



GOVERNMENT OF JAMMU & KASHMIR

OFFICE OF THE EXECUTIVE ENGINEER, CONSTRUCTION DIVISION

JAMMU, J&K SPORTS COUNCIL, JAMMU.

NOTICE INVITING TENDER

Tender Notice : e-Nit 20 of 2024-25 Dated 24.07.2024

For and on behalf of Lt. Governor of Jammu and Kashmir, e-tenders are invited on Percentage Basis from registered Firms for the engagement of Chartered Accountant firm empanelled with C&AG whose particulars are given below

S. No	Name of Work	Estimated Cost (Rs. In Lacs)	Tender Fee (in Rs.)	Earnest Money (in Rs)	Time of completion
1	2	3	4	5	6
1	Engagement of Chartered Accountant firm as Tax consultant of J&K Sports Council for 36 Months from financial year 2024-25 onwards	To be quoted by the registered firm	1000/-	12500	36 months

Position of AAA :-Accorded

Major Head of Accounts :- "Professional and SS Charges" Head under Revenue Budget.

The Bidding documents Consisting of qualifying information, eligibility criteria, specifications, Drawings, bill of quantities (B.O.Q), Set of terms and conditions of contract and other details can be seen/downloaded from the departmental website <http://jktenders.gov.in> as per below schedule:

No: SC/CDJ/1480-84

Sd/-

Dated:24/07/2024

Executive Engineer
Sports Const. Div. Jammu

Copy to the: -

1. Secretary, J&K Sports Council, Jammu, for favour of kind information
2. Joint Director Information department for publication of tender notice in two leading Daily Newspaper.
3. Divisional Sports Officer, Jammu J&K Sports Council with the request to issue necessary directions in this regard to manager concerned.
4. Asstt. Executive Engineer Sports Construction Sub Div. I/II Jammu
5. Head Asstt. / Head Draftsman / Camp Clerk / Computer Section / Notice Board
6. Tender file

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1	Date of Issue of Tender Notice	24-07-2024
2	Period of downloading of bidding documents	From 24-07-2024 to 31 -07-2024, 1030Hrs
3	Date, Time and place of pre-bid meeting	26-07-2024 at 1200 Hrs. in the Office of the Executive Engineer Sports Construction Division Jammu Sports House MA Stadium, Jammu (MAIL US xenscdjmu@gmail.com)
4	Bid submission Start Date	24-07-2024 at 1030Hrs
5	Bid Submission End Date	31-07-2024 up to 1400 Hrs
6	Date & time of opening of Technical Bids (Online)	31-07-2024 at 1500 Hrs in the Executive Engineer Sports Construction Division Jammu
7	Date & time of opening of Financial Bids (Online)	Will be intimated later to the technically qualified bidders

1. Bids must be uploaded along with **Scanned copy of cost of Tender Document in shape of copy of receipt from Bank favouring Executive Engineer Sports Construction Division, Jammu by crediting the requisite charges to the bank Account detail of which is as under.**

i)	Name of the Bank	=	J&K Bank Ltd;
ii)	Account title	=	Executive engineer, J&K Sports Const. Div. Jammu
iii)	Account No.	=	0045010200002040
iv)	Branch	=	Chand Nagar Jammu
v)	IFSC Code	=	JAKA0TARGET

The bidders shall upload scanned copy of Counter file of the cost of the tender documents deposit in the Bank account vide para no: 1 above indicating NIT No./ Name of work **(Bank slips without NIT No/ Name of work will not be entertained and hence shall be rejected).**

2. **The bidders who have already participated in earlier nit for the same work, but the tender was cancelled due to poor response, need to deposit the tender fee again. (The bidder who do not deposit/ upload tender fee again will be declared as non- responsive).**

3. Bids must be uploaded along with **Scanned copy of Earnest Money Deposit in shape of CDR/ FDR/ BG favoring Chief Account officer J&K Sports Council, .**

4. The electronic bidding system would not allow any late submission of bids after due date and time as per server time. Bidders may modify their bids by uploading their request for modification before the deadline for submission of bids. For this, the bidder need not make any additional payment towards the cost of tender document. For bid modification and consequential re-submission, the bidder is not required to withdraw his bid submitted earlier. The last modified bid submitted by the bidder within the bid submission time shall be considered as the bid. For this purpose, modification/withdrawal by other means will not be accepted. In online system of bid submission, the modification and consequential- submission of bids is allowed any number of times. The bidders may withdraw his bid by uploading their request before the deadline for submission of bids; however, if the bid is withdrawn, the re-submission of the bid is not allowed. No bid shall be modified or withdrawn after the deadline of submission of bids.

5. The date and time of opening of Financial-Bids shall be notified on Web Site www.jktenders.gov.in and conveyed to the bidders automatically through an e-

mail message on their e-mail address. The **Financial-bids of Responsive bidders** shall be opened online in the **Office of the Executive Engineer Sports Construction Division, Jammu.** The date for same shall be intimated separately.

6. The bids for the work shall remain **valid for a period of 120 days from the date of opening of Technical**

Scope of work:

1. Filing of quarterly/annual returns of TDS and GST etc. based on records for aforementioned financial years and generating of TDS certificates on Form 16 and Form 16-A.
2. Preparation and filing of replies/corrected statements to the Income Tax Deptt. In respect of notices/communications received by the Authority irrespective of period to which the notice belongs.
3. Providing opinion on GST, IT & ST etc, in the matters of pertaining to the Authority.
4. To examine any order/communication received from Income Tax Deptt. and advise further course of action.
5. To prepare replies/submissions for the assessment proceedings, appellate proceedings and any other Income Tax, GST & Sales Tax related proceedings/notices/letters/summons etc.
6. To assist the office to digitalize books of accounts of each financial year in Double Entry System including the training to the staff.
7. Preparation/Verification of the correctness of trial balance, profit & loss account, receipt and payment, income & expenditure accounts & balance sheet from 2017-18 and onwards.
8. The prevention & detection of fraud & errors in the office.
9. Any other related matters of importance.

Terms & Conditions

1. The firm must be empanelled with C&AG and ICAI and should be a Partnership Firm. Self-attested copies of requisite documents/ certificates issued from appropriate authorities should be submitted online along with the tender to substantiate the claim.
2. The firm must have a minimum 5 years of operational experience in similar environment like Central /State Govt./UT autonomous bodies/Universities excluding Bank Audits.
3. The firm must submit the copies of appointment letters/audit completion certificate of last five years from the audited organizations.
4. The firm must have head office at Jammu & Kashmir and adequate personnel to ensure proper deployment and timely completion of the assignment.
5. The award process may be postponed/cancelled suo motto without assigning any reason or giving any notice to the firm.

6. If, even after the award of contract, information /facts submitted by the firm are found misleading /incorrect /false etc. This office reserves the right to disapprove the contract.
7. The contract shall remain valid for a period of 36 months from the date of the award of contract and the same may be extended further for a period of 12 months on the same terms and conditions subject to the satisfactory performance.
8. The successful firm who may be awarded the contract is subject to verification of original documents and execution of necessary agreement and should start the work within a period of 10 days from the date of award of contract.
9. This Office reserves the right to terminate the Contract of a successful firm without assigning any reason thereof.
10. The proof of remittance of Tender Fee/ EMD/ Exemption Certificate to be uploaded online with the technical bid.
11. Tenders received without payment of cost of tender and EMD shall be summarily rejected.
12. The online tenders shall be opened by a committee constituted for this purpose as per date and time mentioned in the table above, in the presence of firm/firms or their authorized representatives, who wish to be present, at the time of opening of the tenders.
13. In case of any incomplete document/information submitted by the firm/contractor, his tender may be rejected without assigning any reason thereof.
14. The firm shall not assign, sub-contract or sublet the whole or any part of the contract if so allotted to him.
15. Any legal dispute shall be subject to the jurisdiction of courts in Jammu & Kashmir District only & no other Court shall have the jurisdiction.
16. The appointment is initially for 36 months period, which can be extended to further period of 24 months on same terms & conditions on satisfactory performance.
17. The selected firm will have to execute the agreement within 7 days of the award of contract & shall start the work within 10 days from the date of execution of agreement with the office.
18. The selected firm shall be required to comply with the instructions if any issued by the office.
19. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above work during the period of the contract.
20. The selected firm shall have to give an undertaking to follow all ethics of faith and the information provided by office shall be kept strictly confidential. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
21. In case of any dispute, the decision of the office shall be final and binding.
22. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
23. A consistent history of litigation or arbitration awards against the applicant may result in disqualification.
24. Technical and Financial bids complete in all respect, must be uploaded at the aforesaid portal, as per stipulated dates and times mentioned in the table.
25. Financial bids of only those firms shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
26. The tenders uploaded/received after due date, time and place mentioned above shall not be entertained under any circumstances.
27. The rates quoted by the firms /CA should be exclusive of all taxes/GST etc.

28. In case of firm securing equal qualifying percentage, in the case the decision of the committee as per evaluation on the basis of presentation in respect of methodology of job to be performed by the firm shall be final and binding upon the all the bidding firms.

Minimum Eligibility Criteria:

S. No.	Particulars	Minimum Criteria
1	Number of full time partners associated with the firm placed at Jammu & Kashmir with at least two being fellow Chartered Accountants having more than 5 years' experience (As per Certificate of ICAI)	3
2.	No. of Partners in Head Office at Jammu & Kashmir	3
2	Turnover of the firm (Average annual turnover in last three financial years)	Rs.25.00 Lacs
3	Number of years of firms existence	10 years
4	Number of assignments of Audit of Central/State Govt. /UT autonomous bodies/Universities excluding Audits of Bank in the last 5 years.	15

Technical Bid Comprises of:

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

Minimum Fees:

The minimum fees as follows (excluding applicable GST):

1. Compilation of financial statements for
 - (a) 2017-18 : Rs. 25000
 - (b) 2018-19 : Rs. 25000
 - (c) 2019-20 : Rs. 25000
 - (d) 2020-21 : Rs. 35000
 - (e) 2021-22 : Rs. 35000
 - (f) 2022-23 : Rs. 35000
 - (g) 2023-24 : Rs. 35000
 - (h) 2024-25 : Rs. 35000
 - (i) 2025-26 : Rs. 35000
 - (j) 2026-27 : Rs. 35000

2. Assistance in Financial Compliance and Double entry training : Rs. 8000 per quarter

Selection Criteria

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

The Financial Bids of top three firms who score highest marks in the technical offers and presentations shall be opened to determine the best offers after taking into consideration the financial offers. 70 marks are the qualifying marks out of 100 marks for Technical Bid.

S. No.	Parameters	Basis of Marks	Maximum Marks
1	Year of establishment of firm(s) since date of registration	1 mark per year	10 marks
2	Number of Partners at Head Office in Jammu & Kashmir	5 marks for each stationed partner since 01.01.2021	15 marks
3	Number of semi qualified assistant (inter Chartered Accountant) in firm.	2 marks for each semi-qualified assistant	12 marks
4	The firm providing Income Tax Consultancy to Government Organizations/PSUs in J&K during last 3 years.	3 marks for each Govt. org/PSUs per year	15 marks
5	Firm providing GST consultancy to Govt. organization/bodies/PSU's/Departments during last 3 years.	3 marks for each appointment/empanelment per year	15 marks
6	Number of assignments of Audit of Central/State Govt. /UT autonomous bodies/Universities excluding Audits of Bank in the last 5 years.	Upto 14 : 0 Marks 15 : 15 Marks 16-20 : 20 Marks	20 marks
6	Jammu & Kashmir stationed Partner/Partners of the firm having done post qualification Diploma in information System Audit by ICAI	5 marks for each partner	5 marks

	(DISA (ICAI)) /CISA		
7	Jammu & Kashmir stationed Partner/Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD (ICAI))	2 marks for each partner	4 marks
8	Jammu & Kashmir stationed Partner/partners of the firm having completed the Certificate Course on Public Finance and Government Accounting (ICAI)	2 marks for each partner	4 marks
		Total	100 Marks

Checklist of Documents to be scanned & Uploaded along with EOI

S. No.	Item Description	Yes/No	Remarks
1	Copy of PAN		
2	Copy of Aadhar Card/Voter ID/Passport etc. mentioning address.		
3	Copy of certificate of registration with Institute of Chartered Accountants of India/Institute of Cost Accountants of India		
4	Certificate of Practice issued by the Institute of Chartered Accountants of India showing experience of at least five years of practice.		
5	Copy of order/letter of empanelment with the Department(s):- 1. C&AG 2. RBI		
6	Copies of full Income Tax returns & Financial Accounts for the last three financial years.		
7	Copy of order of Audit Assignments of Internal/Statutory/Forensic Audit of Corporate/PSUs entities, except Bank Branch Audit.		
8	Details of staff engaged (Excluding typist, stenographers, computer operators, secretaries and subordinate staff etc.) consisting of audit and article clerks with the knowledge in book-keeping and accountancy and are engaged in outdoor audit providing their names, educational qualification, date of engagement etc. in Annexure		
9	Details of semi qualified assistant (inter Chartered Accountant) in firm along with details from semi qualified assistant (inter Chartered Accountant) from ICAI Portal.		
10	Experience certificate/ appointment letter of firm providing Income Tax Consultancy to Government Organizations/PSUs in J&K during last 3 years		
11	Experience certificate/ appointment letter of firm providing GST consultancy to Govt. organization/ bodies/PSU's/Departments last 3 years		

12	Copy of Jammu & Kashmir stationed Partner/Partners of the firm having done post qualification DISA (ICAI)/ CISA		
13	Copy of Jammu & Kashmir stationed Partner/Partners of the firm having done post qualification Certificate Course in FAFD (ICAI)		
14	Copy of Jammu & Kashmir stationed Partner/partners of the firm having completed the Certificate Course on Public Finance and Government Accounting (ICAI)		

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