

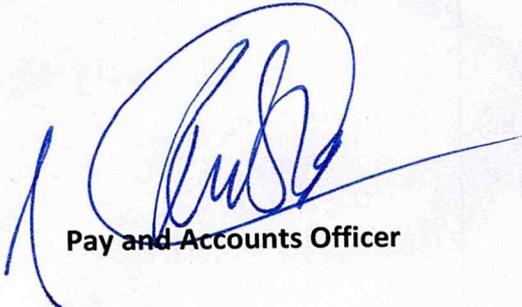
Expression of Interest (Eoi) for engagement of Chartered Accountant Firms for the Ageing of Loans from the year 1994 to 31st March 2024.

On behalf of JAMMU & KASHMIR STATE WOMEN'S DEVELOPMENT CORPORATION LIMITED, invites offers in two covers 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 downloaded 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	08.07.2024
2	Date and time of downloading of bid documents	09.07.2024
3	Online Bid submission start date and time	09.07.2024 9.00 AM
4	Online Bid submission end and time	15.07.2024 6.00 PM
5	Technical Bid opening date	16.07.2024 11.00 AM
6	Price Bid opening date	
7	Bid opening place	
8	Bid validity	120 days

4. Bid must be accompanied by all the pre-qualification documents, declaration for 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 Pay & Accounts Officer, JAMMU & KASHMIR STATE WOMEN'S DEVELOPMENT CORPORATION LIMITED 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/offers 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>


Pay and Accounts Officer

No. JKWDC/ESTT/2024/21

Dated: 08/07/2024

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

On behalf of JAMMU & KASHMIR STATE WOMEN'S DEVELOPMENT CORPORATION LIMITED, invites offers into two covers 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 six months.

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

Pay and Accounts Officer, JAMMU & KASHMIR STATE WOMEN'S DEVELOPMENT CORPORATION LIMITED payable at Srinagar 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 JAMMU & KASHMIR STATE WOMEN'S DEVELOPMENT CORPORATION LIMITED Bemina Srinagar/ Gandhi Nagar Jammu J&K

Time Period: The Chartered Accountant Firm may be required to provide the desired services for period of Six months. 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. The firm shall work out as per Schedule III requirement i.e. ageing schedule of Trade receivables shall be prepared in a tabular format as notified by MCA classified as 6 months to One year one to Two and so on. Thus the firm shall work out on ageing of Loan since inception i.e. 1994 to March 2024 along with the year wise recovery details due and receipt.
2. The firm shall also match the columns with Financial Statements or Notes two additional columns un-built and not due.
3. The firm shall ensure arithmetic accuracy of all the entries & ensure that all the transactions recorded in subsidiary book is reflected in main cash books.

Terms & Conditions

1. The firm must be a Partnership Firm. Self-attested copies of requisite 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/ Kashmir 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 firm shall complete the assignment within the period of Six months failing which the office reserve the right to terminate the contract
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 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.

18. The selected firm shall be required to comply with the instructions if any issued by the office.
19. 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.
20. In case of any dispute ,the decision of MD shall be final and binding.
21. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
22. A consistent to this of the litigation or arbitration awards against the applicant may resulting disqualification.
23. Technical and Financial bids complete in all respect, must be uploaded at the afore said portal, as per-stipulated dates and times mentioned in the table.
24. 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.
25. The tenders uploaded/received after due date, time and place mentioned above shall not be detained under any circumstances.
26. The rates quoted by the firms/CA should be inclusive of all taxes/GST etc.
27. 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.

A handwritten signature in blue ink, consisting of a large, stylized initial 'P' followed by a surname, with a long horizontal line extending to the right.

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 Accountants having more than 5 years' experience after becoming FCA (As per Certificate of ICAI)	2
2	No. of Partners in Head Office at Jammu/Kashmir	2
3	Turn over of the firm (Average annual turnover in last three financial years)	Rs25.00Lacs
4	Number of years of firms existence	5 years
5	Number of assignments of Audit of Central/State Govt./UT autonomous bodies /Universities excluding the Audit of Banks 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 firms.
 - 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/ GSTN 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. Copy of J&K stationed Partner/ Partners of the firm having done post qualification Diploma in information System Audit by ICAI (DISA(ICAI))/CISA
10. 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)) and Certificate Course on Public Finance and Government Accounting (ICAI).



SelectionCriteria

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 70 marks shall be awarded for technical qualification and 30 marks for financial offers.

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

S.No.	Parameters	BasisofMarks	Maximum Marks
I	TechnicalWeightage(80%)		
1	Year of establishment of firm(s) since date of registration	Upto5years : Nil 5 to 10 Years or more: 10marks	20marks
2	Number of Partners at Head Office in Jammu/ Kashmir	2marksforeachassociatemember(partner)and4marksforeachfellowmember (partner)	20marks
3	Number of semi qualified assistant(inter Chartered Accountant) in firm.	5marksforeachsemi-qualifiedassistant	15marks
4	Jammu/Kashmir stationed Partner/ Partners of the firm having done post qualification Diploma in information System Audit By ICAI(DISA(ICAI))/CISA	5marksforeachpartner	5marks
5	Jammu/ Kashmir stationed Partner/Partners of the firm having done post qualificationCertificateCourseinForensicAccounting & Fraud Detection by ICAI(FAFD(ICAI))	5marksforeach partner	5marks
6	Kashmir stationed Partner/partners of the firm having completed the Certificate Course on Public Finance and Government Accounting (ICAI)	5marksforeachpartner	5marks
	SubTotal		70marks
II	Financialweightage(20%)		30marks
		Total	100Marks



FINANCIAL BID

1. The financial bid shall comprises of the professional fee to be charged from the office for full assignment (including all taxes, duties & levies)
2. The minimum bid price for the job has been fixed at Rs.15000/-
3. Name of the firm: Address: PhoneNo:

Item of Activity	Total Amount for full assignment included GST and all other taxes.
As per the scope of work	

Date:

Signature of the authorised Person:

Place:

Name:

Designation:

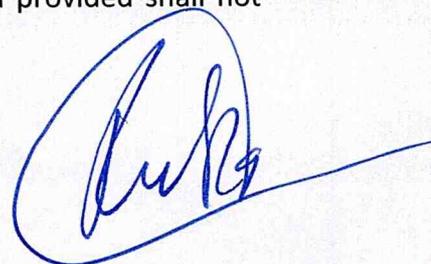
Payment terms:

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

1. The payment shall be made in accordance with the excepted amount by both the 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 after completion 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 sub contract 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 in terms and conditions.
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.



Debarring Provisions:

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 letter so award.
3. If the firm fails to maintain/honour confidentiality and secrecy of the Authority (SDA).

A handwritten signature in blue ink, consisting of a large, stylized initial 'P' followed by a cursive name, with a long horizontal line extending to the right.

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 company 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 has 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 agree that if any discrepancy is 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 requirements 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 the 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 _____ 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: _____



Check list of Documents to be scanned & Uploaded along with EOlonE-Portal

S. No.	ItemDescription	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 Accountants of India/Institute of Cost Accountants of India		
4	Certificate of Practice issued by the Institute of Chartered AccountantsofIndiashowingexperienceofatleastfiveyearsofpractice.		
5	Copy of order/letter of empanelment with the Department(s):- 1. C&AG		
6	Copies of full Income Tax returns & Financial Accounts for the last three financial years.		
7	Copy of order of Audit Assignment so Internal/Statutory/Forensic Audit of Corporate/PSUs entities, including Bank Branch Audit.		
8	Details of staff engaged (Excluding typist, stenographers, computer operators, secretaries and sub ordinate staff etc.)consisting of audit and article clerks with the knowledge in book-keeping and accountancy and are engaged in out door audit providing their names, educational qualification, date of engagement etc. in Annexure		
9	Details of semi qualified assistant (inter Chartered Accountant) in 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 GSTconsultancy 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/Partner so the firm having done post qualification Certificate Course in FAFD(ICAI)		
14	CopyofJammustationedPartner/partnersofthefirmhavingcomplete d Certificate Course on Public Finance and Government Accounting (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.

