



OFFICE OF THE COMMISSIONER

SRINAGAR MUNICIPAL CORPORATION
BALGARDEN, SRINAGAR
Phone No 0194-2470465/24704466 Fax 0194-2476931
Email:- commissioner-smc@ik.gov.in



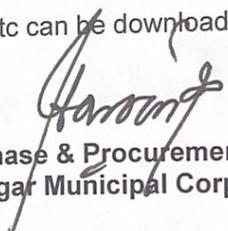
ENIT No: 12 of 2023
Dated:- 12/12/2023

For and on behalf of the Commissioner Srinagar Municipal Corporation, tenders are invited for Hiring of Chartered Accountant for Srinagar Municipal Corporation as per below mentioned details:-

- Tentative Estimated Cost = Rs: 22.656 Lacs
- Earnest money = 2% of total value.
- Tender Fee = Rs: 500/= non refundable
- Uploading of Bids = 12/12/2023 to 03/01/2024
- Date & time of opening of Bid = 05/01/2024

S.NO	Name of work	Quantity
1	Finalization/completion of Annual Reports including financial statement of SMC for the financial year 2017 -18 to 2024-25	01
2	Uploading and filling of GST Returns of SMC contractors/firms/NGO's etc.	
3	Uploading and filling of TDS Returns of SMC contractors/firms/NGO's etc.	
4	Uploading and filling of Revised TDS Returns of SMC contractors/firms/NGO's etc.	

The detailed NIT with terms and conditions etc can be downloaded from www.jktenders.gov.in


Purchase & Procurement Officer
Srinagar Municipal Corporation.

No: SMC/PPS/1197-1201

Dated: 12-12-2023

Copy for information to the:

1. Joint Commissioner Works, SMC.
2. FA/Chief Accounts Officer, SMC.
3. Public Relation Officer, SMC for publication in leading dailies.
4. Pvt. Secretary to Commissioner, SMC.
5. Notice Board.

E-NIT, Tender Notice Inviting
Request for Proposal (RFP) for hiring
of Chartered Accountant.

For

- (a) Finalization/Compilation of Annual Reports including Financial Statements of Srinagar Municipal Corporation for the Financial Year 2017-18 to 2024-25.
- (b) Uploading and Filing of GST returns of SMC contractors/firms/NGOs etc.
- (c) Uploading and Filing of TDS returns of SMC (if any) Employees/Contractors/firms/NGOs etc.
- (d) Uploading and Filing of revised TDS returns of SMC Employees/Contractors/firms/NGOs etc.

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1. Scope of Work:

- (a) Finalization/Compilation of Annual Reports including Financial Statements of Srinagar Municipal Corporation for the Financial Year 2017-18 to 2024-25.
- (b) Uploading and Filing of GST returns of SMC contractors/firms/NGOs etc.
- (c) Uploading and Filing of TDS returns of SMC (if any) Employees/Contractors/firms/NGOs etc.
- (d) Uploading and Filing of revised TDS returns of SMC Employees/Contractors/firms/NGOs etc.

ELIGIBILITY CRITERIA AND SCOPE OF WORK

2. Financial Criteria:

- a. The Firm must have an average turnover of not less than Rs. 20 lacs for the last three Financial Years and Certified financial statements, duly certified by Chartered Accountant (CA) for the past three years, shall be uploaded with the technical proposal.
- b. The firm must have to upload last three years ITR with the bid.

3. Technical Criteria:

- (a) The Firm must be a partnership firm/LLP in continuous existence for a period of at least 05 years as on 01.01.2023 since it's registration with the Institute of Chartered Accountants of India (ICAI), New Delhi.
- (b) The Firm must be registered with Comptroller and Auditor General of India (CAG) and Reserve Bank of India in 2023-24.
- (c) The Firm should have at least 02 chartered Accountant Partners, One of whom should be FCA (a fellow Chartered Accountant) and have a standing of 05 years or more in practice and 10 audit assistants/audit staff including minimum number of article assistants (if any) is given by the Institute of Chartered Accountants.
- (d) The Firm must have at least experience of 05 years in Auditing and Accounting of Autonomous/Government organization. At least two latest

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copies of similar nature of satisfactory work order must be uploaded with bid.

- (e) The Firm should have it's Registered Head office/Branch Office in Srinagar (J&K). This is for coordination and successful completion of the assignment in time bound manner (*Confirmatory documents in the form of Rent Deed/Utility Bill/Tax Registration to be submitted by the successful bidder within three days after allotment*).
- (f) The CA firm or any of its partners/members has not been debarred and/black listed by any Central Government and or any State Government Department(s) and the Applicant should not have any litigation in any of the Court(s). **An affidavit to that effect on Non-Judicial Stamp paper of Rs 100/- duly notarized shall be uploaded with the bid.**
- (g) No disciplinary action should have been taken or pending with the Institute of Chartered Accountants of India, against the firm or any of its partners or employees.
- (h) The firm have to upload Earnest Money in the form of CDR/FDR pledged to **FA/Chief Accounts Officer, SMC** for an amount of Rs: **45312/- (Rupees Forty Five thousand three hundred and twelve only)**. Earnest money in any other form other than CDR/FDR shall not be accepted. Besides receipt of tender fee of Rs 500/- (non-refundable) in the form of Demand Draft or credited to our official account No **0216010200000007**.
- (i) The rates to be quoted should be Inclusive of all taxes.
- (j) The Firm must be doing the work of "Preparation of Final Accounts" of Govt. organizations and upload of GST/TDS.
- (k) One of the Partner of the firm must have DISA (Diploma in information System audit).

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4. Quote rate for Professional Fee:- The Professional fee for the assignment shall be quoted by the tender as mentioned below:-

Sr No	Description of Work	Rates quoted to be (Inclusive of all Taxes)
01	Finalization/Compilation of Annual Reports of Srinagar Municipal Corporation for the Financial Year 2017-18 to 2024-25.	Rs _____ Per Financial Year.
02	Uploading and Filing of GST returns of SMC contractors/firms/NGOs etc.	Rs. _____ per entry for Uploading and Filing of GST returns of SMC contractors/firms/NGOs etc
03	Uploading and Filing of TDS returns of SMC Employees/Contractors/firms/NGOs etc.	Rs. _____ per entry for Uploading and Filing of TDS returns of SMC Employees/Contractors/firms/NGOs etc
04	Uploading and Filing of revised TDS returns of SMC Employees/contractors/firms/NGOs etc.	Rs. _____ per entry for Uploading and Filing of GST returns of SMC Employees/contractors/firms/NGOs etc

Terms and Conditions:-

- 1. Performance Security:-** The Successful bidder/tender has to submit the performance security @ 5% of contract/allotted value pledged to FA/Chief Accounts Officer, SMC in the form CDR/FDR.
- 2. Agreement:-** The successful bidder/tender shall be required to enter into agreement with Srinagar Municipal Corporation through Purchase and Procurement Officer SMC within seven days after issuing letter of intent to the firm.
- 3. (Dispute Resolutions (Arbitration):** Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to Commissioner SMC who shall act as an Arbitrator to sort out the dispute. If the decision of Commissioner SMC is not acceptable to the firm, the same shall be referred to the Court subject to Jurisdiction of Srinagar (J&K) only.
- 4. Confidentially:** The Firm shall ensure and undertake that the record of the Srinagar Municipal Corporation, and any information generated from the records provided shall not be used for any other purpose. The firm will not leak any data/information. If found so, all payments will be withheld and firm will be blacklisted. Besides that legal action as warranted under rules will be initiated against the firm.

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- 5. Indemnification:-** Firm Shall indemnify Srinagar Municipal Corporation against all actions , suits , claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the firm in connection with the performance of its obligations under this contract.
- 6. Bar on transfer/Sub-letting:-** The Successful firm shall not sublet, transfer or assign the contract or any part thereof to any other person/firm/consultant company/organization.
- 7. Availability of Record:** The Srinagar Municipal Corporation shall provide all the relevant records to the successful firm for preparing accounts as and whenever required/demanded.
- 8. Penalty Provision:-** If there is an unjustified delay in successful completion of the assigned job, then the penalty @ Rs 100/- per day will be imposed . Besides that fine or late fee deposited by the Srinagar Municipal Corporation to any authority/agency due to delay attributed to the Firm shall be deducted or charged from the firm.
- 9. Vetting of Compilation report:-** After compilation of accounts it will be submitted to Standing Committee for vetting.
- 10. Organizational Set-up:-** The Firm shall have the requisite organizational set up for carry out the work. The Firm has to perform the work as per the scope of work specified in this tender document.
- 11. Termination:-**
- The Srinagar Municipal Corporation is at liberty to terminate the contract at their sole discretion by giving one month prior notice to the firm in advance and in such a situation, the contract between the parties shall be deemed to have come to an end.
 - If the Firm's performance is evaluated as improper and not confirming to expected standards and expectations, the Srinagar Municipal Corporation reserves the right to terminate the contract without giving any notice and also forfeiting all payments including performance security.
 - If the Firm is found to violate any terms and conditions laid down in contract, contract order, the Srinagar Municipal Corporation reserves the right to terminate the contract forthwith without issuing any notice.

PART-D

SERVICE PROVIDERS OBLIGATION AND LIABILITIES

Quantum of work and Deployment of Resources

1. The Chartered Accountant Firm will depute a qualified Chartered Accountant at SMC. Other Members of the team, if any employed by the CA firm, must be at least Postgraduate in Commerce.
2. The FCA must visit Srinagar Municipal Corporation for monthly discussion on progress and performance of the work. In addition, the CA deputed should be stable and should not be replaced on regular intervals. Any change in CA employee deputed should be well informed and communication for the same should be given before 15 days of his replacement.
3. Frequent replacements will be treated as indiscipline of service provider and may lead to termination of contract.
4. The Service Provider must have to visit Srinagar Municipal Corporation in the last week of the month or at least first 3rd, 4th, and 5th day of the following month for collection of information related to SMC Accounts/deducted Tax or redressal of any grievance from employees/NGOs or contractors etc.
5. The Service Provider shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time.
6. The Service Provider shall indemnify the Srinagar Municipal Corporation from any claims in this regard. The Responsibility of correctness and accuracy of accounting records will lie with the Service Provider.
7. Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the SMC and dealing with the SMC and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider, then SMC will be at liberty to **take further steps (e.g. requesting ICAI for cancellation of license of the Firm) against the Service Provider.**

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Format for Technical Proposal (on letter head)

No	Descriptions	Information to be filled by the Applicant (if required separate sheets may be closed)
	Name, Address, Mobile No & Email ID of Applicant	
	Type of organization (Whether proprietorship, partnership, Private limited, limited company)	
	Name and Address of the Directors	
	Proprietor/Partners Year of formation of the company/ Experience as a CA firm	
	Details of Registration	Copy enclosed: Y/N
	Income Tax return for the last three financial years (attach copies)	Copy enclosed: Y/N
	Total turn over of the firm during last Three financial years (attach	Copy enclosed: Y/N

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	copies)	
	(a) Service Tax Number/Certificate	Copy enclosed: Y/N
8.	(b) PAN Number	Copy enclosed: Y/N
9.	Details of RFP Document Fee	Date
10.	Details of Earnest Money	CDR No Date
11.	Any other information	

List of Major Clients, including Govt. Organizations.

S.No	Name of Client	Category/Nature of work	Duration of Contract	Volume handled
1.				
2.				
3.				
4.				

Copies of relevant documents are to be closed in support of above information.

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Turnover during the last three years

No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed/Not Enclosed
	2022-23		Y/N
	2021-22		Y/N
	2020-21		Y/N

Undertaking

- (a) I hereby certify that all the information furnished above are true and correct to the best of my knowledge. I have no objection to Srinagar Municipal Corporation verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the RFP document and completely accept all of them

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DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING
PART IN RFP

(To be executed & attested by Public Notary/Executive Magistrate applicable non-judicial Stamp paper by the Applicant)

I/We _____ (Applicant) here by declare that the Applicant namely

M/s _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government RFPs in India and has no litigation in any of the Labour Court(s).

(Or)

I / We _____ (Applicant) here by declare that the Applicant namely M/s. _____ was blacklisted or debarred by Union/State Government or any Organization from taking part in Government RFPs for a period of _____ years wef _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government RFPs.

2. In case the above information found false, I / we are fully aware that the RFP / contract will be rejected/cancelled by Commissioner/F.A/Chief Accounts Officer Srinagar Municipal Corporation Srinagar, and EMD shall be forfeited.

3. In addition to the above, Commissioner/F. A/Chief Accounts Officer Srinagar Municipal Corporation will not be responsible to pay the bills for any in completed/partially completed work.

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PROFORMA FOR FINANCIAL PROPOSAL (on letter head)

Ref No

Date:

1. I / we herewith submit the Financial Proposal for the providing the services related to Compilation/Finalization of Annual Reports and Filing of TDS/GST returns of Srinagar Municipal Corporation, as per the details given in RFP document and assessed the scope of works thoroughly and have also gone through the RFP documents and understood the terms & conditions stipulated therein before quoting the rates here under.

2. Our service charges are:-

- a. Rs. _____ per year for Finalization/Compilation of Annual Reports of Srinagar Municipal Corporation. (Inclusive of all applicable taxes).
- b. Rs. _____ per entry for Uploading and Filing of GST returns of SMC contractors/firms/NGOs etc. (Inclusive of all applicable taxes).
- c. Rs _____ per entry for Uploading and Filing of TDS returns of SMC employees/contractors/firms/NGOs etc. (Inclusive of all applicable taxes).
- d. Rs _____ per entry for Uploading and Filing of revised TDS returns of SMC employees/contractors/firms/NGOs etc. (Inclusive of all applicable taxes).

DECLARATION

1. We have gone through the terms & conditions stipulated in the RFP document and confirm to a proposal by the same.
2. No other charges would be payable by Srinagar Municipal Corporation.

Seal & Signature of the authorized signatory of the agency

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