



e-NIT NO: 09 of 2024-25

Dated: 12/03/2025

Short Term Notice Inviting Tender

As such on behalf of Lieutenant Governor of UT of J&K, e-Bids are hereby invited for "**Hiring of Chartered Accountant (CA) for Auditing & Tax related services of JPDCL for the FY 2024-25 & 2025-26**".

Partnership Firms of Chartered Accountants, empaneled with CAG, having past experience and Certificate of Practice from the Institute of Chartered Accountants of India (ICAI) shall be eligible. Interested bidders may obtain further information from the Office of Financial Advisor & CAO, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K.

The List of work and timeline for the Bid process is as under:

Item Description:	Notice Inviting Tender (e-NIT) for Hiring of Chartered Accountant (CA) for Auditing & Tax related services of JPDCL for the FY 2024-25 & 2025-26
Department Name:	Office of the Managing Director, Jammu Power Distribution Company Limited
RFP Description:	<i>Hiring of Chartered Accountant (CA) for Auditing & Tax related services of JPDCL for the FY 2024-25 & 2025-26</i>
RFP Bid Validity:	60 Days
Eligibility & Technical Criteria:	As per RFP document.
Bid Document availability:	RFP Document can be downloaded from www.Jktenders.gov.in from 12.03.2025 Time 1300 Hrs to 19.03.2025 Time 1500 Hrs
Date of start of Bid submission and Last date for submission of Bid through e Portal:	From 12.03.2025 Time 1300 Hrs to 19.03.2025 Time 1500 Hrs
Last Date & Time for receipt of Bid:	19.03.2025 upto 1500 Hrs
Date & Time of Opening of Technical Bids:	20.03.2025 at 1430 Hrs
Place of submission of Bids:	www.jktenders.gov.in

Cost of Tender Document and EMD	Rs. 500.00 (Rupees Five Hundred only) for Cost of Tender document in the form of Demand Draft in favour of FA & CAO, Office of the Managing Director, JPDCL, Jammu and Rs. 10,000.00 (Rupees Ten thousand only) as Earnest Money Deposit to be submitted in the form of CDR/FDR/Bank Guarantee in favour of FA & CAO, Office of the Managing Director, JPDCL Jammu. Cost of Tenders document in the form of Demand Draft and EMD in the form of CDR/FDR/Bank Guarantee shall reach the Office of the Managing Director (Corporate office), JPDCL Jammu by or before the last date of bid submission.
Place of Opening of Bids:	Office of Managing Director, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K
Contact Officer for correspondence and clarifications:	Office of FA/CAO, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K. Email – cao.jpdcl@gmail.com Mobile - 9419158799

The bids must be submitted at www.jktenders.gov.in. The Technical Bid will be opened online in the office chamber of Technical Officer to Managing Director, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K in the presence of the bidders' or representatives who may choose to attend on the specified date and time.

No further discussion/ interface will be granted to bidders whose bids have been disqualified and this office reserves the right to accept or reject in part or full any or all the offers of bidder without assigning any reason whatsoever.

-Sd/-
Executive Engineer
IT&C Division, JPDCL
Jammu

NO: IT&CD/Tender/J/344-48

Dated: 12-03-2025

Copy to the:

1. Managing Director, JPDCL Jammu for his kind information. It takes reference to his directions vide his office letter no: MD/JPDCL/TS/4703-06 Dt: 07.03.2025.
2. Chief Engineer (Distribution), JPDCL, Jammu for his kind information.
3. Joint Director, Information Department, Jammu for information. The above e-NIT may please be got published in local leading dailies of J&K UT and dailies published from metropolitan cities of India for wider publicity. Newspaper cuttings of the advertisement may please be furnished to this office. The payment on account of publication of such advertisements will be made by this department (infjadvt@gmail.com).
4. Director General of Commercial Intelligence and Statistics, Kolkata for wider publication of the e-NIT in India Trade Journals.
5. Official Website of JPDCL.

Signature Not Verified

Digitally signed by SHUJA ALI MIR
Date: 2025.03.12 11:12:12 IST
Location: Jammu and Kashmir-JK

STANDARD BIDDING DOCUMENT (SBD)

The Jammu Power Distribution Corporation Limited (JPDCL) a Government of J&K Enterprise, intends to hire a Chartered Accountant (CA)/Firm for **Auditing & Tax related services**. The Corporation is having 41 Accounting units / subordinate offices which are being consolidated at corporate office level at Jammu.

As such, on behalf of the **Lieutenant Governor J&K**, tenders are invited from interested eligible reputed Chartered Accountants/Firms for below mentioned services for 2024-25 and 2025-26. The Managing Director, Jammu Power Distribution Corporation Limited (JPDCL), Jammu invites Expression of Interest/RFP (Technical Bid & Financial Bid) from C&AG empaneled Chartered Accountant Firms for following services: -

1. Compilation of standalone financial statements in the accounting software in accordance with the Companies Act, 2013 on quarterly basis as well as on yearly basis:
 - (i) Ledger/Cash Book
 - (ii) Trading Account
 - (iii) Profit & Loss (P&L) Statement
 - (iv) Balance Sheet
 - (v) Trial Balance
 - (vi) Any other allied accounts book/statement
2. Filing of Income Tax TDS Returns, GST TDS Returns, GST & Income Tax Appeals & GST & Income Tax Consultancy services and assistance in implementation of centralized Income Tax TDS Deposits & Centralized Filing of the Income Tax TDS Returns against Managing Director, JPDCL GST/TAN/PAN only.
3. To assist the Corporation in making available all requisite information to the Internal Auditors and Statutory Auditors, for the assigned period and assisting in the conducting of CAG Audit.
4. Any other duty assigned by the Managing Director pertaining to Accounting MIS, Tax matters etc.
5. CA Partner should visit the office at least 3 days a week and as and when required by the office of the Managing Director. CA Firm/ Partner visiting the office shall ensure the accounting/ bookkeeping is done by the branches/ accounting units on timely manner.

ELIGIBILITY CRITERIA

The Chartered Accountant Firm must possess/qualify the following minimum eligibility criteria:

1. **Registration:** The firm must be registered with the Institute of Chartered Accountants of India (ICAI) and the Comptroller and Auditor General (CAG) of India for the Financial Year 2023-24.

2. **Turnover:** The firm must have an average annual turnover of at least Rs. 40.00 lakhs in the last three (3) financial years (2020-21, 2021-22, and 2022-23).
3. **Head Office/Branch Office Location:** The firm must have its head/Branch office located in Jammu and Kashmir for the last 10 years.
4. **Experience:** The firm must have a minimum of five (5) years of experience in dealing with Government/ Semi-Government Departments, Corporations, Universities, or Autonomous Bodies.
5. **Earnest Money Deposit (EMD):** The bidder must submit an EMD of Rs. 10,000 (Rupees Ten Thousand Only).
6. **Tender Fee:** A non-refundable tender fee of Rs. 500 (Rupees Five Hundred Only) must be submitted along with the bid.
7. **Minimum Fee:** The minimum fee for the **Auditing and Tax related services** will be as per the guidelines of ICAI, i.e., **Rs. 30,000** (Rupees Thirty Thousand Only) per month (Inclusive of all Taxes).

Technical Bid

The Chartered Accountant Firm shall submit supporting documents validating the information to be provided as required in eligibility criteria mentioned above along with the details mentioned in Technical Bids Format.

Financial Bid

Financial bids shall be submitted strictly as per BOQ. The Award of Contract shall be given to the Chartered Accountant firm on the basis of scores obtained in Techno-commercial & Financial weightages as per Selection Criteria detailed at Annexure "B" for providing the services mentioned in the table of the Financial Bid. The minimum fee for the above works (as prescribed by ICAI) is Rs. 30,000/- per month.

Selection Process

The selection of the CA firm will be based on the **Quality and Cost Based Selection (QCBS)** method, which will evaluate the bids on the following parameters:

1. **Technical Evaluation (70% Weightage):**
2. **Financial Evaluation (30% Weightage):**

The financial bid will be evaluated on the basis of the quoted fee. The lowest bidder (L1) will be awarded maximum points in the financial evaluation.

3. **The bidder securing the highest combined score (technical + financial) will be selected.**

SELECTION OF SUCCESSFUL BIDDER

The CA firm found eligible as per the Scoring Parameters in Technical evaluation shall be declared eligible for opening of Financial Bids.

The Award of Contract shall be given to the Chartered Accountant firm scoring the highest

QCBS Bid Score determined on the basis of scores obtained in Technical Parameters & the Financial Bid quoted by the CA Firm after assigning weightages of 70% to Technical Score and 30% to the Financial Bid for 1 year.

The CA firm found eligible as per the Scoring Parameters and scoring the maximum QCBS Bid Score shall be declared as the successful bidder. In case of tie for the Highest Score (H1), the successful bidder shall be selected among the H1 bidders in the following order of precedence:

- 1) Firm scoring the higher marks as per technical Scoring Parameters.
- 2) Firm having higher number of assignments of Power Sector in last 10 years in J&K.
- 3) Firm having the higher number of years of existence.

QCBS EVALUATION

To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

- a. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 35 (thirty-five) in 'Technical Parameters', using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{low} / C) \times 100 \times X + (T / T_{high}) \times 100 \times Y$$

where

C = Evaluated Bid Price of the bidder

C_{low} = The lowest of the evaluated bid prices among the technically qualified bids

T = The total marks obtained by the bidder against Technical Parameters

T_{high} = The highest mark scored against Technical Parameters

X = 0.3 (The weightage for 'Quoted price' is 30%)

Y = 0.7 (The weightage for 'Technical Parameters' is 70 %)

TERMS & CONDITIONS

1. The Chartered Accountants firms must be registered with ICAI.
2. The firms must have an average turnover of Rs. 40.00 Lakh (Rupees Forty Lakh only) in the last three years.
3. The firms should be in existence for at least 10 years as per the ICAI certificate.
4. The firms should be empaneled with CAG for 2023-24.
5. The firms shall submit supporting documents along with technical proposal in support of the minimum eligibility criteria.
6. The tenderer shall enclose with the tender, the photocopies of the PAN No./GST registration certificate/any other relevant certificate.
7. If any of the information/documents furnished by the Chartered Accountant Firm is found to be incorrect at any later stage, the offer will automatically stand cancelled without entertaining any correspondence.
8. The appointment of Chartered Accountant Firms will be for a period of 02 years

extendable on the same rates by a period of next 01 year subject to approval of Competent Authority and satisfactory performance, on mutually agreed terms & conditions.

9. The Managing Director, Jammu Power Distribution Corporation Limited (JPDCL) shall have the absolute discretion in allotting the job, increasing fees, stipulating terms and conditions for the appointment like experience in the field and termination of the services of the empaneled Chartered Accountant firm after giving due notice at any point of time including during the pendency of the contract.
10. The Managing Director, Jammu Power Distribution Corporation Limited (JPDCL) reserves the right to terminate Contract/Assignment at any stage, if Managing Director, Jammu Power Distribution Corporation Limited (JPDCL) is convinced that firm is not performing as per assigned job.
11. The Earnest Money deposit of Rs. 10,000/- in the shape of CDR/FDR/Bank Guarantee pledged in favor of FA & CAO, Jammu Power Distribution Corporation Limited (JPDCL) should be enclosed with the technical bid.
12. The bidder must quote the rates in figures as well as in words correctly in the financial bid.
13. The financial bids will be opened only of the bidders who qualify the technical bid.
14. In case two or more qualifying bidders quote identical lowest amounts in their financial bids, L-1 shall be decided on the basis of higher total score in respect of Part A of the Annexure "B"- "Selection Criteria Table", given here under in this document.
15. In case two or more qualifying bidders have identical total scores in respect of Part A of the Annexure "B"- "Selection Criteria Table" given hereunder, along with identical lowest financial quotes in their financial bids, the L-1 Bidder shall be the one with higher total score in respect of items 1, 4, 5 & 7 of Part A of the said Annexure "B"- "Selection Criteria Table".
16. Canvassing directly or indirectly in connection with the bid is strictly prohibited and bids submitted by the firms who resort to canvassing, will be rejected.
17. The whole process of tendering can be called off without giving any prior notice or information by the Competent Authority.
18. A Non-refundable tender fee of Rs. 500/- by Demand Draft in favor of FA & CAO, Jammu Power Distribution Corporation Limited (JPDCL), Jammu should be attached.

Termination: This hiring can be terminated

- i. By the Corporation-on grounds of indiscipline or under-performance or on account of redundancy /retrenchment as per the law with 2 weeks prior notice and with assigning reasons/justification thereof.

- ii. By the Applicant- by giving a prior 30 working days written notice, failure to which a compensation equivalent to a month's remuneration will be deducted.

Right retained by the Corporation: The Corporation retains the right to choose the next suitable candidate from the applicants if you choose not to accept the bid or if the hiring is terminated during its tenancy sum equivalent to 50% of the remuneration of the first month shall be retained by the Corporation as Security Deposit, which shall only be released upon the satisfactory completion of the subsequent hiring.

Amendment and Enforcement: Any alteration or amendment to this hiring shall be duly communicated in writing taking into consideration both Corporation's and applicant's views.

Disclaimer: Successful hiring of the Chartered Accountant Firm by JPDCL, shall not confer any overt or covert rights to the firm for future temporary or permanent engagement, in any type whatsoever.

Note:

1. The Managing Director, Jammu Power Distribution Corporation Limited (JPDCL) reserves the right to terminate Contract/Assignment at any stage, if Managing Director, Jammu Power Distribution Corporation Limited (JPDCL) is convinced that firm is not performing as per assigned job.
2. The Earnest Money Deposit of Rs. 10,000/- in the shape of CDR/FDR/Bank Guarantee pledged in favor of FA/ CAO, Jammu Power Distribution Corporation Limited (JPDCL) should be enclosed with the technical bid.

**-Sd-
Managing Director,
JPDCL, Jammu.**

ANNEXURE "A"

FORMAT FOR TECHNICAL BID

S.No.	Particulars	Supporting Documents required to be submitted along with this form
1.	Name of the Firm	
2.	Address of the Firm	
	Head Office	
	Date of establishment of the Firm	
3.	Firm PAN No.	
4.	Firm GST Registration No.	
5.	Firm's Registration No. with ICAI	
6.	Empanelment No. with C&AG along-with empanelment order for the F.Y. 2023-24	
7.	Turnover of the Firm in last three years separately	
8.	Annual Average Turnover with break-up of fee towards Audit, Income Tax matters and others (Specify)	
9.	Number of Partners of the firm along-with names	
10.	Number of Partners at head office in JK UT	
11.	Number of Fellow Member(s) & Associate Member(s) in firm	
12.	Number of Semi-Qualified Assistant(s) (Inter Chartered Accountant) in firm	
13.	Firm provided Income Tax. Consultancy to Government Organization's/ PSU's in J&K during 2023-24	
14.	Firm provided GST Consultancy to Government Organizations' / PSU's in J&K during 2023-24	
15.	Firm provided Compilation of Financial Statement service to Government Organizations'/ PSU's in J&K during 2023-24	
16.	Firm provided compilation of Financial Statement of Power related PSU/ Organization in J&K	

Note: The firm shall submit documentary evidence against above particulars.

ANNEXURE "B"**SELECTION CRITERIA**

S.No.	Parameters	Basis of Marks	Maximum Marks
A	Techno-Commercial Weightage (70%)		
1.	Years of establishment of Firm(s) since the date of registration.	1 mark per year	10 marks
2.	Number of Partners stationed at J&K (Head/Branch Office should be in J&K)	1 mark for Associate member and 2 marks for Fellow member	10 marks
3.	Number of Semi-Qualified (Inter Chartered Accountant) in firm (having registered principal/Branch office in J&K)	1 mark for each semi-qualified assistant	5 marks
4.	Firm provided Income Tax Consultancy to Government Organization/ PSU's in J&K during 2023-24	1 mark for each appointment / empanelment	5 marks
5.	Firm provided GST Consultancy to Government Organizations/ PSU's in J&K during 2023-24	1 mark for each appointment / empanelment	5 marks
6.	Firm provided Compilation of Financial Statement service to Government Organizations/ PSU's in J&K during 2023-24	2 marks for each such Compilation during 2023-24	10 marks
7.	Firm having experience of compilation of Financial Statement of Power related PSU/ Organization.	5 marks for each such Compilation	25 marks
	Sub -Total		70 marks
B	Financial Weightage (30%)		
1.	Indicative Fee (excluding taxes) in Rs. per month as per Financial Bid.		30 marks
	Sub-Total		30 marks
	Total		100 marks

ANNEXURE "C"
FINANCIAL BID PROPOSAL
(TO BE SUBMITTED ONLINE ONLY)

(30% Weightage)

<u>S. No.</u>	<u>Particulars</u>	<u>Fee Payable for each month* (In INR)</u>
1	Fee for Auditing & Tax Related services for Years 2024-25 and 2025-26.	

* Amount to be quoted as Fee for One month inclusive of all expenses, charges and taxes.

Seal and Sign of Authorized Person