

Notice Inviting e-Tenders (E-NIT) for  
Empanelment of **Chartered Accountants (CA) /  
Cost Accountants (CMA)** firms for  
Preparation of **Fixed Asset Register (FAR)** and  
Physical Verification of **Fixed Assets** and  
**Stores of Projects/offices** of JKSPDC



**Jammu & Kashmir State Power Development Corporation Limited**

(A Government of Jammu & Kashmir undertaking)

Corporate Office: - Exhibition Ground, Opposite Civil Secretariat, Srinagar

Camp Office:-Ashok Nagar, Satwari, Jammu-180004

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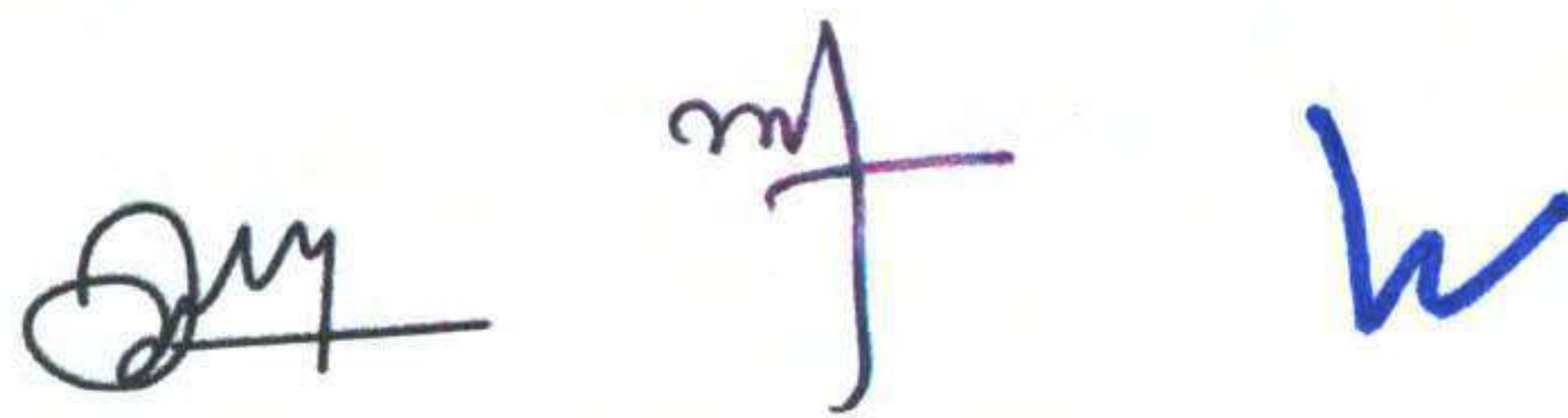
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### Key Dates:

Sr. No.	Event	Date & Time
1	Publishing Date	21.04.2025
2	Document Download start Date	21.04.2025
3	Pre-Bid Meeting Date and Last date of receipt of written queries	30.04.2025 Time 2:00 PM and 30.04.2025 Time 3:00 PM
4	Date of issuance of modification to the bid documents (corrigendum)	02.05.2025 Time 2.00 PM
5	E-Bid Submission Start Date	02.05.2025 Time 4 . 0 0 P M
6	E-Bid Submission End Date	14.05.2025 Time 12:00 Noon
7	Last date of receipt of hard copy of bids	14.05.2025 Time 12.00 Noon
8	Technical Bid Opening Date	14.05.2025 Time 2:00 PM

### Note: -

The dates shown above are firm, unless modified by the tendering authority who shall not be responsible for any delay by the bidders caused by whatsoever reason. In case there is holiday on any of the aforesaid dates, the next working day shall be considered for the above proceedings.



**Table A: - Important Information about the E-NIT no. 02 of JKSPDC, 2025 Dated 21.04.2025**

Item Description	Notice Inviting e-Tenders (E-NIT) for Empanelment of Chartered Accountants (CA)/Cost Accountants (CMA) firms for Preparation of Fixed Assets Register (FAR) and Physical Verification of Fixed Assets as on 31.03.2025 and Inventorisation of Stores and Spares of projects/offices of JKSPDC as on 31-03-2025
Date of issue of Limited E-Tender Document	21.04.2025
Availability of E-Tender Document	E-NIT is available at <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a> .
E-Tender system	The bids shall be uploaded in electronic format on the website <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a>
Bid validity	180 (one hundred and eighty) days from the date of opening of Bid proposal
Cost of Tender Document and Earnest Money Security (EMD/Bid security)	<b>Rs. 1000/-</b> for cost of tender document and <b>Rs. 30,000/-</b> (Rupees thirty thousand Only) for EMD in the form of demand draft/online payment mode in favour of General Manager, Accounts, Jammu. Cost of Tenders document and EMD in the form of DDs shall reach the office of GM Accounts, Jammu's office by or before the last date of bid submission. However, scan copy of DD shall be attached with the technical bid and uploaded on JK tenders. <b>Bank Name: J&amp;K Bank, Account No: -0104010100001198, IFSC Code JAKA0BASTEE</b>
Performance Security to be furnished by the selected firm	5% of the total value of the work (incl taxes) to be awarded, as performance security in the shape of bank guarantee from commercial bank pledged to the Managing Director, JKSPDC and it shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
Period of Completion of work	04 months from the effective date of the contract.
Pre-Bid Queries and meeting	Pre-Bid meeting shall be held on <b>30-04-2025</b> at 2.00 PM through physical/video conferencing. Queries can be submitted online up to 3.00 PM of <b>30-04-2025</b> through also email:- <b>assetsjkspdc@gmail.com</b>
Last date & Time for Tender submission	<b>12.00 Noon on 14.05.2025</b>
Opening of Technical and financial bids	Technical bids on <b>14.05.2025</b> and date of opening of financial bids will be intimated separately to the eligible bidders.
Venue of E-Tender Opening	General Manager Accounts, J&K State Power Development Corporation, Camp Office Ashok Nagar Satwari Jammu – 180004 at 2.00 PM.
Tender issuing officer	Ms. Kajal Jasrotia (General Manager Accounts, Jammu) J&K State Power Development Corporation limited, Camp Office Ashok Nagar Satwari Jammu.
Contact officer for correspondence and clarifications	Mr. Bunty Bhola, Deputy General Manager (Finance) J&K State Power Development Corporation limited, Camp Office, Ashok Nagar Satwari Jammu. Cell no: - 9419702700, 7889739800 <b>Email:-assetsjkspdc@gmail.com</b>

## 1. Background: -

1.1. The Jammu & Kashmir State Power Development Corporation limited (JKSPDCL), a Government of J&K enterprise, incorporated on 16th of February, 1995 under Companies Act, 1956 and presently has its corporate office at Ashok Nagar Satwari, Jammu/Exhibition Ground, Srinagar. The Corporation is engaged in the development and operation of Hydro Projects in the UT of J&K. The Corporation presently has **13 hydroelectric projects** with installed capacity of **1197.40 MW located** in various districts of Jammu & Kashmir which included 900MW BHEP at Chanderkot, Ramban. The Corporation has also Gas Turbines based on HSD with installed capacity of 175 MW at Pampore near Srinagar.

1.1 The Corporation invites online Bids at e-procurement portal <https://jktender.gov.in> for Empanelment of Chartered Accountants (CA)/Cost Accountants (CMA) firms for Preparation of **Fixed Assets Register (FAR)** and **Physical Verification of Fixed Assets** as on **31.03.2025** and Inventorisation of Stores and Spares of projects/offices of JKSPDC **as on 31-03-2025**. As per the bifurcation of the assignment as tabulated at clause no. 2 below, the assignment will be awarded to a total of six (06) firms out of the empanelled firms.

## 2. Scope of Work

2.1 The Corporation is working in a Computerised environment and maintains all the financial transactions from the year in 2010 in accounting ERP software of IFS/Envicon.

2.2 The assignment shall broadly comprise of the following sub-components: -

(a) Preparation of Fixed Assets register of all the projects and offices and its physical verification as on **31.03.2025**.

(b) Codification of all the assets with a unique code (**preferably barcodes**) which will be standard across all the offices.

(c) Reconciliation and linkages of historical cost of assets with the system (ERP) generated Assets Reports.

(d) Inventorisation of stores and spares lying in various Units (Offices/Projects/Plants) of JKSPDC **comprising of its valuation as on 31.03.2025**.

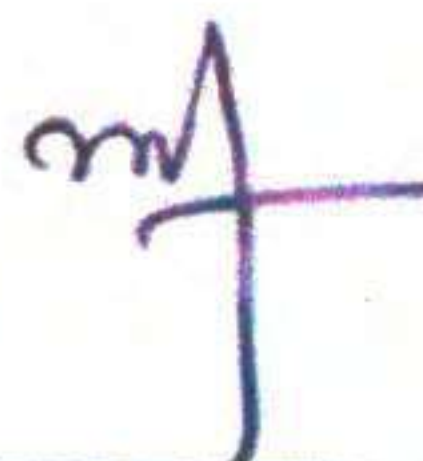
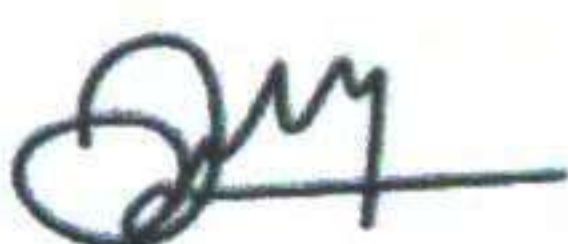
(e) Physical verification of Stores and spares lying in various Units (Offices/Projects/Plants) of JKSPDC **as on 31.03.2025**.

2.3 Coverage of Physical Verification of Fixed Assets and Stores will be **100%** and its reconciliation with system (ERP) generated Assets Reports in case of Fixed Assets.

2.4 The assignment of Preparation of Fixed Assets register of all the projects and offices and its physical verification as on **31.03.2025** shall cover the following: -

(i) Following assets are covered under the fixed assets category: -

- Land



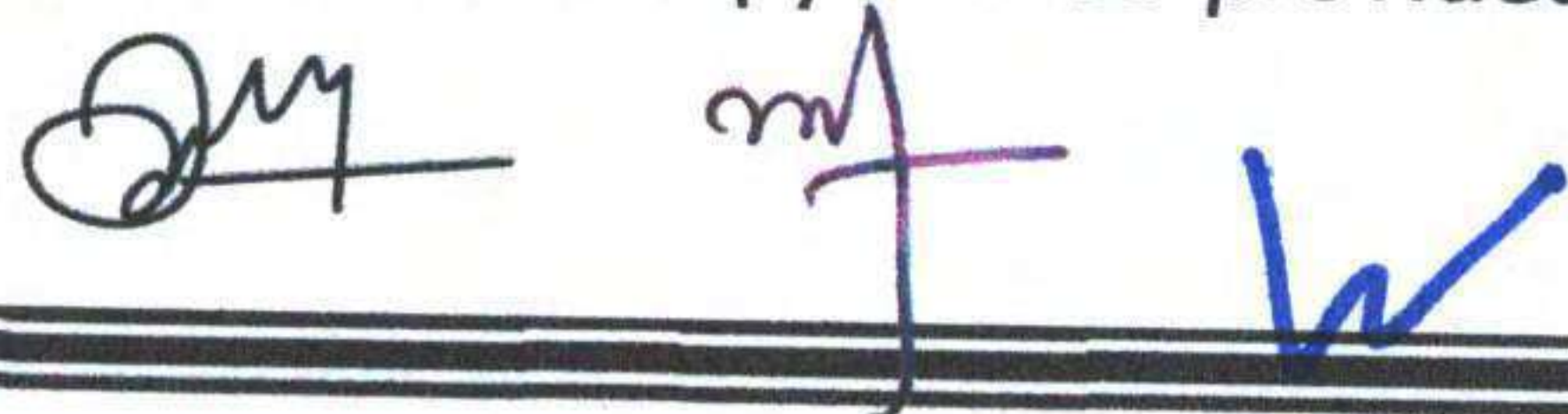
- Plant & Machinery
- Vehicles
- Furniture, Fixture and equipments
- Miscellaneous assets/equipments
- Plant & Machinery
- Transmission Lines
- Buildings
- Computers/Hardware equipments

(ii) Determination of **historical cost of assets**: -

- a) Prepare a plausible methodology to determine the historical cost of the fixed assets. The methodology shall be approved by the Corporation.
- b) Compile and assess the value of asset through approved methodology.
- c) Reconcile the value of asset with that of the value as per FAR in the ERP and books of accounts of JKSPDC. In case of any noted discrepancies between the values, the bidder shall assist to rectify the discrepancies in line with appropriate **accounting principles** recognized in India.

(iii) **Development of methodology and preparation of fixed asset register (FAR):**

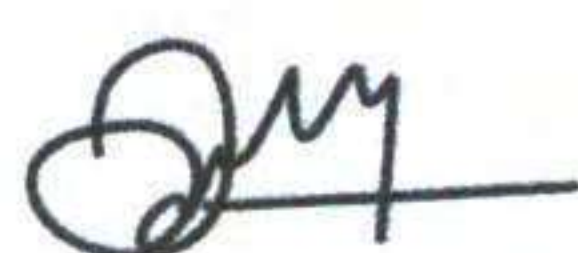
- a) Develop offline formats, suitable to update the fixed asset register on continuous basis and methodology to duly reconcile it with the books of accounts of JKSPDC
- b) Provide hand-holding support to officers of the JKSPDC in familiarizing with the procedure to update the Fixed Asset Register using the format so developed. The empanelled firm shall ensure the complete knowledge-transfer necessary for updation of FAR by JKSPDC's employees in subsequent years post completion of this assignment.
- c) Physical verification of the Fixed Assets has to be carried out in such a manner that it shall include details of all the asset available with the JKSPDC. For this purpose any asset class, which is not specified in the above-mentioned assets is deemed to be included in the scope of work.
- d) Physical verification report in respect of each division/office under a wing office (**CE office**) is to be confirmed with counter signature by the **head of the respective division/office** at the location and acceptance by the **Chief Engineer** of the respective wing.
- e) Fixed Assets Record shall be compiled conforming to the requirements of all relevant Acts/Regulations and shall provide complete particulars of the assets giving details with regard to costs with segregation of major cost components, description of assets, quantities, location, sub-division, month & particular of acquisition/ put to use, depreciation and other critical information in relation to conduct and management. Care should be exercised to establish that the record compiled shall be satisfactory in context to the prevailing accounting standard. Assets Registers shall be prepared for each office separately.
- f) The fixed asset register will be prepared in a computer-based format for which the soft and hard copy will be provided to the JKSPDC.



- g) All constraints and limitations shall be exhaustively explained so that management is able to establish satisfactory improvements and controls going forward on sustained basis. The successful bidder shall also suggest the accounting treatment of the difference, if any, between the book value of the assets and the value as per Asset Register and shall be given along with the report. The accounting treatment should be as per the requirement of accounting standards issued by ICAI or other valid accounting principle recognized in India.
- h) Land details and building details are to be captured along with the area and the measurement of relevant dimensions.
- i) The firm shall check and inventorise the Fixed Asset Register as per the Generally Accepted Accounting Principles, Accounting Standards, Common Formats of Accounts as prescribed by MCA under Companies Act, 2013 and amended from time to time and applicable other statutory parameters.
- j) Each fixed assets shall be segregated in the FAR with usable and unusable items.
- k) The firm shall ensure that, the assets, which are condemned or retired from active use are excluded from the Fixed Asset Register but its list shall be mentioned separately.
- l) The firm shall put location, unique code on each item of the asset. For unique identification of each asset, **barcodes** shall be pasted on each asset. The same bar code shall also be entered in the FAR for the purpose of identification and verification.
- m) Historical value of each asset is to be mentioned in the Asset Register and the same are also required to be reconciled with the system (ERP) generated Assets Reports (**the value of which is reflected in the financial statements**).
- n) The firm shall also have to make satisfactory reply of any query raised by the auditors on preparation of asset register, calculation of depreciation, provision for depreciation, write off of assets and any other matter included in the final scope of work.
- o) The selected firm is to ensure that all the assets existing physically and supported by entries in cashbook as well as in the general ledger.

**2.5** The assignment of Inventorisation of **stores** and **spares** and its **physical verification** shall cover the following: -

- (i) Physical verification of Stores and spares and its Inventorisation lying in various Units (Offices/Projects/Plants) of JKSPDC. The inventory of stores shall comprise up of **its valuation as on 31.03.2025**.
- (ii) Reconciliation of physical quantities with the already available Price store Ledgers/Inventory records maintained at each division and report on shortage/excess of quantities.
- (iii) Slow moving, non-moving, Surplus, unserviceable items, scrap and obsolete items are also required to be identified and reflected in the inventory separately.
- (iv) The firm shall comment on Store and Inventory Management and Check, examine, point out the deficiencies, if any and suggest on the improvisation on the following:
  - a) The procedure being followed in each office on the receipt, record, safe custody including fire protection and issuance of the stores and spares.
  - b) Inflammable stores are stocked in accordance with the instructions of storage.
  - c) Statutory regulations regarding storage of explosives are observed.
  - d) Wrong classification of stores.
  - e) Unauthorized stock of Stores.
  - f) Stores not supported by records.
  - g) Any other activity relating to Physical verification of Store/inventory items.





### 3. Responsibilities of JKSPDC for successful execution of work:

- 3.1** To approve the methodology suggested by the successful bidder for determination of historical cost of assets and reconciliation or write-off of the value of asset to match the value with books of accounts.
- 3.2** To verify the Physical Verification Report and Fixed Asset Register, on sample basis, to validate and conform the quantity of asset in the report with the actual quantity in the field.
- 3.3** To appoint head of each office i.e Division/paying unit as **nodal officer** of their office for the successful completion of the assignment within the prescribed timeframe. The Nodal office (**Executive Engineer/Geologist/CP&AOs/P&AOs/Technical officers** in case of SE and CE offices and **GM Estates** in case of corporate office, Jammu and Srinagar). **Administrative order** will be issued from the **corporate office** for appointment of **Nodal officers** and a team of two to three officers/officials of each division/office, who shall comprise of 1-2 engineers, one accounts personnel and **one store in-charge** and **Estates In-charge**. The nodal officer along with his team, will provide all requisite information/physical verification reports/stock register/ land register/land papers and other relevant and requisite information to the selected firm in his assignment of physical verification and preparation of the fixed assets.
- 3.4** To approve the coding scheme for the assets.
- 3.5** To provide details of assets and stores and all relevant documents and papers, required for successful completion of assignment.
- 3.6** JKSPDC may review with the successful bidder along with the project implementation team, any or all of the documents and advice forming part of the work, in meetings and conferences which will be held at the JKSPDCL Corporate Office.

### 4. Eligibility criteria:

The firm must be a Firm/LLP of Chartered Accountants/Cost Accountants registered with the Institute of Chartered Accountants of India / Institute of Cost Accountants of India. In respect of the above eligibility criteria, they are required to furnish/upload the requisite documents as mentioned in **Clause in 21.2 below**.  
than **31.03.2025**.

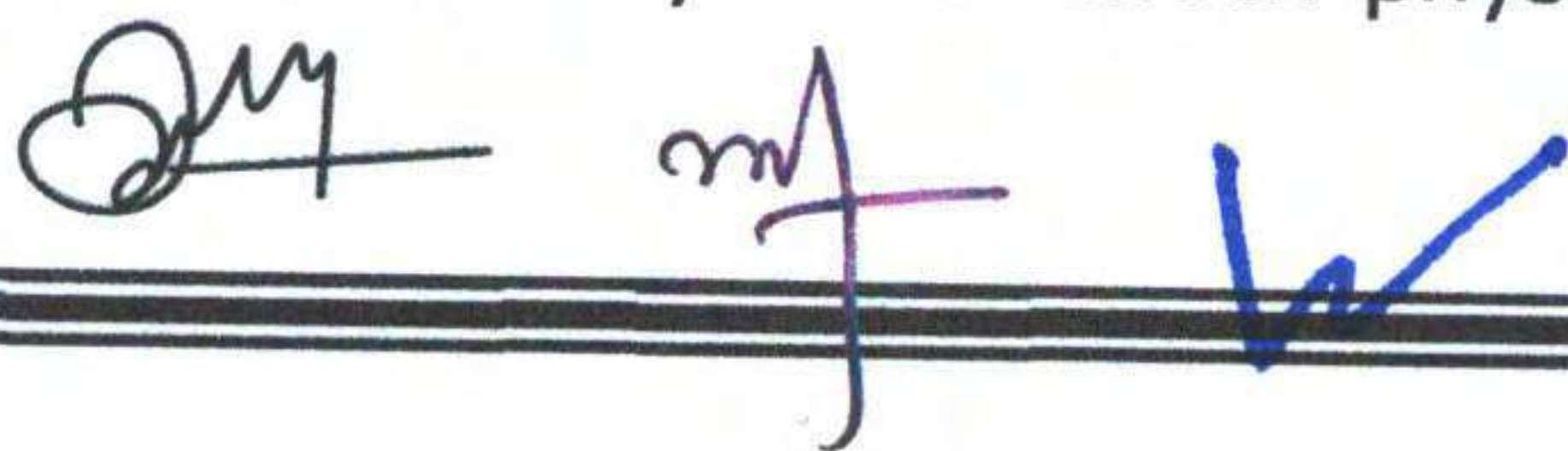
### 5. Selection criteria: -

The selection of the firm shall be as per qualitative criteria, which is based on the overall suitability of the firm and its experience in the field of preparation of Fixed Assets Register (FAR) and Physical Verification of Fixed Assets and stores. The following criteria will be the basis of marks to be assigned to the firms and selection of firms will be made on the basis of attainment of marks: -

S. No.	Selection Criteria	Minimum Criteria	Basis of Marks	Marks per criteria	Maximum marks
1.	Year of Establishment of the Firm	At least 05 (five) years in profession as on date of application	No. of years	02(two) per year in existence (fraction of the year to be ignored)	16 (sixteen)

2	No. of Partners in the firm, who are with the applicant firm for a minimum period of one year as on date of application.	02 (two) Partner	No. of Partners	03 (three) marks for each partner	15 (fifteen)
3	No. of Qualified Assistants (Chartered Accountants/Cost Accountants) employed with the Firm	01 (one) qualified Assistant	No. of qualified Assistants	02 (two) marks for each qualified Assistant	08 (eight)
4	No. of Semi-Qualified Assistants (CA-IPCC /CMA - Inter) employed with the Firm	02 (two) semi-qualified Assistant	No. of semi-qualified Assistants	01 (one) marks for each semi qualified Assistant	06 (six)
5	Experience of the Firm in Physical verification of Fixed Assets and Stores in Power Sector Companies ( <b>refer note S.No. I, II, III &amp; IV below</b> )	01 (one) assignment	No. of Assignment	8 (eight) per year of assignment	24 (twenty four)
6	Experience of the firm in Physical verification of Fixed Assets and Stores in Companies (other than Power Sector) ( <b>refer note S.No. I, II, III below</b> )	01 (one) assignment	No. of assignment	5 (five) per year of assignment	15 (fifteen)
7	Experience of the firm in preparation of Fixed Assets register and Inventorisation of stores ( <b>Any one of out of these two or both</b> ) – ( <b>Refer note no. IV below</b> )	No minimum Criteria	No. of assignment	10 (ten) per year of assignment	10 (ten)
8	Firms having Office (s) (Registered Office/Branch) located in the UT of J&K	Registered office/ Branch office in India	UT of J&K	6	6 (six)
<b>Total</b>					<b>100</b>

- I. S. no. at **5** and **6**: experience during the period of the FY 2015-16 onwards only shall be considered while carrying out evaluation.
- II. Power Sector at **S. No. 5** would mean industries/entities engaged in generation/transmission/distribution of electricity.
- III. S. No. at **5** and **6**: In case of firm's experience in Power sectors Companies and in other Companies (other than power sector), entities with minimum annual turnover of **Rs.300 crore** in the year for which physical verification of assets and stores were



assigned to the firm would only be considered.

- IV. **S.no.7:** - In case of a firm has experience of both physical verification and preparation of FAR in one single assignment, of entities with minimum annual turnover of **Rs.300 crore** in the year for which the assignment was assigned, then marks at **s.no 5 or 6 and 7** will both be given.
- V. Documentary evidence in support of each of the above-mentioned criteria are required to be submitted.

### 6. Empanelment Criteria

- 6.1** JKSPDC shall evaluate the bids on the basis of submittals of the bidder. Selection for empanelment will be done on the basis of marks obtained. The highest ranked six (06) bidders, who obtain maximum Marks as per Clause 5 above, shall be empanelled.
- 6.2** In case of a tie, the firm of Chartered Accountants / Cost Accountants/ LLPs with higher no. of assignments in "Power sector Companies" will be preferred for the purpose of empanelment. If still there is a tie, a firm with a higher no. of assignments in "Other than power sector Companies" will be preferred. In case of a tie again, a firm with a longer period of existence since its establishment will be considered.
- 6.3** The assignments shall be given to empanelled firms as per the **assignment groups** as per the clause 7.1 below. Each empanelled firm will be given only one group out of 7 groups i.e A, B, C, D, E, F and G. Highest ranking firm will be awarded highest valued group i.e Group-D and the same method will be followed in the other groups i.e Firm at s.no 2 in terms of ranks will be given second valued group. In case of tie in marks, then again, the procedure at **clause 6.2** will be followed for awarding the groups. However, the management with the mutual consent of the empanelled firms can also consider giving preference awarding groups as per the location of the office of the firms (**but this preference will not be exercised in case of Group-C assignment**).
- 6.4** In case of any of the empanelled firms, refused to take up the work, then management can consider empanelling the firm next in order i.e No. 8<sup>th</sup> and giving him the work or giving work to already empanelled firms.

### 7. Fee/remuneration: -

**7.1** Office wise fees for conducting the complete assignment as per the scope of works shall be as per under: -

S. No	Name of Project/Paying Unit	Division/offices	Location	Total fee (Rs.)	Total cost of each group (Rs.)	Assignments Groups
<b>JAMMU DIVISION</b>						
1	Chenani-I	Civil Maintenance Division, Udhampur	Udhampur	1,40,000	6,55,000	A
		Generation Division, Udhampur	Udhampur	1,40,000		
2	Chenani II	Generation Division and CMD, Udhampur	Udhampur	1,15,000		
3	Chenani III	Civil Maintenance Division, Udhampur	Udhampur	1,35,000		

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		Generation Division, Udhampur	Udhampur	<b>1,25,000</b>		
4	Chief Pay and Accounts Office, Jammu	CP&AO Jammu, CE, CID, Jammu, CE, Generation, Jammu & SE, generation , Jammu	Jammu	<b>1,00,000</b>	5,55,000	B
		CID, Jammu, MID, Jammu and Geologist, Jammu	Jammu	<b>90,000</b>		
5	Corporate office, Jammu	General Manager Estates Jammu. Inventory of Purchase and Transport officer and Data centre	Jammu	<b>1,00,000</b>		
6	Sewa - III	EPD Jammu	Jammu and Hut Mashka, Basholi	<b>95,000</b>		
		CCD-Ujh	Kathua and Hut Mashka, Basholi	<b>95,000</b>		
7	Kalakote Thermal Project	Electric Project Division, Jammu	Kalakote	<b>75000</b>		
8	CPAO Parnai	CP&AO Parnai	Draba, Poonch	<b>40000</b>	3,50,000	B
9	Parnai HEP	Mechanical Division	Draba, Poonch	<b>90000</b>		
		CCD-I	Draba, Poonch	<b>90000</b>		
		CCD-II	Draba, Poonch	<b>90000</b>		
		CPE, Parnai	Draba, Poonch	<b>40000</b>		
10	Baglihar HEP	Generation Division-I	Chanderkot, Ramban	<b>230000</b>	18,05,000	C
		Mechanical Division-I	Chanderkot, Ramban	<b>230000</b>		
		400 TLD Division	Chanderkot, Ramban	<b>230000</b>		
		EPD Division	Chanderkot, Ramban	<b>150000</b>		
		CMD Division-I & CE, Civil BHEP, Collector	Chanderkot, Ramban	<b>230000</b>		
		CMD-II (CMD-II, Power House & HRT)	Chanderkot, Ramban	<b>150000</b>		
		Generation Division-II	Chanderkot, Ramban	<b>230000</b>		
		Mechanical Division-II	Chanderkot, Ramban	<b>230000</b>		
11	CP&AO Bagilhar	CP&AO Bagilhar, CE, Electric BHEP & SE, Electric, BHEP	Chanderkot, Ramban	<b>125000</b>		
12	Bhaderwah	Generation Division Udhampur	Bhaderwah	<b>115000</b>	3,90,000	A
13	CPAO Kishtwar	CP&AO Kishtwar	Khistwar	<b>45000</b>		

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14	Kirthai I	CCD-Kirthai and CE, Kirthai	Khistwar	60000		
15	Kirthai II	CCD-Kirthai	Khistwar	45000		
16	Lower Kalnai	CCD-Lower Kalnai and CPE, Lower Kalnai	Thathri	85000		
17	S&I UNDER KISHTWAR	CI&D Kishtwar & Geologist	Khistwar	40000		
<b>KASHMIR DIVISION</b>						
1	Corporate office, Srinagar	General Manager Estates Srinagar, Inventory of Purchase and Transport officer.	Srinagar	1,00,000	5,85,000	D
2	CPAO SRINAGAR	CP&AO Srinagar, CE, CID, Kashmir, CE, Generation, Kashmir, SE, Generation and Chief Geologist	Srinagar	1,10,000		
		CID, Srinagar, MID, Srinagar and Geologist, Srinagar and Collector office	Srinagar	1,10,000		
3	Gas turbine I (Pampore)	Gas Turbine Division	Pampore	1,45,000		
		Estates Srinagar	Pampore			
4	Pahalgam MHEP	Gas Turbine Division	Pahalgam	1,20,000		
5	CPAO BARAMULLA	CP&AO Baramulla, SE Generation	Baramulla	1,15,000	8,80,000	E
6	Karnah	ECD Karnah	Karnah	1,10,000		
7	LJHP	CMD LJHP	Baramulla	2,10,000		
		Generation Division LHJP	Baramulla	2,10,000		
8	Matchil	CCD-Matchil	Matchill	1,00,000		
9	Mohra	CI&D Sopore	Mohra	95,000		
10	S&I under Baramulla	CI&D Sopore	Sopore	40,000		
11	CPAO KANGAN	CP&AO Kangan and collector office	Kangan	1,10,000	10,75,000	F
12	Ganderbal	Generation Division Ganderbal	Ganderbal	1,20,000		
		SVP Kangan	Ganderbal	1,40,000		
13	New Ganderbal	CCD-I, CCD-II and CE, NGHEP	Ganderbal	1,45,000		
14	USHP I Sumbal	Generation Division Sumbal	Sumbal	1,40,000		
		SVP Kangan	Sumbal	1,40,000		

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15	USHP II	Generation Division Kangan	Kangan	1,40,000		
		CMD Kangan	Kangan	1,40,000		
<b>Consolidation of all the reports at corporate office level</b>						
1	Corporate office	Consolidation of all the reports at corporate office level	Corporate office, Jammu	1,20,000	1,20,000	D
<b>Total</b>				<b>64,15,000</b>	<b>64,15,000</b>	

7.2 The above fees are exclusive of applicable taxes and TA/DA and boarding expenses. The GST will be paid extra. All the statutory taxes/levies & duties, shall be deducted at source as per applicable laws.

7.3 The TA/DA and boarding expenses shall be paid as per actual subject to a maximum of **20%** of the total fee of the firm. In case, any project sites have available accommodation, the same can also be given to the firm at no cost.

#### 8. Team deployment by the firm: -

- 8.1 The firm would deploy a suitable team for undertaking the work, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained ensuring that the size of the team is commensurate with the size of the group and the volume of work involved.
- 8.2 It should be ensured that the team is headed at all times by a Partner/Qualified Assistant.
- 8.3 It shall be the duty of the firm to communicate the field visit plan along with the details of manpower scheduled for such visit to the **nodal officer** concerned with a copy to the Corporate office (**Incharge-Physical verification desk**) at least 7 days in advance of such field visit, so that necessary directions can be issued to the concerned office.

#### 9. Completion Period: -

The assignment should be completed within four months from the effective date. If work assignment not completed within the stipulated time, it will attract liquidated damage (LD) and the same shall be recoverable at the rate of 0.5% of the basic order value (excluding taxes and duties) of the firm, per week or part thereof, subject to maximum 10% of total order value along with GST thereon.

#### 10. Deliverables: -

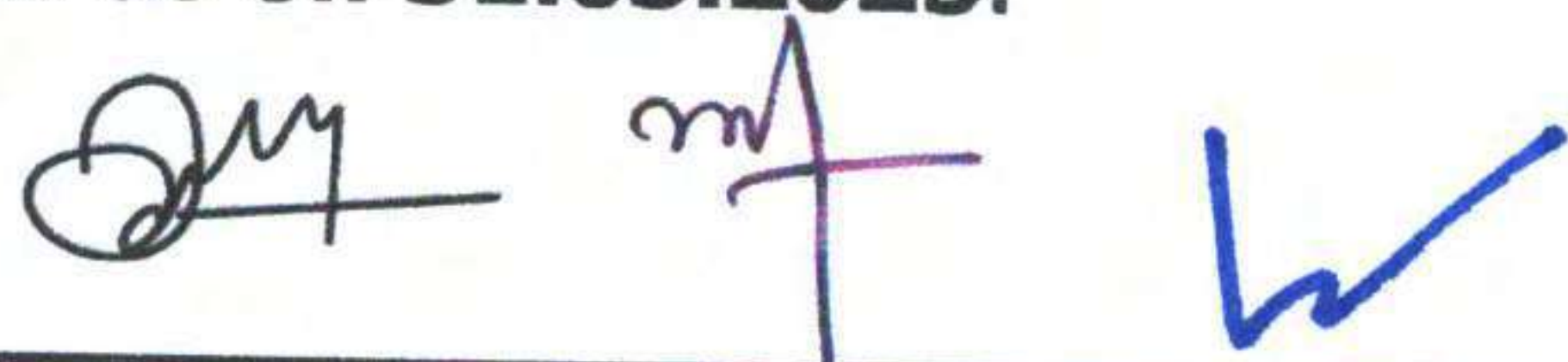
10.1 The firm is required to submit the specific deliverables as per under: -

##### Report-A

- Fixed Assets register and its report on physical verification of each office/project separately as on **31.03.2025**
- Report on codification of all the assets with a unique code.
- Reconciliation and linkages of historical cost of assets with the system (ERP) generated Assets Reports.

##### Report-B

- Inventorisation of stores and spares of each office separately **comprising of its valuation as on 31.03.2025.**



b) Physical verification of Stores and spares lying in various Units (Offices/Projects/Plants) of JKSPDC **as on 31.03.2025.**

**10.2** Above reports in three copies along with soft copy shall be submitted to the following: -

- (i) Director Finance, Corporate office, JKSPDC
- (ii) Nodal officer of the concerned office.
- (iii) Concerned Chief Engineer of the respective office.

**10.3** The above reports should be duly signed by firms authorized representative and nodal officer of the concerned office.

### **11. Contract Agreement**

The empanelled firm shall enter into the Contract Agreement with JKSPDC within 21 days from the date of issue of LOA on a non-judicial stamp paper. The stamp duty is to be borne by the bidder.

### **12. Effective date**

The work shall be commenced within 15 days from the date of issue of Letter of award (LOA) and the same shall be considered as effective date of contract.

### **13. Payment Terms**

**Payment shall be released as per under: -**

- a) 70% within 10 days of submission of final copy of signed **Report A.**
- b) 30% within 10 days of submission of final copy of signed **Report B.**

### **14. Performance Standards**

**14.1** The firm shall undertake to perform the assignment with the highest standards of professional and ethical competence and integrity and shall furnish its independent professional expert opinion. The firm shall ensure completion of the assignment with utmost efficiency, discipline and punctuality.

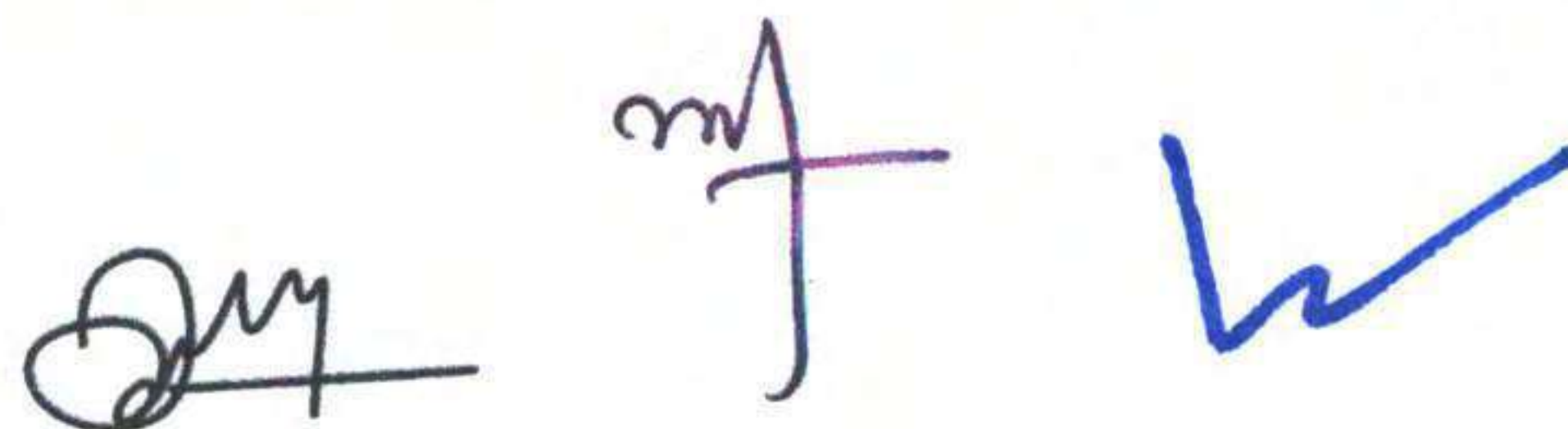
**14.2** The firm shall require to submit a performance guarantee equal to 5% of the total value of the work (incl taxes) to be awarded, as performance security in the shape of bank guarantee from commercial bank pledged to the Managing Director, JKSPDC and it shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations, which shall be returned after successful completion of assignment.

### **15. Confidentiality**

The firm shall not, during the term of this Contract and after its expiration disclose any proprietary or confidential information relating to the services of this Contract or the JKSPDC business or operations without the prior written consent of the JKSPDC.

### **16. Ownership of Material**

Any studies, reports or other material prepared by the firm for the JKSPDC under the Contract shall belong to and remain the property of the JKSPDC.



## 17. Termination

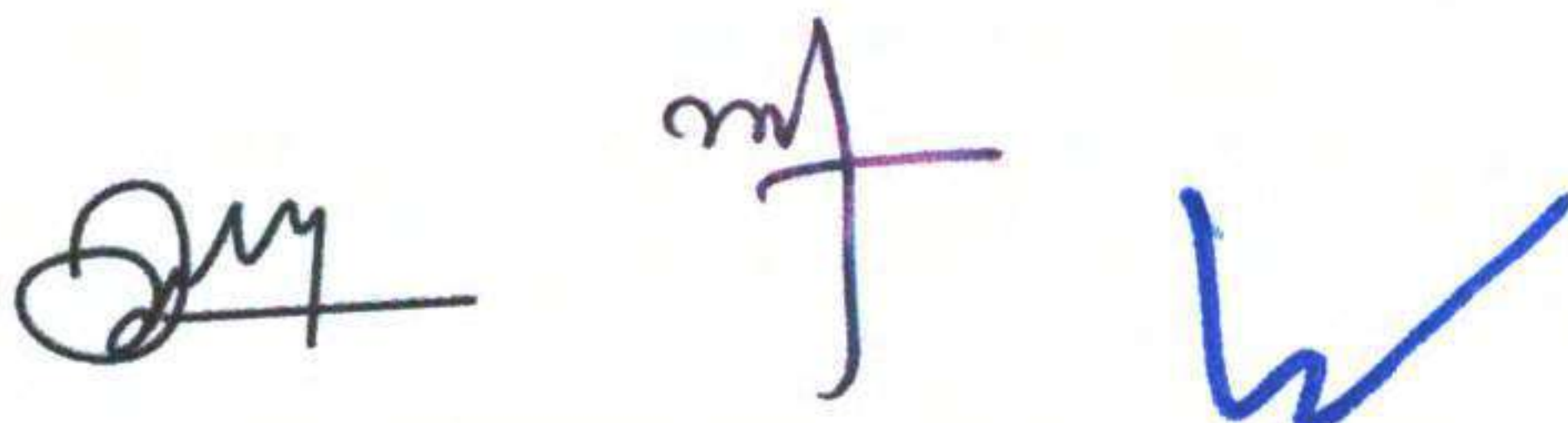
JKSPDC may, in their discretion, terminate the Contract in the event of the firm failing to meet the contractual obligations or any material breach of Contract. Prior to that JKSPDC will give in writing the reasons for terminating the contract.

## 18. Dispute Resolution

No dispute or difference arising between the firm and the JKSPDC, under or relating to the contract shall be referred to adjudication, unless an attempt has first been made to settle the same amicably. Amicable settlement will be deemed to have failed if either party notifies the other, in writing, of the same. Any dispute, in respect of which the JKSPDC and the firm have failed to reach at an amicable settlement, shall be settled by reference to adjudicator.

## 19. Adjudication

- 19.1** If the parties fail to resolve such a dispute or difference by mutual consultation, then the dispute shall be referred in writing by either party to the adjudicator, with a copy to the other party. The adjudicator shall be appointed by the Appointing Authority (Owner-Managing Director, JKSPDC). Within 28 days after receiving such reference, the Adjudicator shall give its decision which shall be reasoned and shall be binding on both the parties, who shall promptly give effect to it unless and until it is revised in an amicable settlement.
- 19.2** The Adjudicator shall be bound by following terms while adjudicating the dispute:-
- The Adjudicator shall pass an award strictly as per the terms and conditions of the Contract. Any award contrary to the terms and conditions of contract shall be void and not enforceable.
  - The Adjudicator shall not award pre-reference, pendent lite or future interest on any claim awarded in favour of any party.
  - The Adjudicator shall pass a speaking award with reference to each item of claim/dispute.
  - The venue of adjudication shall be in the UT of Jammu and Kashmir.
  - The Adjudicator shall be paid fee plus reasonable expenditure incurred in the execution of its duties as Adjudicator under the contract. This cost shall be divided equally between the JKSPDC and the firm.
  - Neither party shall be entitled to suspend such work to which dispute relates and payments if any shall be continued to be made in terms of the Contract during the pendency of the Adjudication proceedings.
  - The language of the Adjudication proceedings and of all documents and communications between the Parties shall be English.
- 19.3** If either party is dissatisfied with the Adjudicator's decision, then either party, may within 28 days after receiving the decision, give notice to other party of its dissatisfaction. If the Adjudicator fails to give its decision within the period of 28 days after receiving such reference, then either party, may within 28 days after the period has expired, give notice to other party of its dissatisfaction.
- 19.4** If the Adjudicator has given its decision and no notice of dissatisfaction has been given by either party within 28 days after it received the decision of the Adjudicator, then the decision of the Adjudicator shall become final and binding upon both the parties.



**19.5** Where notice of dissatisfaction has been given, both the parties shall attempt to settle the dispute amicably. In case of failure, there shall be no arbitration proceedings. However, the parties can challenge the award of the Adjudicator in the competent Courts within the UT of Jammu & Kashmir only. Courts of UT of Jammu & Kashmir shall have exclusive jurisdiction on the matter.

**19.6** Should the Adjudicator resign or die, or should the JKSPDC and the firm agree that the Adjudicator is not fulfilling its functions in accordance with the provisions of the Contract; another adjudicator shall be jointly appointed by the JKSPDC and the firm as Adjudicator under the Contract. Failing agreement between the two within twenty-eight (28) days, the new Adjudicator shall be appointed as the Adjudicator under the Contract at the request of either party by the Appointing Authority.

## **20. Law Governing Contract and Language**

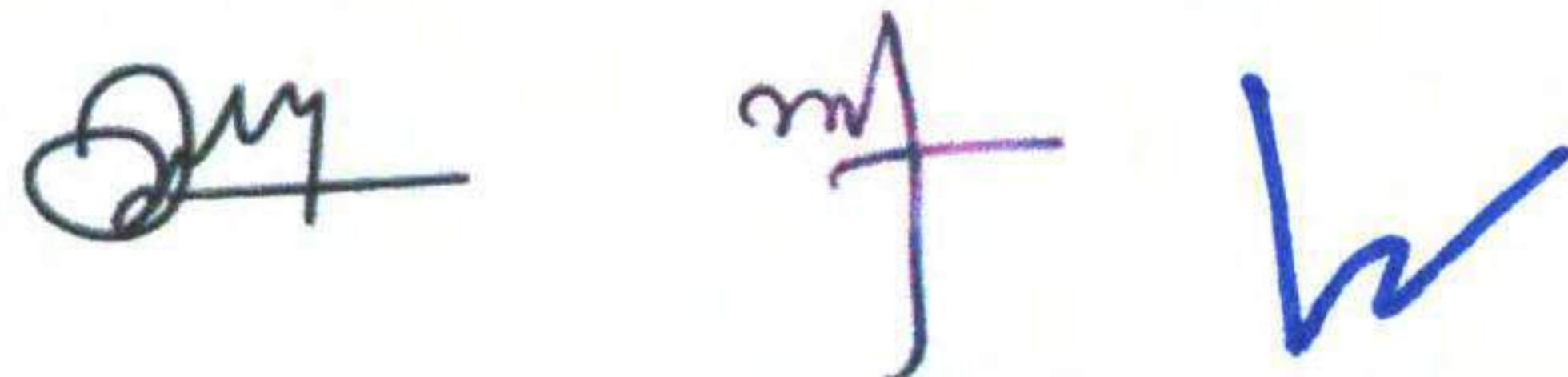
The Contract agreement shall be construed and interpreted in accordance with and governed by Laws of India as are in force for the time being and applicable in the UT of Jammu & Kashmir including rules and regulations made there under. In case of any dispute between the parties, the courts in the UT of Jammu & Kashmir shall have jurisdiction in the matter. In respect of any matter for which no provision has been made in this contract, the provisions contained in the Standard Guidelines of the JKSPDCL on the subject of hiring of consultants shall apply.

## **21. Other terms & conditions: -**

**21.1** Original copy of the Cost of tender document and EMD shall be submitted in the office of General Manager Accounts, JKSPDCL, Ashok Nagar, Satwari, Jammu by or before the last date of bid submission super scribed "Notice Inviting e-Tenders (E-NIT) for Empanelment of Chartered Accountants (CA)/Cost Accountants (CMA) firms for Preparation of Fixed Assets Register (FAR) and Physical Verification of Fixed Assets as on 31.03.2024 and Inventorisation of Stores and Spares of projects/offices of JKSPDC as on 31-03-2025"

**21.2** Interested firms are advised to go through the contents of the E-NIT document carefully and submit self-attested copies of the following documents in proper sequence as described hereinafter:

- a) Standard format for submission of technical details as per the **Annexure A** attached.
- b) Copy of Cost of tender document and Earnest money deposit.
- c) Latest registration certificate of the firm issued by ICAI/ICMAI w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
- d) Membership certificates of the qualified assistants issued by ICAI / ICMAI.
- e) Certificates/ Mark sheets issued by the respective Institutes in evidence of qualification of semi- qualified assistants.
- f) A declaration must be submitted by each firm that none of its partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in JKSPDC. Any bid without such declaration in this regard shall be summarily rejected.



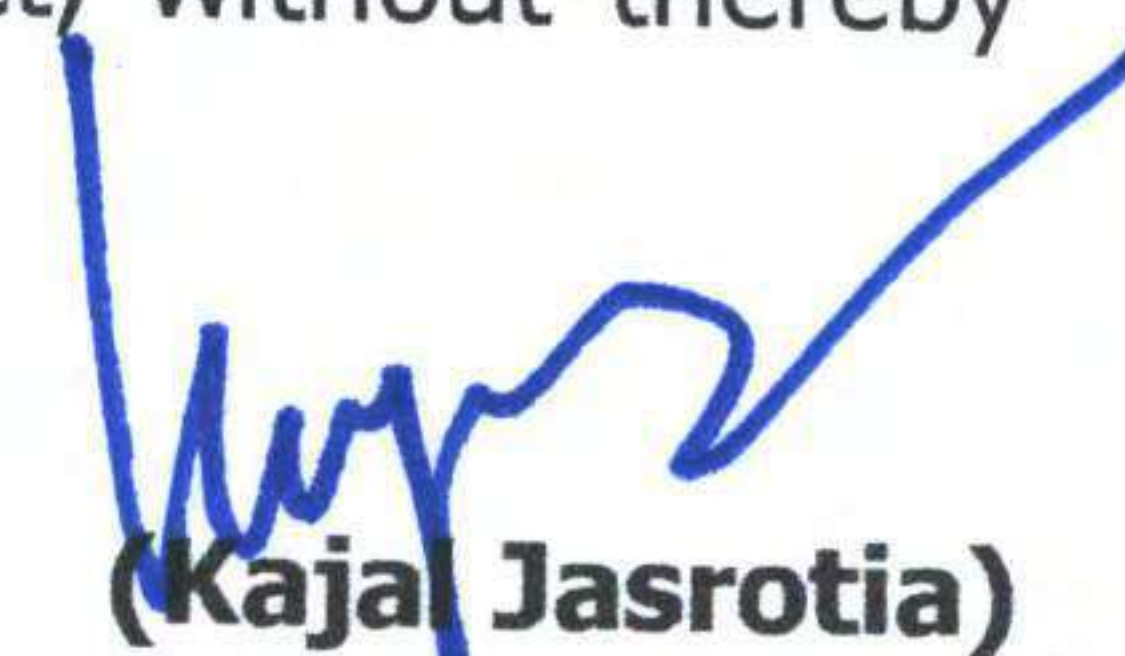
- g) Copies of appointment letters for the assignment of Physical verification of assets and stores and preparation of FAR and inventorisation of stores along with work completion certificate/email as evidence of experience.
- h) A certificate to the effect that the average annual turnover of the companies (whose experiences are attached) for the relevant financial years is Rs 300 Crores or more as per clause 5(iii) above.
- i) Copy of PAN card.
- j) Copy of GST Registration.
- k) A copy of complete E-NIT document duly signed as a token of acceptance of all terms and conditions and along with seal of the firm.

**22.** In case of unsuccessful bidder, EMD shall be refunded after determination of successful bidder. While in case of successful bidder, it shall be refunded on acceptance of Performance Guarantee.

**23.** The selected bidder shall not sublet or assign the awarded job or any part thereof.

**24.** The Bidder shall bear all costs associated with the preparation and submission of its bid and JKSPDC will in no case be responsible or liable for those costs regardless of the outcome of bidding process.

**25.** JKSPDC reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders.

  
**(Kaja Jasrotia)**  
General Manager (Accounts),  
JKSPDCL, Corporate Office, Jammu

No: -JKSPDC/Fin/E-237050/ 320-30

**Dated: 21-04-2025**

**Copy to the: -**

1. Executive Director, Electric
2. Executive Director, Civil
3. Director Finance, JKSPDC.
4. All chief Engineers, JKSPDC
5. Senior General Manager, Electric/Civil, Corporate office.
6. All Executive Engineers, JKSPDC
7. Deputy General Manager (Finance)
8. AM (IT) for uploading the tender on the JKSPDC website and JK Tenders Portal.
9. PA to MD for Information of Managing Director, JKSPDC.
10. Receipt section for receiving the tenders and keep them in safe custody.
11. Notice Board/Website.

**BID FORM**

(To be given on the Firm's Letter Head)

General Manager Accounts, Jammu  
Corporate Office, JKSPDCL,  
Ashok Nagar Satwari, Jammu, J&K.

Sub: Notice Inviting e-Tenders (E-NIT) for Empanelment of Chartered Accountants **(CA)**/Cost Accountants **(CMA) firms** for Preparation of Fixed Assets Register **(FAR)** and **Physical Verification** of Fixed Assets as on 31.03.2024 and Inventorisation of Stores and Spares of projects/offices of JKSPDC as on 31-03-2025.

Ref: E-NIT No. JKSPDC/Fin/E-237050/

Dated:- 21.04.2025

Madam,

- i) I/ We have downloaded / obtained the tender document(s) for the above-mentioned Tender from the website of JK Tenders.
- ii) I/We hereby certify that I/We have read all the terms and conditions of tender document which shall be part of the contract and I/We shall abide hereby all Terms & Conditions contained therein.
- iii) The Corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
- iv) I/We hereby unconditionally accept all the Terms and Conditions of above-mentioned tender document and corrigendum(s) as applicable.
- v) In case any provisions of this tender are found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject my bid.
- vi) I/We confirm that our bid shall be valid up to **180** (one hundred eighty) days from the date of opening of bids.
- vii) I/We hereby certify that all the statements made and information supplied in the enclosed Annexures, Forms and additional data etc. furnished herewith are true and correct.
- viii) I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- ix) I/We certify that I/we shall comply with the eligibility requirements as per Bid documents.

Signature:.....

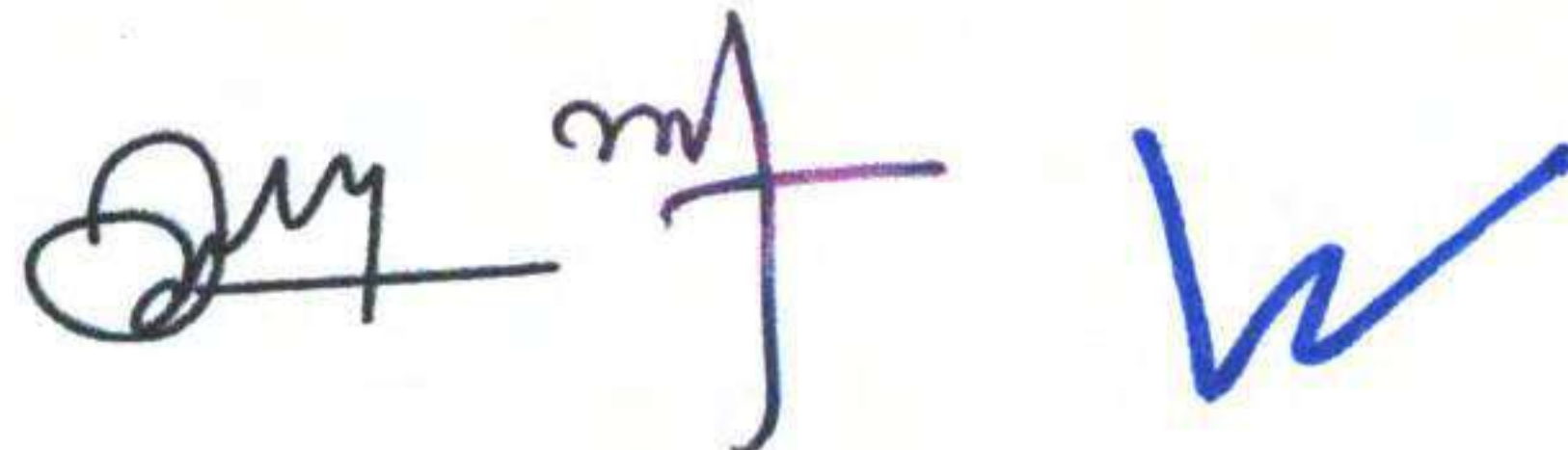
Name:.....

For and on behalf of the Firm

Seal:.....

Date:.....

Place:.....



**Annexure A to the E-NIT No.JKSPDC/Fin/237050/ Dated 21-04-2025**  
**Standard format for submission of Technical Bid**

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. No of year of establishment of Firm:

5. Details of Branch Office(s) including HO:

S. No	HO/Branch	Address	Date of Establishment	Contact Person	Mobile number/other contact Nos.	E- mail ID
1.						
2.						

6. Details of Partners:

S. No	Name of the Partner(s)	Membership No.	Qualification (ACA / ACMA FCA / FCMA)	Date of joining the firm as Partner	Supporting document
1.					(Form 18 of ICAI or Form M- 5 of ICMAI needs to be submitted)
2.					

7. Details of Qualified Assistants:

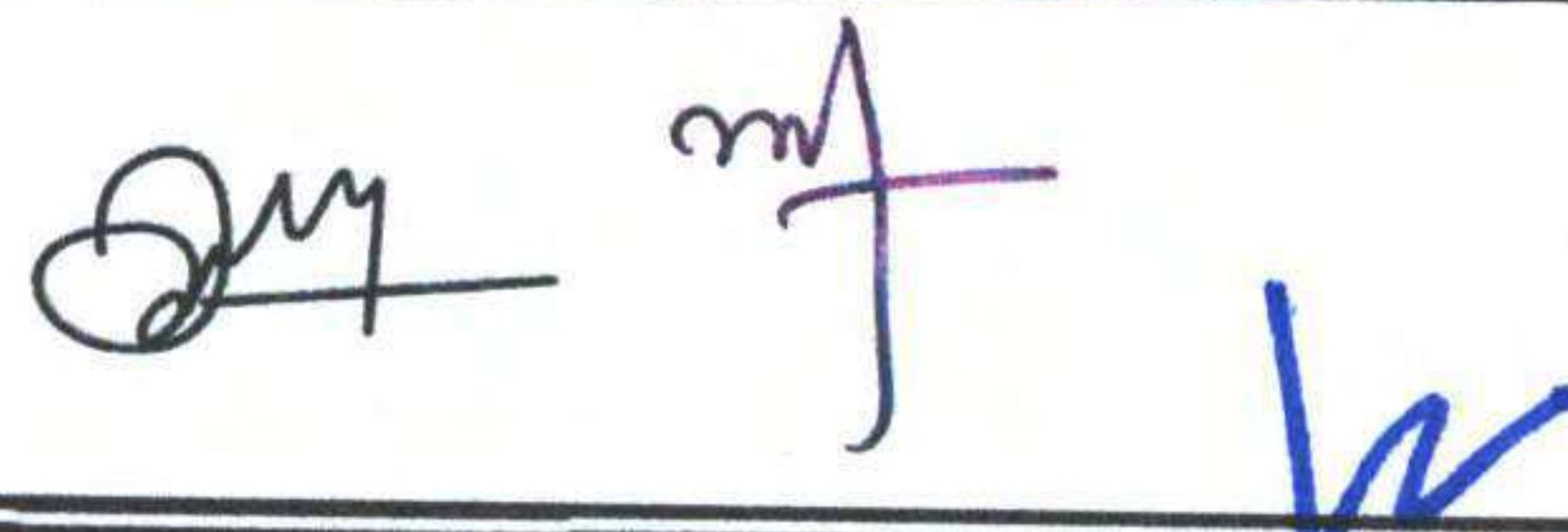
S. No.	Name of the Qualified Assistant	Membership No.	Date of joining the firm	Supporting document
1.				
2.				

8. Details of Semi-Qualified Assistants:

S. No.	Name of the Assistant	Whether CA- IPCC/CMA-Inter	Date of joining the firm as a Semi-Qualified Assistant	Supporting document
1.				Relevant Qualification Certificate and proof of joining of Firm
2.				

9. Details of Experience of firm in Physical Verification of fixed assets and stores in Power Sector companies from FY 2015-16 and onwards:

S. No.	Name of the Company/Unit	Turnover in Cr. (Min. 300 Cr.)	Year of Assignment	Type of Physical Verification-Fixed Assets / Stores	Supporting document
1.					Relevant experience certificate / email from company confirming work completion along with appointment letter
2.					



10. Details of Experience of firm in Physical Verification of fixed assets and stores in other than Power Sector companies from FY 2015-16 and onwards:

S. No.	Name of the Company/Unit	Turnover in Cr. (Min. 300 Cr.)	Year of Assignment	Type of Physical Verification-Fixed Assets / Stores	Supporting document
1.					Relevant experience certificate / email from company confirming work completion along with appointment letter
2.					

11. Details of Experience of firm in preparation of fixed assets register and inventorisation of stores:

S. No.	Name of the Company/Unit	Turnover in Cr. (Min 300 cr.)	Year of Assignment	Type of preparation of FAR and/or inventorisation of stores	Supporting document
1.					Relevant experience certificate / email from company confirming work completion along with appointment letter
2.					

12. PAN No. of the Firm:

13. GST Registration No.:

**14. Certificate**

It is confirmed that all the requirements of the E-NIT documents have been complied with. We hereby confirm that all terms & conditions as specified in the E-NIT and annexures thereto have been accepted by us.

This is to certify that all the information given above are accurate and any misstatement will be liable for rejection of our participation in E-NIT and blacklisting by JKSPDC as per Company's procedures.

None of our partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in JKSPDC.

**Signature of Partner with  
Name & Seal of the Audit Firm**

Note: All the documents submitted should be signed by a Partner with his / her name and under the seal of the firm.

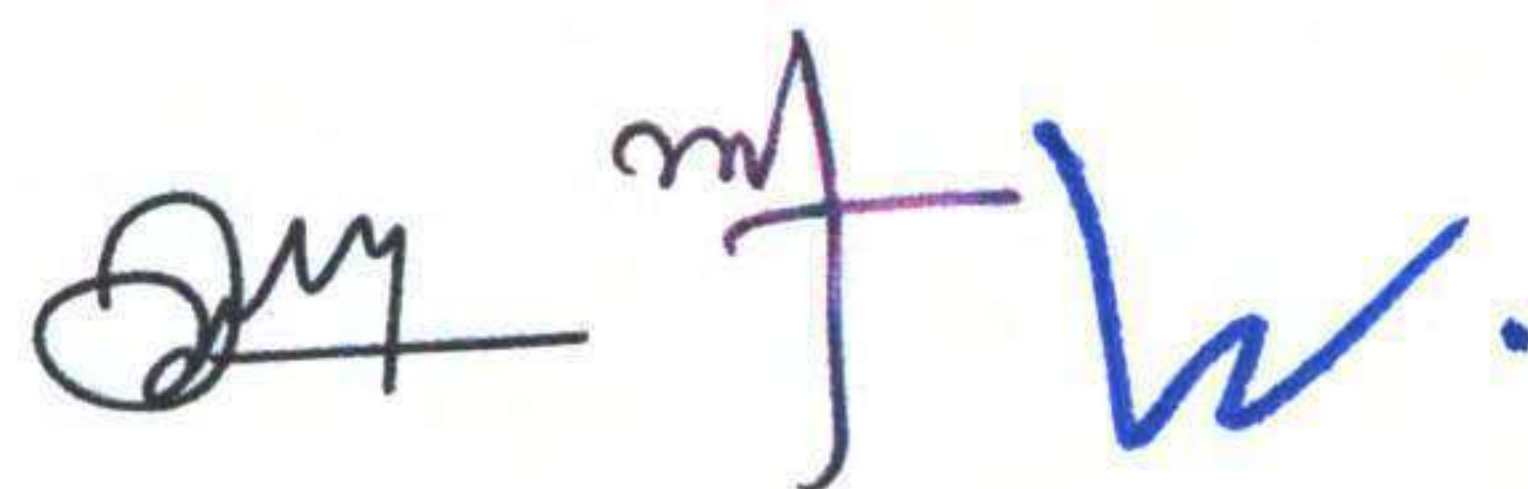
### **BANK DETAILS**

(To be given on Company Letter Head)

We hereby authorize **Jammu and Kashmir State Power Development Corporation Limited (JKSPDC Ltd)** to disburse all our payments through electronic fund transfer system/RTGS/NEFT. The details for facilitating the payments are given below: -

1	Name of the Beneficiary, address with Telephone No.	
2	Bank Name, address with Telephone No	
3	Branch Name & Code	
4	Bank Account number with style of account (savings/current)	
5	IFSC no. of the Bank Account	
6	PAN no. of the Beneficiary	
7	E-mail no. & Mobile no. of the beneficiary for intimation of release of payment	

I/We hereby, declare that particulars given above are correct and complete and if the transaction is delayed or credit is not affected due to incorrect information, I/we will not hold the Jammu and Kashmir State Power Development Corporation Limited (JKSPDC Ltd) responsible.



Authorized Signatory

Name:

Official stamp with Date