the contract.
21. The selected firm shall have to give an undertaking to follow all the technical specifications provided by the office. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
22. In case of any dispute, the decision of MD shall be final and binding.
23. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
24. A consistent history of litigation or arbitration awards against the applicant may result in disqualification.
25. Technical and Financial bids complete in all respects, must be uploaded at the aforesaid portals, as per stipulated dates and times mentioned in the table.
26. Financial bids of only those firms shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
27. The tenders uploaded/received after due date, time and place mentioned above shall not be entertained under any circumstances.
28. The rates quoted by the firms/CA should be inclusive of all taxes/GST etc.
29. In case of firm securing equal qualifying percentage, in the case the decision of the committee as per evaluation on the basis of presentation in respect of methodology of job to be performed by the firm shall be final and binding upon the all the bidding firms.

Minimum Eligibility Criteria:

S.No.	Particulars	Minimum Criteria
1	Number of full time partners associated with the firm with at least one being fellow Chartered Accountant having more than 5 years' experience after becoming FCA (As per Certificate of ICAI)	2
2.	No. of Partners in Head Office at Jammu	2
3	Turnover of the firm (Average annual turnover in last three financial years)	Rs 40.00 Lacs
4	Number of years of firm's existence	5 years
5	Number of assignments of Audit of Central/State Govt./UT Autonomous bodies/Universities including Audit of Bank in the last 5 years.	5

Technical Bid Comprises of:

1. A copy of constitution /registration certificates of firm/organization issued by ICAI containing inter-alia:
 - a. Date of formation of the firm.
 - b. Details of partners/CA employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.
2. A copy of the latest partnership deed of partnership firms.
3. A copy of the IT return of the firm for the last three years along with photocopy of PAN card/GSTIN No./Aadhar No./Voter ID/Passport mentioning address.
4. A copy of financial statement of the firm along with schedules for the preceding three financial years.
5. Details of court cases/arbitration cases or any other case pending against the firm/organization, if any.
6. Details of audit experience of the firm/organization for the last 5 years may be given.
7. Details of semi-qualified assistant (inter Chartered Accountant) in firm along with details from semi-qualified assistant (inter Chartered Accountant) from ICAI Portal.
8. Experience certificate/appointment letter of firm providing Income Tax Consultancy to Government Organizations/PSUs/Banks in J&K during last 3 years.
9. Experience certificate/appointment letter of firm providing GST consultancy to Govt. organization/bodies/PSU's/Departments/Banks during last 3 years.
10. Copy of J&K stationed Partner/Partners of the firm having done post qualification Diploma in information System Audit by ICAI (DISA (ICAI))/CISA
11. Copy of J&K stationed Partner/Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD (ICAI))



Selection Criteria

The offers shall be evaluated on the following parameters on a scale of 100 marks. The applicants will be awarded marks for each of the parameters as per following details. The 80marks shall be awarded for technical qualification and 20marks for financial offers.

The Financial Bids of top three firms who score highest marks in the technical offers and presentation shall be opened to determine the best offers after taking into consideration the financial offers. 50marks are the qualifying marks for Technical Bid.

S.No.	Parameters	Basis of Marks	Maximum Marks
I	Technical Weightage (80%)		
1	Year of establishment of firm(s) since date of registration	Upto 10 years : Nil 10 Years or more: 10marks	10marks
2	Number of Partners at Head Office in Jammu	3marks for each associate member (partner) and 6 marks for each fellow member	15marks
3	Number of semi qualified assistant (inter Chartered Accountant) in firm.	3marks for each semi-qualified assistant	12marks
4	The firm providing Income Tax Consultancy to Government Organizations/PSUs in J&K during last 3 years.	3marks for each Govt.org/PSU per year	15marks
5	Firm providing GST consultancy to Govt. organization/bodies/PSU's/Departments during last 3 years.	3 marks for each appointment/empalement per year	15marks
6	Jammu stationed Partner/ Partners of the firm having done post qualification Diploma in Information System Audit by ICAI (DISA(ICAI))/CISA	2marks for each partner	4marks
7	Jammu stationed Partner/ Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD(ICAI))	3marks for each partner	6marks
8	Jammu stationed Partner/ partners of the firm having concurrent audit certificate from ICAI	3marks for each partner	3marks
SubTotal			80marks
II	Financial weightage (20%)	member year	20marks
		Total	100Marks





FINANCIALBID

1. The financial bid shall comprises of the professional fee to be charged from the office per month/ per annum (including all taxes, duties & levies)
2. The minimum bid price for the job has been fixed at Rs. 5000/- (Rupees Five Thousand only) per month or Rs. 60,000/- (Rupees Sixty Thousand Only) per annum which is inclusive of all taxes.
3. Name of the firm: Address:
Phone No:

Item of Activity	Total Amount Per Month/ Annum excluding GST and all other taxes.
As per the scope of work	

Date: Signature of the authorised Person:

Place: Name:

Designation:

Payment terms:

The payment shall be made against the services by the firm, subject to the following terms and conditions.

1. The payment during the entire contract period shall be made in accordance with the accepted amount by the both parties.
2. No request for extra payment on account of increase in fee on any account called will be entertained including TA/DA.
3. The payment shall be made on Monthly/Annual basis on submission of bill and satisfactory performance of assigned work.
4. The authority reserves the right to deduct an amount from bills raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing the services. The decision of the authority shall be final in this regard.
5. This office shall deduct TDS/GST or any other taxes/levy as per prevailing rates/rules.
6. The payment shall be released after the verification/authentication of the bill by the office.

Compliance:

1. The Chartered Accountant firm shall not subcontract the assigned work.
2. The Chartered Accountant firm shall work in strict confidence and shall ensure that the related data or information in respect of the work /services is dealt within the strict confidentiality and secrecy.
3. Assigned work/services shall be completed within the time frame specified by the Income Tax Authority.
4. Neither the Chartered Accountant firm, nor its associates should have any interest in the business of the authority.
5. The Chartered Accountant firm shall ensure that record given to them by the authority and any information generated from the record provided shall not be used by the firm for any other purposes.

DebarringProvisions:

The firm will be debarred from getting, the service or assignment:

1. If the firm obtains contract on the false information/misstatement.
2. If the firm does not work as per the norms of contract/Income Tax Authorities/letters of award.
3. If the firm fails to maintain/honour confidentiality and secrecy of the Authority (SDA).




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Undertaking

1. We hereby confirm that all the documents submitted in this tender are authentic, genuine copies of originals and have been issued by the issuing authority mentioned above and no part of the document(s)/information is false, forged or fabricated.
2. We hereby confirm that our complies with the total technical-commercial requirements/terms & conditions of the tender and subsequent addendum/corrigendum (if any), issued by the office, without any deviation/exception/comments/assumptions.
3. We also confirm that we have quoted the rates without any condition and deviation.
4. We hereby confirm that we are not under any liquidation, any court receivership or similar proceedings and bankruptcy.
5. We hereby confirm that any Partner/Director of the entity have not been convicted in any disciplinary proceedings/criminal case by Regulatory Authority/Court in connection with professional work.
6. We further confirm that we have not been in negative list/black list by any Public Sector/ Undertaking/ Govt/ Semi Govt./ organization/ Banks.
7. We hereby confirm that we have not been banned/de-listed/de-barred from business by any PSU/ Govt. Department/ Banks during last 10 years.
8. We also confirm that the contents of this tender have not been modified or altered by us. We are replete that any discrepancy noticed in future, our bid may be rejected/terminated.
9. We hereby confirm that we have gone through and understood the tender documents and that our bid has been prepared accordingly in compliance with the requirement stipulated in the said document.
10. We further confirm that we have quoted our rates in electronic mode through e-tendering portal. We confirm that rate quoted by us includes rate for all services as mentioned in the tender document.

Stamp & Signature of Bidder _____

Name of the Bidder _____

Note: To be stamped and signed by the signatory on the letterhead of Bidder.

Declaration:

I, [Redacted] owner of the firm

hereby declare that the above information furnished is true and correct to the best of my knowledge and I will abide by the terms & conditions set by the organization for the service/work.

Date:



Signatures: _____

Seal of the Firm: _____

Name & Designation: _____



**DetailsofCAfirmsexperienceofIncomeTax&GSTConsultancyinState/Central/Autonomous
Bodiesduringlast5years:**

S. No.	NameofAssignment	Name of the central/state autonomous bodies/Banks	Nature of assignm ent(s)specify whether work involved al l jobs as detailed in the cope of work.	Name of thesup porting docume nts provided
1				
2				
3				
4				
5				

Furnish the copy of the documentary evidences in support of the information provided above. Please attach additional sheets, if required.

Dated:

Signatures: _____

SealoftheFirm: _____

Name&Designation: _____




Checklist of Documents to be scanned & Uploaded along with EO on E-Portal

S. No.	Item Description	Yes/No	Remarks
1	Copy of PAN		
2	Copy of Aadhar Card / Voter ID / Passport etc. mentioning address.		
3	Copy of certificate of registration with Institute of Chartered Accountant of India / Institute of Cost Accountants of India		
4	Certificate of Practice issued by the Institute of Chartered Accountants of India showing experience of at least five years of practice.		
5	Copy of order / letter of empanelment with the Department(s):- <ol style="list-style-type: none"> 1. Department of Income Tax 2. Department of Customs and Central Excise 3. Department of Service Tax 4. Department of Value Added Tax 5. Department of Goods & Services Tax 		
6	Copies of full Income Tax returns & Financial Accounts for the last three financial years.		
7	Copy of order of Audit Assignments of Internal / Statutory / Forensic Audit of Corporate / PSUs entities, including Bank Branch Audit.		
8	Details of staff engaged (Excluding typist, stenographers, computer operators, secretaries and subordinate staff etc.) consisting of audit and articled clerks with the knowledge in book-keeping and accountancy and are engaged in outdoor audit providing their names, educational qualification, date of engagement etc. in Annexure		
9	Details of semi qualified assistant (inter Chartered Accountant) if firm along with details from semi qualified assistant (inter Chartered Accountant) from ICAI Portal.		
10	Experience certificate / appointment letter of firm providing Income Tax Consultancy to Government Organizations / PSUs / Banks in J&K during last 3 years.		
11	Experience certificate / appointment letter of firm providing GST consultancy to Govt. organization / bodies / PSU's in J&K during last 3 years.		
12	Copy of Jammu stationed Partner / Partners of the firm having done post qualification DISA (ICAI) / CISA		
13	Copy of Jammu stationed Partner / Partners of the firm having done post qualification Certificate Course in FAFD (ICAI)		
14	Copy of Jammu stationed Partner / partners of the firm having completed the concurrent audit course from ICAI.		

Note:- In case, any of the documents is not available, then applicant may specify so on a separate paper, duly signed and upload the same against the said document.

