



Government of Jammu and Kashmir

REQUEST FOR QUALIFICATION (RFQ)

FOR

**EMPANELMENT OF CHARTERED ACCOUNTANCY FIRMS FOR IMPLEMENTATION OF
NATIONAL MUNICIPAL ACCOUNTING MANUAL IN THE URBAN LOCAL BODIES OF
JAMMU & KASHMIR**

Housing and Urban Development Department, Government of
Union Territory, Jammu & Kashmir

RFQ No.: [10-DULBJ of 2024-25 dated 23/01/2025](#)

Issued on: 23/01/2025

TABLE OF CONTENTS

S. No.	Content	Page No.
1	Cover Page	1
2	Disclaimer	3
3	Section 1 – Notice Inviting Tenders (NIT)	4
4	Section 2A – Instructions to Bidders (ITB)	6
5	Section 2B – Data Sheet (DS)	14
6	Annexure – A (Procedure for Evaluation of Proposals)	17
7	Section 3 – Technical Proposal Standard Forms	20
8	Section 4 – Terms of Reference (TOR)	26

DISCLAIMER

The information contained in this Request for **Qualification document (“RFQ”)** or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the HUDD or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by the HUDD in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for the HUDD, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The HUDD accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The HUDD, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way in this Selection Process.

The HUDD also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFQ. The HUDD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ.

The issue of this RFQ does not imply that the HUDD is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the HUDD reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the HUDD or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the HUDD shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

SECTION-1: NOTICE INVITING REQUEST FOR QUALIFICATION

**Government of Union Territory, Jammu and Kashmir
Housing and Urban Development Department**

Enit No:- 10-DULBJ of 2024-25 dated 23/01/2025

Subject: RFQ for Empanelment of Chartered Accountancy Firms for Implementation of National Municipal Accounting Manual in the Urban Local Bodies of Jammu & Kashmir

1. The Housing and Urban Development Department (HUDD) (hereinafter referred to as "HUDD" / "Authority"/ "Client" in this document) intends to empanel "**Chartered Accountancy Firms for implementation of National Municipal Accounting Manual**" in Jammu & Kashmir, invites online offers, from registered and reputed Firms/ Agencies/ Entities/ Companies/ LLP having relevant experience and expertise for the following work:-

S. No.	Name of Work	Cost of Tender Document (INR)
1.	<i>RFQ for Empanelment of Chartered Accountancy Firms for Implementation of National Municipal Accounting Manual in the Urban Local Bodies of Jammu and Kashmir.</i>	Rs2,000/-

2. The Request for Qualification (RFQ) document, consisting of bidding information, eligibility criteria, terms of reference, conditions of contract and other details, can be seen/downloaded from the e-procurement portal of J&K Govt. <https://jktenders.gov.in> as per the schedule of dates given hereunder:

S. No.	Particulars	Schedule Date & Time
1.	Date of issue of Notice for RFQ	23/01/2025
2.	Document download Start Date & Time	24/01/2025 at 10.00 AM
3.	Last Date & time for receipt of requests for clarifications.	31/01/2025 upto 6.00 PM
4.	Pre-Proposal meeting Date & Time	04/02/2025 at 11.30 AM
5.	Bid Submission Start Date & Time	24/01/2025 after 10.30 AM
6.	Bid Submission End Date & Time	10/02/2025 at 6.00 PM
7.	Technical Bid Opening Date & Time	11/02/2025 after 11.30 AM
8.	Financial Bid Opening Date & Time	To be intimated separately.

3. **The cost of tender document should be remitted online into the below mentioned official A/c of this office through RTGS/ NEFT:-**
 - **Director, Urban Local Bodies**
 - **Account Number:** 0051010100002231
 - **IFSC CODE:** JAKAOLINKRO
 - **Type of Account:** Current Account
4. The bidder is required to quote in the prescribed format provided on e-procurement portal and the selection will be done on **Quality Based Selection (QBS)**.
5. Right to revise or amend this notice and / or the RFQ Document, fully or partially, prior to the last date notified for submission of offers or on any subsequent date is reserved by the Client.

6. The Client reserves the right to accept or reject any or all proposals, cancel the bidding process, at any time prior to the award of contract, without assigning any reason therefor and thereby assumes no responsibility of incurring any liability to the affected applicants.
7. The tender fee already paid against **Enit No:-09-DULBJ of 2024 dated 04/01/2025** is acceptable for this tender.

**Sd/-
Director,
Urban Local Bodies
Jammu**

SECTION – 2A: INSTRUCTIONS TO BIDDERS (ITB)

A. General Provisions

<p>1. Definitions</p>	<p>The following words and expressions shall have the meanings hereby assigned to them.</p> <ul style="list-style-type: none">(a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the bidder.(b) “Applicable Law” means the laws and any other instruments having the force of law in Union Territory of Jammu & Kashmir, India, as they may be issued and in force from time to time.(c) “Authority/Client” means the department that issues the letter for the empanelment of eligible firms.(d) “Data Sheet” means an integral part of the Instructions to Bidders (Section 2B of this RFQ) that is used to reflect specific country and assignment conditions to supplement the provisions of the Instructions to Bidders.(e) “Day” means a calendar day.(f) “Government” means the Government of Union Territory, Jammu & Kashmir.(g) Instructions to Bidders (ITB) means an integral part of this RFQ (Section 2A of this RFQ) that provides the Bidders with all information required to prepare and submit their bid proposals.(h) “LOE” means the Letter of Empanelment issued by the Client to show its intention of engaging the empaneled Firm/ Agency as per this RFQ process to provide the required services.(i) “Portal” means e-procurement portal of Government of Jammu and Kashmir, viz; https://jktenders.gov.in(j) “Proposal” means the Technical Proposal of the Bidder as appropriate.(k) “QBS” means Quality Based Selection.(l) “RFQ” means the Request for Qualification (this document) prepared by the Client for the empanelment of eligible firms.
------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>(m) “Services” means the indicative work to be performed by the empaneled eligible firms.</p> <p>(n) “Firm” means a legally-established professional Firm/ Agency/ Entity/ Company in India that may provide the Services to the Client under the Contract.</p> <p>(o) (NMAM)- National Municipal Accounting Manual, introduced by Ministry of Urban Development, GOI on November 2004 with the objective of aligning national level reforms in municipal finance and financial management with that of the State Government.</p> <p>(p) “Terms of Reference (TOR)” means an integral part of this RFQ (Section 4 of this RFQ) that explains the background information, objectives, scope of work, activities/tasks to be performed along with their timelines.</p>
2. Introduction	<p>2.1 The Client intends to empanel eligible Chartered Accountant Firm for implementation of National Municipal Accounting Manual in Jammu & Kashmir for the Services as specified in Terms of Reference (Section 5 of this RFQ), in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2 The Bidder(s) are invited to submit a Proposal (Technical Proposal) for the services required for the assignment named in the Data Sheet. The Proposal will be the basis for empanelment of eligible firms and ultimately issuance of the LOE with the selected Firms.</p>
3. Conflict of Interest	<p>3.1 A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified.</p>
4. Corrupt and Fraudulent Practices	<p>4.1 If the Client determines, based on reasonable evidence that, the bidder has engaged in any corrupt and/or fraudulent practice, the Client may disqualify such bidder after notifying the grounds of such disqualification.</p>
5. Eligibility	<p>5.1 The Bidder(s) shall be a Chartered accountancy firm registered with Institute of Chartered accountants of India.</p> <p>5.2 The Bidder(s) must have a valid Permanent Account Number (PAN) and Goods and Service Tax (GST) registration.</p> <p>5.3 The Bidder(s) shall meet the minimum technical eligibility requirements as specified in the Data Sheet.</p> <p>5.4 The Bidder(s) that has (have) been determined to be ineligible by Client in accordance with ITB 3 & 4 above, shall not be eligible to be awarded LOE.</p>
B. Preparation of Proposals	

6. General Considerations	6.1 This Request for Qualification (RFQ) document can be reached, viewed and downloaded from the e-procurement portal www.jktenders.gov.in .
7. Cost of Preparation of Proposal	<p>7.1 The Bidder is required to pay an amount as mentioned in the Data Sheet against cost of Request for Qualification (RFQ) document which is non-refundable.</p> <p>7.2 The Cost of Request for Qualification (RFQ) document is to be paid in the manner as specified in the Data Sheet. Non-payment of Cost of Request for Qualification (RFQ) document will be treated as non-responsiveness and the submitted bid will be summarily rejected.</p> <p>7.3 The Bidder shall bear all other costs associated with the preparation and submission of its Proposal and issuance of LOE. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.</p>
8. Language of Proposal	8.1 The Proposal and all related correspondence and documents shall be written in English language.
9. Only One Proposal	9.1 If a Bidder, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
10. Proposal Validity	10.1 The Data Sheet indicates the period during which the Bidder's Proposal must remain valid after the Proposal submission deadline.
11. Extension of Validity Period	11.1 The Client will make its best effort to complete the negotiations and issuance of LOE within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Bidders who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
12. Bid Security (Earnest Money Deposit)	Deleted

<p>13. Clarification and Amendment of RFQ</p>	<p>13.1 Clarification of RFQ: The Bidder requiring any clarification of any part of the RFQ shall send request for clarification in writing to the Client’s address specified in the Data Sheet or send the same through standard electronic means or raise such enquiries during the pre-proposal meeting, if provided for, in accordance with ITB 13.2. The Client shall upload its response on the Portal, including a description of the inquiry but without identifying its source. Should the clarification result in changes to the essential elements of the RFQ, the Client shall amend the RFQ following the procedure under ITB 13.3.</p> <p>13.2 Pre-proposal Meeting: In accordance with the schedule of Critical Dates mentioned in the Request for Qualification (RFQ), a Pre-proposal Meeting, as mentioned in the Data Sheet, shall be held. The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. Attending the pre-proposal meeting is at the Bidders’ expense. Any modification to the RFQ that may become necessary as a result of the pre-proposal meeting shall be made by the Client exclusively through the issue of an addendum pursuant to ITB 13.3. Non-attendance at the pre- proposal conference will not be a cause for disqualification of a Bidder.</p> <p>13.3 Amendment of RFQ: At any time prior to the Proposal submission deadline, the Client may amend the RFQ by issuing an addendum in writing in sufficient time before the submission of Proposals. The addendum shall be uploaded on the Portal and will be binding on all the Bidders. To give the Bidders reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the Proposal submission deadline.</p> <p>13.4 The Bidder may submit a modified Proposal substituting the already submitted Proposal at any time prior to the Proposal submission deadline. No modifications to the Technical Proposal shall be accepted after the Proposal submission deadline.</p>
<p>14. Terms of Empanelment</p>	<p>14.1 The empanelment will be for an initial period of two (2) years with extension of one (1) year based on satisfactory performance. The award of extension shall solely depend on the absolute discretion of the client. Empanelment with the Authority does not guarantee allocation of work.</p> <p>14.2 The client shall empanel a maximum of 10 firms based on their ranking as per Technical Score.</p>
<p>15. Preparation of Proposals – General Considerations</p>	<p>15.1 Bidder(s) should login on the Portal and prepare their bids after following the complete procedure of Portal.</p> <p>15.2 Bidder(s) should consider any corrigendum / addendum published on the Portal before submitting their bids.</p> <p>15.3 The Client shall not be responsible for any delay in Bid submission due to any reason, whatsoever.</p> <p>15.4 The bid is to be submitted in “Single Stage, Single Cover System” as detailed, here under:</p>

	<p>15.4.1 In the Cover 1 of online submission, Bidders are required to submit the Technical Proposal as specified in ITB 16, in PDF format. Bidders are also required to submit, in this Cover, the Receipt/ Details of payment towards Cost of Tender Document in PDF format.</p>
<p>16. Technical Proposal Format and Content</p>	<p>16.1 The Cover 1 - Technical Proposal shall comprise of the following:</p> <p>16.1.1 Completed Technical Proposal Forms, in accordance with ITB 16.1.2., which includes Power of Attorney, authorizing the signatory of the Proposal to commit the bid, in accordance with ITB 18.4;</p> <p>16.1.2 The Technical Proposal shall provide the information requested in subparagraphs (16.1.2.1) through (16.1.2.7) below, using the forms provided in Section 3, Technical Proposal Forms. The forms shall be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>16.1.2.1 Form TECH-1: This form entitled “Technical Proposal Submission Form”, once completed, shall be the Technical Proposal Submission Letter.</p> <p>16.1.2.2 Form TECH-2: Power of Attorney for sole bidder shall be on Stamp Paper of Rs. 100/- duly notarized.</p> <p>16.1.2.3 Form TECH-3: Details of Bidder’s organization.</p> <p>16.1.2.4 Form TECH-4: Details of experience of the Bidder. Information shall be provided only for those assignments for which the Bidder was legally contracted individually as a single firm. The experience of affiliated entities (such as the parent company(ies), group company(ies), subsidiary(ies) or other affiliate(s)) shall not be included. The Bidder shall also submit documentary proof for the experience claimed.</p> <p>16.1.2.5 Form TECH-5: Bidder’s turnover certified by Statutory Auditor / Chartered Accountant in the format provided.</p> <p>16.1.2.6 Form TECH-6: Affidavit regarding blacklisting/ litigation/ arbitration shall be submitted on stamp paper of Rs. 100/- duly notarized.</p> <p>16.1.2.7 Form TECH-7: Details regarding Firm’s Partners/ Proprietor.</p>

	<p>16.2 In addition to above, the Technical Proposal Cover shall also include the following:</p> <p>16.2.1 Complete Request for Qualification (RFQ) document along with the Addenda / Corrigenda issued by the Client with each page signed by the Bidder / authorized representative of the Bidder.</p> <p>16.2.2 Proof of payment towards Cost of RFQ Document; and</p> <p>16.3 Bidders shall submit their company details, financial details, project experience details in the Standard Forms with relevant documentary proof as specified and the proposals submitted without required documentary proof shall not be evaluated.</p> <p>16.4 The Technical Bids of the Bidders fulfilling the minimum eligibility requirements will be checked for responsiveness.</p>
<p>17. Financial Proposal</p>	<p>Deleted</p>
<p>C. Submission, Opening and Evaluation</p>	
<p>18. Submission of Proposals</p>	<p>18.1 The Bidder shall submit a signed and complete Proposal online on the Portal in accordance with the process specified in ITB 15 and comprising the documents in accordance with ITB 15 and ITB 16.</p> <p>18.2 The documents uploaded should be clearly visible failing which Proposal shall be rejected.</p> <p>18.3 The receipt of cost of Tender document submitted online in Cover 1 shall reach the Client before Bid submission due date. The envelope containing these documents shall bear the submission office address, RFQ reference No., the name of the assignment along with the name & address of the Bidder submitting the proposal.</p> <p>18.4 Format and Signing of Proposal: The Proposal shall be signed by a person duly authorized to sign on behalf of the Bidder. The authorization shall be in the form of a Power of Attorney included in the Technical Proposal. All pages of the Proposal where entries or amendments have been made shall be signed or initialed by the person signing the Proposal. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>18.5 Proposal Submission Deadline and Late Proposals: The Proposals must be submitted online as indicated in the Data Sheet no later than the date and the time specified in the Data Sheet, or any extension to this date in accordance with ITB 13.3. The Portal would not allow any late submission of bids after due date and time as per server time.</p>

<p>19. Confidentiality</p>	<p>19.1 From the time the Proposals are opened to the time the LOE is awarded, the Bidder should not contact the Client on any matter related to its Technical Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Bidders who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the LOE issuance information in accordance with ITB 26.</p>
<p>20. Opening of Technical Proposals</p>	<p>20.1 The opening of only Technical Proposals shall be done online by the Client on the date, time and place specified in the Data Sheet.</p>
<p>21. Evaluation of Proposals</p>	<p>21.1 The Client shall constitute a Tender Evaluation Committee (TEC) who shall evaluate the proposals and the decision of Client/TEC shall be final in this regard.</p> <p>21.2 The Evaluation of submitted Proposals will be carried out by TEC on the basis of QBS System in one stage. A technical evaluation will be carried out as specified in ITB 22 below. Based on the technical evaluation, a list of Technically Qualified Bidders shall be prepared as specified in ITB 22.3. Top ten (10) highest ranked bidder(s) shall be shortlisted and considered technically qualified and eligible for award of LOE. However, in case less than 10 firms get shortlisted as per technical qualification criteria than authority shall selected all of them.</p> <p>21.3 During evaluation, on the recommendation of TEC, the Client may seek clarification on the Proposal, if required. Such clarification(s) shall be provided within the time specified by the Client for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.</p> <p>21.4 If a Bidder does not provide clarifications sought under ITB 21.3 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Client may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Client.</p> <p>21.5 Any information contained in the Proposal shall not in any way be construed as binding on the Client, its agents, successors or assigns, but shall be binding against the Bidder if the LOE is subsequently awarded to it.</p>

<p>22. Evaluation of Technical Proposals</p>	<p>22.1 In accordance to ITB 21.1, the Client’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFQ. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFQ.</p> <p>22.2 The Client reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Client in respect of such Proposals.</p> <p>22.3 During the technical evaluation, the Client shall prepare a list of technically qualified Bidders as per the procedure as specified in ITB 21.2.</p> <p>22.4 After Technical Evaluation, the Client shall notify to the Bidders who have been determined as technically qualified, in writing.</p> <p>22.5 The Client shall simultaneously notify those Bidders whose Technical Proposals were determined to be non- responsive to the key aspects of the RFQ and/or could not technically qualify as per requirements of QBS System mentioned in this RFQ.</p> <p>22.6 The evaluators of the Technical Proposals on concluding the technical evaluation shall inform the qualified bidders about their responsiveness/ non-responsiveness and selection for empanelment in accordance with ITB 14, 22.4 & ITB 22.5 above.</p>
<p>23. Opening of Financial Proposals</p>	<p>Deleted</p>
<p>24. Evaluation of Financial Proposal</p>	<p>Deleted</p>
<p>D. Letter of Empanelment and Allotment of Work</p>	
<p>25. Negotiations</p>	<p>Deleted</p>
<p>26. Award of Letter of Empanelment</p>	<p>26.1 The Client shall issue a Letter of Empanelment “LOE” to the shortlisted eligible bidders.</p>
<p>27. Allotment of Work</p>	<p>27.1 The Empaneled Firms shall be entitled for award of contract subjected to the bidders qualifying as the most preferred bidder in line with the Selection criteria set forth in the subsequent RFP process. Letter of empanelment in no manner shall be considered as a guarantee for allotment of work.</p>
<p>28. Miscellaneous</p>	<p>28.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India / laws of UT of J&K and the Courts at Jammu & Srinagar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.</p> <p>28.2 The Client, in its sole discretion and without incurring any obligation or liability to any of the Bidders, reserves the right, at any time, to:</p> <p>(a) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;</p>

	<p>(b) retain any information and/or evidence submitted by, on behalf of and/or in relation to any Bidder; and/or</p> <p>(c) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.</p> <p>28.3 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Client, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.</p> <p>28.4 All documents and other information supplied by the Client or submitted by a Bidder shall remain or become, as the case may be, the property of the Client. The Client will not return any submissions made hereunder. The Bidders are required to treat all such documents and information as strictly confidential.</p> <p>28.5 The Client reserves the right to make inquiries with any of the Employers listed by the Bidders in their previous experience record.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION – 2B: DATA SHEET (DS)

A. General	
ITB 2.1	<p>Name of the Client: <i>Housing and Urban Development Department represented by Director, Urban Local Bodies Jammu.</i></p> <p>Method of Selection: <i>Quality Based Selection (QBS)</i></p>
ITB 2.2	The name of the Assignment is: Request for Qualification for “Empanelment of Chartered Accountancy Firms for implementation of National Municipal Accounting Manual in the Urban Local Bodies of Jammu & Kashmir”.
ITB 5	<p><i>Minimum technical eligibility requirements:</i></p> <ul style="list-style-type: none"> i. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI). Copy of CA registration Certificate is to be enclosed. ii. The Chartered Accountant firm should have been empaneled with the Comptroller and Auditor General of India (C&AG) as on 1.1.24. Attested copy of empanelment with C&AG as on 01.01.24 with period of empanelment has to be attached. iii. The bidder firm should be in existence for more than 10 years, as on the date of submission of bid. Firm Constitution certificate of ICAI as on 01.01.2024 has to be attached. iv. The Bidder should have experience of at least 5 completed / ongoing projects in the last 5 years for Internal Audit/ Accounting services/ implementation of Accounting System/ preparation of annual finance statement with Urban Local Bodies/ Govt. / Semi Govt. /PSU/ Banks in India. Copies of appointment

	<p>letters/List of clienteles verified by statutory auditor.</p> <p>v. The bidder should have taken up minimum five (5) assignments in Govt. / Semi Govt. /PSU in last 5 years (2019-20 to 2023-24), except bank audit. Copy of offer letters need to be enclosed. Audit prior to 2019-20 will not be considered.</p> <p>vi. The bidder should have minimum average turnover of Rs. 50 lakhs each in last three financial years ending on 31st March 2024 in providing similar services. Audited final accounts for three year and CA certificate of yearly audit fee received has to be attached.</p> <p>vii. Bidder should be registered with Income Tax and Goods & Service Tax department (if applicable). Attested copy of PAN Card and Attested copy of GST registration certificate to be furnished.</p> <p>viii. The bidder should have functional HEAD office in J&K. Proof as per ICAI records, Income Tax Return and GST registration number needs to be submitted.</p> <p>ix. The bidder should have minimum 5 partners out of which at least 3 FCA should be Associated with the firm for not less than 10 years and at least one has to be resident of J&K and practicing in J&K (As per ICAI Certificate as on 01.01.2024). A copy of firm Constitution certificate of ICAI as on 01.01.2024 has to be attached along with self-certificate of paid Semi Qualified staff.</p> <p>x. The bidder should have minimum 15 J&K based audit staff including articles/qualified engaged in audit Work excluding Partners.</p> <p>xi. The bidder firm should have got Peer review done in the last 10 years. Copy of peer review certificate to be attached.</p> <p>xii. Atleast 2 of the team Members of the bidder firm should be DISA/ FAFD qualified. DISA certificate of ICAI has to be enclosed.</p> <p>xiii. Bidder should not have been Blacklisted by any Govt./PSU/ any other recognized organization. Self-attested Declaration certificate to be provided by the bidder.</p> <p>xiv. Preference will give to the firm having Certification course in Govt Accounting and Public Finance by ICAI and firm having prior experience with Municipal accounting and audit.</p>
B. Preparation of Proposals	
ITB 7.1	Cost of Request for Qualification (RFQ) Document: INR 2,000/- (Rupees Two Thousand Only)
ITB 7.2	<p>The cost of tender document should be remitted online into the below mentioned official A/c of this office through RTGS/ NEFT:-</p> <ul style="list-style-type: none"> • Director, Urban Local Bodies • Account Number: 0051010100002231 • Name of Bank: J&K Bank Link Road Jammu • IFSC CODE: JAKA0LINKRO • MICR Code: 180051010 • Branch: Link Road Jammu • Type of Account: Current Account
ITB 8.1	Language of the Proposals: English

ITB 10.1	Validity of Proposal after Last Date of Submission: 120 Days
ITB 12.2	Deleted
ITB 13.1	The Client's address:- Directorate of Urban Local Bodies Jammu Near Railhead Complex Opposite Petrol Pump, Jammu E-Mail Address: dlbjammu@gmail.com J&K Govt. e-Procurement Portal: https://jktenders.gov.in Responses to any request for clarification, if any, will be uploaded on the Jammu & Kashmir Govt. e-Procurement Portal: https://jktenders.gov.in
ITB 13.2	Pre-proposal Meeting: A pre-proposal Meeting will take place at the date as specified in the issued RFQ or if extended as notified on the Portal.
C. Submission, Opening and Evaluation of Proposals	
ITB 18.5	Portal address for Proposal submission is: https://jktenders.gov.in/ Proposal submission deadline: The Proposal submission deadline is as specified in the issued RFQ or if extended as notified on the Portal.
ITB 20.1	The opening of the Technical Proposals shall take place at Client's address specified in ITB 13.1 above and as per the schedule specified in the issued RFQ or if extended as notified on the Portal.

D. Letter of Empanelment and Allotment of Work	
ITB 26.1	The publication of the contract award information: The requisite information will be published on the Portal: https://jktenders.gov.in within three working days after completion of proposal evaluation process.
ITB 27.1	The Empaneled Firms shall be entitled to participate in the subsequent RFP process to bid for the scope of services as envisaged in this RFQ. The Empaneled Firms shall be required to submit the financial quotations in line with the selection criteria as defined in the RFP document which shall be released subsequent to the process of empanelment. Letter of empanelment in no manner shall be considered as a guarantee for allotment of work.

ANNEXURE – A

PROCEDURE FOR EVALUATION OF PROPOSALS

1. Stages of Evaluation:

2. The selection for empanelment of the CA Firms shall be done on Quality Based Selection System. The Technical Proposal will be evaluated on the technical evaluation criteria for in line with Pt(2) of Annexure-A. Bidders scoring atleast 75 marks in technical evaluation criteria shall be selected for ranking. The client shall empanel a maximum of 10 firms based on their ranking as per Technical Score.

The Technical Proposals will be assigned the marks against each parameter as per the Table given below:

Marking Criteria for Technical Score

S. No	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion	Document Verified from
1	Number of full time Partner: 5 Out of which three (3) FCA partners should be exclusively associated with firm for not less than 10 Years (As per certificate of ICAI as on 01.01.2024)	Minimum 5 partners out of which at least 3 FCA should be Associated with the firm for not less than 10 years (As per ICAI certificate as on 01.01.2024)	10	5 Marks for 5 partners, out of which 03 FCA with at least 10 years association with the firm. 1 mark for additional partner upto 5 marks.	Firm Constitution certificate of ICAI as on 01.01.2024
2	Turnover of the firm (Average Annual in last three financial years) 2021-22, 2022-23 and 2023-24	Minimum Turnover Rs 50 Lakhs	15	Upto Rs 50 lakhs: 5 marks Additional 2.5 marks for each additional Rs 25 lakhs turnover Upto Rs 1.5 crore	Audited final accounts for three year and CA certificate of yearly audit fee received.
3	The Firm should have taken up minimum five (5) assignments in Govt. / Semi Govt. /PSU in last 5 years (2019-20 to 2023-24), except bank audit. Copy of offer letters need to be enclosed. Audit prior to 2019-20 will not be considered.	5 Assignments	20	5 Assignment (minimum) = 5 marks; 3 marks for additional assignment; maximum 5 additional assignments	Copies of appointment letters/List of clientele verified by statutory auditor.

S. No	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion	Document Verified from
4	The Firm should have experience of at least 5 completed / ongoing projects in the last 5 years for Internal Audit/ Accounting services/ implementation of Accounting System/ preparation of annual finance statement with Urban Local Bodies/ Govt. / Semi Govt. /PSU/ Banks in India.	Minimum 5 Assignment	25	5 Assignment = 5marks; 4 marks for each additional assignment; maximum 5 additional assignments	Copies of appointment letters/List of clientele verified by statutory auditor.
5	Certification	a. The Firm should have certification course in Govt Accounting and Public Finance by ICAI and having prior experience with Municipal accounting and audit. b. Atleast 2 of the team Members of the bidder firm should be DISA/ FAFD qualified.	10	a. 3 marks for certification; 2 marks for experience. b. 5 marks for DISA/ FAFD certification	Relevant certificates and work order/ completion certificates. DISA certificate of ICAI has to be enclosed.
6	Quality of Approach Methodology and Work Plan	-	10	* Approach methodology document – 7 marks * Work Plan – 3 marks	Submission of Approach methodology and Work plan document.
7	Strength of the firm in J&K	The firm should have minimum 15 J&K based audit staff including articles/qualified engaged in audit Work excluding Partners.	10	Minimum 15 nos. = 5marks; 1 marks for additional staff upto 20 nos.	Undertaking on company letter head.

3. Conclusion:

The bidders scoring atleast 75 marks shall be considered qualified for technical evaluation and the Authority shall shortlist only top ten (10) qualified bidders for empanelment and issue of Letter of Empanelment. However, in case less than 10 firms get shortlisted as per technical qualification criteria than authority shall selected all of them.

SECTION – 3: TECHNICAL PROPOSAL FORMS

[Notes to Bidder shown in brackets [] throughout Section 3 provide guidance to the Bidder to prepare the Technical Proposal; they should not appear on the Proposal to be submitted]

Form TECH-1: Technical Proposal Submission Form

[On the Letterhead of the Firm]

Date: [insert date of Proposal submission]

To,

The _____

Sub.: Request for Qualification for “Empanelment of Chartered Accountancy Firms for implementation of National Municipal Accounting Manual in the Urban Local Bodies of Jammu & Kashmir”.

Ref.: RFQ No.: [insert number], dated: [insert date of issuance of RFQ]

Dear Sir,

We, the undersigned, offer to provide the Consultancy Services in accordance with your Request for Proposal No.: [insert this RFQ number], dated [insert date of RFQ].

We are hereby submitting our Proposal which includes this Technical Proposal, and

We hereby declare that:

- (a) All the information provided, and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in Section 2B, Data Sheet (DS) 10.1.
- (c) We have no conflict of interest in accordance with Section 2A, Instructions to Bidders (ITB) 3.
- (d) We meet the eligibility requirements as stated in ITB 5.
- (e) We confirm our understanding of our obligation to abide by the Client’s policy in regard to corrupt and fraudulent practices as per ITB 4.
- (f) We understand that the Client is not bound to accept any Proposal that the Client receives.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

(h) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corrupt practices.

We remain,

Yours sincerely,

Authorized Signature : [Insert signature of the person duly authorized to sign the Proposal, in full and initials]
Name and Title of Signatory : [Insert full name and title of the person above]
Name of Bidder : [Insert name of firm]
In the capacity of : [Insert position of the person signing above]
Contact information : [Insert mailing address]
[Insert tel. no. with country and city codes]
[Insert fax no. with country and city codes]
[Insert email address]

[Person signing the Proposal shall have the Power of Attorney given by the Bidder to be included in the Technical Proposal. Refer Format for Attorney enclosed]

Form TECH-2: Format for Power of Attorney (For Sole Bidder)

[On Stamp Paper of Rs. 100/- denomination duly notarized]

Know all men by these presents, We _____do hereby irrevocably constitute, nominate, appoint and authorize, Mr./ Mrs. _____ son/daughter/wife of _____and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for prequalification and submission of our bid for the RFQ for **"Empanelment of Chartered Accountancy Firms for implementation of National Municipal Accounting Manual in the Urban Local Bodies of Jammu & Kashmir"**. including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bid and other meetings and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority if we are selected for the allotment of work.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by

this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ 2024

For _____(Signature, Name, Title and Address)

Accepted _____(Signature, Name, Title and Address)

Witnesses:

- 1.
- 2.

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

Form TECH-3: Bidder's Organization and Experience A -

Bidder's Organization

1	Details of Bidder:
(a)	Name of the Bidder:
(b)	Address:
(c)	Date of incorporation/registration and/or commencement of business:
(d)	PAN:
(e)	GSTIN:
2	Details of Authorized Signatory:
(a)	Name:
(b)	Designation:
(c)	Mobile Number:
(d)	E-Mail Address:

(Signature of the Authorized Person)

Name and Title of the Authorized signatory: _____

[Please include supporting documents including registration, PAN & GST documents of the Bidder]

Form TECH-4: Bidder's Project Experience

Abstract of Assignments (For last 10 years)

S No	Name of Project/ Assignment	Name of Client	Contract Value (Amount paid to the Bidder)	Status (Ongoing/ Complete)
(1)	(2)	(3)	(4)	(5)
1				
2				

Note: The details on the above projects should be provided in the format below along with supporting document.

[Using the format below, provide information on each assignment for which your firm for this assignment was legally contracted either individually as a single firm, for carrying out services similar to the ones requested under this assignment. The experience of affiliated entities (such as the parent company(ies), group company(ies), subsidiary(ies) or other affiliate(s)) shall not be included.]

Assignment name:	Approx. value of the contract (in INR Cr.):
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	
Address:	
Start date (month/year):	Completion date (month/year):
Narrative description of Project:	
Description of actual services provided by the firm in the assignment:	

Note: Copy of contract agreement/ Employer's completion certificate/ certificate from company's Auditor or from a Chartered Accountant should be furnished.

Form TECH-5: Bidder's Turnover

Format for Certificate for Annual Turnover:

(To be submitted on the letterhead of Statutory Auditor/ Chartered Accountant)

We have verified the relevant statutory and other records of _____ [insert name of the firm] and certify that the annual turnover from consultancy services for the last three completed financial years is as follows:

Name of Bidder					
FY	2021-22	2022-23	2023-24	Total	Average
Annual Turnover (in Rs. Cr.)					
Net Worth (in Rs. Cr.)					

Signature and Seal of the Statutory Auditor/ Chartered
Accountant (clearly indicating membership number and
UDIN number)

Date: _____

Place: _____

Note:

1. Along with the above format and information, the Bidders for demonstrating the Financial Capacity shall attach copies of the audited annual reports for 3 (three) years preceding the Proposal Due Date. The financial statements shall:
 - a. reflect the financial situation of the Bidder;
 - b. be complete, including all notes to the financial statements; and
 - c. correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

(Signature of the Authorized Person)

Name and Title of the Authorized signatory: _____

Form TECH-6: Affidavit regarding blacklisting and litigation/ arbitration

(To be submitted on a Non-Judicial Stamp Paper of Rs. 100/- duly notarized)

We, **(Name of the Bidder)** having Registered Office at (Insert full postal address), hereby confirm that our company and / or any of our staff member has never been barred by the Central Government / any State Government Department/ any Statutory Authority / Local Authority or any Public-Sector Undertaking, as the case may be, from participating in any Bidding Process.

Further we confirm that we have neither failed to perform any agreement nor have been blacklisted by any Statutory Organization or Government /Local Authority.

We further certify, that we are not involved in any litigation or arbitration proceedings and no such proceedings are pending against us.

Signed and Sealed by

Authorized Representative of Bidder

Form TECH-7: Details of CA Firm's Partners/Proprietor

Sl. No	Name of the Member	Designation	Membership No	Status	
				FCA	ACA
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

SECTION – 4: TERMS OF REFERENCE (TOR)

1) Introduction

- 1.1 HUDD The Authority intends to empanel eligible firms for Implementation National Municipal Accounting Manual in the Urban Local Bodies of Jammu & Kashmir.

2) Scope of Work

The indicative scope of work shall include but will not be limited to the following:

- 2.1 Assessment of existing accounting system and deriving requirements of smooth transition into the proposed system.
- 2.2 Designing of Double Entry Accounting system on accrual basis to be adopted by the ULB's and preparation of annual finance statement.
- 2.3 The empaneled firms shall assist the Authority in identification and procurement of compatible software for successful implementation of ABDEAS in all envisaged ULB's.
- 2.4 Development of action plan for implementation of the new accounting system.
- 2.5 Digitization of records for successful data migration in the new system from 1st April 2024.
- 2.6 Implementation of ABDEAS in 78 ULB's of the Union Territory of Jammu and Kashmir.
- 2.7 Conducting workshops for explaining the difference between the two accounting systems.
- 2.8 Undertaking Capacity Building/Training - Establishing an institutional framework for providing trained manpower to keep the software fully operational.
- 2.9 Deployment of adequate manpower for handholding support and troubleshooting of issues across the ULB's.
- 2.10 Provide operation and maintenance for a period of 2 financial years from the date of successful implementation of ABDEAS.
- 2.11 Providing all required information and facilitating audit of accounts conducted by CAG, Internal Audit Wing of UGC and other agencies.
- 2.12 The list of ULB's proposed for implementation of the system

1	Anantnag	41	Akhnoor
2	Achabal	42	Jourian
3	Ashmuqam	43	Khour
4	Bijbehara	44	Ghousmanhasan
5	Dooru-Verinag	45	R S Pura
6	Kokernag	46	Bishnah
7	Mattan	47	Arnia
8	Pahalgarn	48	Kathua
9	Qaziqund	49	Billawar
10	Seer-Hamdan	50	Basholi
11	Budgam	51	Lakhanpur
12	Beerwah	52	Parole

13	Chadoora	53	Hiranagar
14	Charishairef	54	Reasi
15	Khanshaib	55	Katra
16	Magam	56	Doda
17	Bandioora	57	Bhaderwah
18	Hajin	58	Thathri
19	Sumbal	59	Poonch
20	Baramulla	60	Surankote
21	Sopore	61	Samba
22	Kunzer	62	Vijaypur
23	Pattan	63	Bari-Brahmana
24	Uri	64	Ramgarh
25	Wattergam	65	Udhampur
26	Tangrnarg	66	Ramnagar
27	Ganderbal	67	Chenani
28	Devsar	68	Kishtwar
29	Frisal	69	Ramban
30	Kulgam	70	Banihal
31	Yaripora	71	Batote
32	Langate	72	Rajouri
33	Handwara	73	Sunderbani
34	Kupwara	74	Nowshera
35	Awantipora	75	Thanamandi
36	Khrew	76	Kalakote
37	Pampore	77	Jammu Municipal Corporation
38	Pulwama	78	Srinagar Municipal Corporation
39	Tral		
40	Shopian		

2.13 Indicative Implementation schedule

Sr. No.	Milestone	Duration	Deliverable Type
1.	Submission of assessment of exiting system and deriving requirements of new system.	2 months from ___ TO ___	Report
2.	Submission of Design of ABDEAS	3 months from ___ TO ___	Report
3.	Submission of Action plan for implementation of ABDEAS	4 months from ___ TO ___	Report
4.	Implementation and testing of ABDEAS	6 months from ___ TO ___	-
5.	Performing operation and maintenance of the developed system and submission of monthly progress reports for a period of 2 financial years.	24 months from subsequent financial year from the date of successful implementation of system	Report

	Concurrent and performance audit of ULBs	Annually for the entire contract duration	Report
	Resolve all audit paras of CAG/PAG/Local funds audit and other regulatory compliances	Annually for the entire contract duration	Report
	Filing of all regulatory returns under different taxation laws	Annually for the entire contract duration	Report

3) Empanelment Period

The duration of empanelment through this RFQ will be for an initial period of two (2) years with extension of one (1) year based on satisfactory performance. The award of extension shall solely depend on the absolute discretion of the client.

4) Proprietary data

All documents and other information provided by the Authority or submitted by the firm to the Authority shall remain and/or become the property of the Authority. The firm shall treat all information as strictly confidential. The Authority will not return any document, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the firm to the Authority in relation to the Services shall be the property of the Authority and shall be treated as strictly confidential.

Any information, advice, recommendations or other content of any reports, or other communications provided by the firm under this assignment are for Authority's internal use only (consistent with the purpose of the particular Services) including Authority's officials, its audit committee, or its statutory auditors and not for disclosure externally outside Authority's organization.