

JAMMU DEVELOPMENT AUTHORITY



Division No.II
Jammu

STANDARD BIDDING DOCUMENT

**Request for Proposal for engagement of Chartered
Accountant Firms as Tax Consultant of Jammu
Development Authority for the Financial Year 2025-2026,
2026-2027 and 2027-2028.**

COST OF DOCUMENT

Rs. 1000.00



OFFICE OF THE EXECUTIVE ENGINEER
JAMMU DEVELOPMENT AUTHORITY DIVISION NO. II, JAMMU

NOTICE INVITING TENDER

e-NIT No.JDA/II/e-NIT/2025-26/01 Dated 03-04-2025

Executive Engineer, JDA Division No. II, Jammu on behalf of Vice Chairman, JDA, invites tenders by e-tendering on **item Rate** from **REGISTERED CHARTERED ACCOUNTANT FIRMS** for the works whose particulars are given below:-

S. No	Name of Work	Name of the office	Estimated cost	Earnest Money (in Rs.)	Cost of document (in Rs)	Contract Period
1	2	3	4	5	6	7
	Request for proposal for Engagement of Chartered Accountant Firms as Tax Consultant of Jammu Development Authority for the Financial Year 2025-2026, 2026-2027 and 2027-2028.	Vice Chairman, JDA	To be quote by Registered Firms	25,000/-	Rs.1000/-	Three Year

1. Date of Publishing **03-04-2025**.
2. The Bidding documents can be seen and downloaded from the website <http://jktenders.gov.in> from **03-04-2025 (1800 Hrs) to 17-04-2025 (1300 Hrs.)**.
3. The Bids shall be deposited in electronic format on the website <http://jktenders.gov.in> from **03-04-2025 (1800 Hrs) to 17-04-2025 (1300 Hrs.)**.
 - a. The bids received will be opened on **17-04-2025 (1400 Hrs)**.
 - b. The complete bidding process will be on line.
4. Bid documents can be seen at and downloaded from the website <http://jktenders.gov.in> Bid documents contain qualifying criteria for bidder, specifications, bill of quantities, conditions and other details.
5. Bids must be accompanied by cost of Tender document in form of Bank Receipt (Proforma enclosed) with other Bid documents of RFP as specified payable in favour of **Vice Chairman, Jammu Development Authority, Jammu** and Bid security (EMD) will have to be in form of CDR / FDR pledged in favour of **FA/CAO, JDA Vikas Bhawan, Rail Head Complex, Jammu.**
6. Submission of hard copies for all the bidders are not required, only L-1 (successful bidder) shall submit the hard copies after opening of financial bid.

7. The successful bidder L-1 should submit hard copies along with original documents in respect of Bank Receipt, EMD and self attested copies of all other relevant documents in the office FA/CAO, JDA, Vikas Bhawan, RHC, Jammu within 7 days from the date opening financial bid.

The Technical Bids and Financial Bids will be opened online in the office of the **Executive Engineer, JDA Division No. II , Nehru Market, Jammu.**

If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.

8. The bid for the work shall remain open for acceptance for a period of **90 days** from the date of opening of bids.
9. Other details can be seen in the bidding documents.
10. The Firm should have adequate trained staff in his establishment.
11. **Instruction to bidders regarding e-tendering process**
 - a. The interested bidder can download the bidding document from the website <http://jktenders.gov.in>
 - b. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
 - c. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
 - d. Bids will be opened online as per time schedule mentioned in Para 3 (a).
 - e. **Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid, failing which, their offer shall be rejected.**
 - f. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
 - g. All the required information for bid must be filled and submitted online.
 - h. Bidders can contact the undersigned for any other relevant details in respect of e-bidding process.
 - i. For any query/ clarification contact 0191-2474370 or vcjda@rediffmail.com.
12. ~~The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>~~

No.JDA/II/01-08
Dated 03-04-2025

Sd/-
Executive Engineer
JDA Division No.II
Jammu

Copy to the.:-

- 1/- Vice-Chairman, JDA, Jammu for information.
- 2/- Superintending Engineer, JDA, Jammu for information.
- 3/- Joint Director Information Department Jammu for publication of tender notice in two leading English News papers.
- 4/- Financial Advisor & CAO JDA, Jammu for information.
- 5/- Executive Engineer, JDA, Division No.I, Jammu for information.
- 6/- Sr. Programmer, JDA Jammu for information.
- 7-8/- Head Draftsman/Asstt. Accounts Officer JDA Division No.II Jammu.

INSTRUCTIONS FOR BIDDERS

Tenders to be submitted under two cover system

A) COVER 1st (Technical Cover) containing following documents:-

1. Application form in prescribed format duly signed by the bidder of RFP
2. Scanned copy of Tender fee.
3. Scanned copy of Payment towards EMD (Earnest Money Deposit)
4. Scanned copies of below mentioned documents shall be attached from My Document area for bidders:-
 - I. Copy of PAN Card of CA Firm.
 - II. ITR for last three assessment year 2022-23, 2023-24 and 2024-25.
 - III. Copy of GST Registration of Firm.
 - IV. Proof of latest Return in GSTR-3B.
 - V. E mail ID and mobile number of Bidder
 - VI. Registration certificate of the Firm issued by Institute of Chartered Accountant of India(ICAI) as on 01.04.2025.
 - VII. The Chartered Accountants Firm should be empanelled with the office of C&AG of India for the Financial Year 2024-25. Copy of the empanelment letter of C&AG for Financial Year 2024-25.
 - VIII. The Firm should have minimum 5 No. of partners in full time association with the firm and out of these, minimum 3 partners should be FCA.
 - IX. The Chartered Accountants Firm must have head office in J&K, preferably in Jammu. Minimum three partners should be stationed at Head Office (Jammu) since 01.04.2021 (out of these three partners, two partners should be FCA). Firm must submit Firm Card along with certificate on letter head as per **Annexure IV**.
 - X. The firm or any partner of the firm should not be blacklisted by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm must submit the No blacklisting certificate as per **Annexure I**.
 - XI. The CA firm should submit their turnover for the last three years in the format attached at **Annexure II**. Average turnover requirement for last three years is Rs. 30 Lakhs.
 - XII. The firm should be in existence for minimum 8 years and the CA Firm should have been in operation in J&K for minimum 6 years.
 - XIII. The firm should have provided GST Consultancy to J&K government organization/ PSU providing services like the services provided by JDA, in past two years.
 - XIV. The firm should have provided Income Tax Consultancy to at least one different Central Autonomous bodies (CAB) / other state government organization or office/ Public Sector Undertakings (PSUs) in last 2 years. Firms should submit details of experience in GST and Income Tax Consultancy required in format attached at **Annexure III**.
 - XV. Copy of Firm card issued by ICAI.
 - XVI. Copies of appointment orders/ completion certificates for providing GST and Income Tax Consultancy to Central Autonomous Bodies (CAB)/ other state Government Organization or Office/ Public Sector Undertaking (PSUs) as per Tender Eligibility requirement. (To support certificate as per Annexure III).

- XVII. Copy of Certificate of Certificate Course on Public Finance and Government Accounting (ICAI) of J&K Stationed Partner.
- XVIII. Copy of Certificate of DISA (ICAI)/CISA of J&K Stationed Partner.
- XIX. Copy of Balance Sheet and Profit and Loss Account of last three years (2021-22, 2022-23 and 2023-24).
- XX. Certificate of No blacklisting as per Annexure I.
- XXI. Certificate of Turnover as per Annexure II.
- XXII. Certificate of Experience as per Annexure III.
- XXIII. Copy of COP of each partner and related details as per Annexure IV.

B) Cover 2nd (Financial Bid cover):-

Rates are to be submitted by the bidders in the BOQ.

Sd/-
Executive Engineer
JDA Division No.II
Jammu

Terms & Conditions

1. SCOPE OF WORK

- i) Filling of quarterly/annual returns of I.Tax TDS and GST etc. based on records for aforementioned years and generating of TDS certificates on Form 16 and Form 16- A.
- ii) Preparation and filing of replies/corrected statements to the Income Tax Department. In respect of notices/ communications received by the Authority irrespective of period to which the notice belongs.
- iii) To make review of the system of book keeping and accounting.
- iv) To provide GST Consultancy, assistance in filing GST Returns.
- v) To assist in appeals and other related matters of GST.
- vi) To provide and appear in opinions related to GST.
- vii) To provide Income Tax Consultancy, assistance in filing Income Tax TDS Returns.
- viii) To examine any order/communication received from Income Tax Department and advice JDA for further course of action.
- ix) To prepare replies/submission for the assessment proceedings, appellate proceedings and any other Income Tax, GST related proceedings/ notices/letters/summons etc.
- x) To assist and appear in appeals and other related matters of Income Tax.
- xi) To provide opinions related to Income Tax.
- xii) The Firm/CA shall make verification of vouchers, Head of Account wise entries of receipt and expenditure in cash book & other financial statements.
- xiii) Preparation/Verification of the correctness of trial balance, income and Expenditure accounts and balance sheet in respect of both JDA and Nazul account.
- xiv) To undertake comprehensive exercise to determine total cost of Nazul land transferred to JDA from time to time and ascertain the amount payable to Government.
- xv) The firm shall have liasoning with Standing Counsel of JDA pleading Income Tax and Sales Tax cases in the Hon'ble High Court of J&K, Jammu.
- xvi) Any other related matters of importance.

2. PAYMENT TERMS

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Fees payment shall be made on monthly completion and submission of Compiled Financials to the satisfaction of the tendering authority.
- ii) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment.
- iii) The Authority reserves the right to deduct an amount from bills raised by the firms as may be considered for unsatisfactory services or delay in providing the services. The decision of the Authority shall be final in this regard.
- iv) Authority shall deduct TDS/GST or any other taxes/levy as per prevailing rates/rules.
- v) The payment shall be released after the verification/authentication of the bills by Accounts officer (DDO).

- vi) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- vii) The appointment shall be for the period of 36 months from the date of award of contract and can be extendable upto further 24 months as per the directions of the Vice Chairman, JDA.
- viii) Minimum Fee for the tendered work is Rs. 35000/- pm (exclusive of all taxes)
- ix) Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- x) All submitted documents should be signed by a Managing Partner under the seal of the firm.
- xi) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- xii) CA Firms are requested to visit the office of the undersigned for further clarification/ query/ exact scope of the work etc.
- xiii) No proposal shall be entertained in joint venture/Consortium.
- xiv) JDA shall reserve the right to discontinue the services of the CA/Firm in the event their services are evaluated as unsatisfactory at any time during the period.
- xv) **Evaluation of Tender:** The interested firms shall be requested to go through terms and conditions and arrange to submit their tender as per terms and conditions for providing services mentioned in the scope of work. The tender shall be evaluated by a committee constituted for the purpose and allotment of work shall be done as per JDA norms.

3. 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. 50 Marks are the qualifying marks for technical bid.

S.NO.	Parameters	Basis of Marks	Maximum Marks
I	Technical Weightage (80%)		
1.	Year of establishment of firm(s) since date of registration	1 mark per year	10 marks
2.	Number of Partners (Stationed at Head Office in J&K)	1 mark for each associate member (partner) and 2 marks for each fellow member	10 marks
3.	Number of semi qualified assistant (inter Chartered Accountant) in firm (Semi Qualified Assistant having registered principal office in J&K)	1 mark for each semi-qualified assistant	5 marks
4.	The firm provided Income Tax Consultancy to Government Organizations/ PSU's in J&K during 2023-24	2 marks for each Govt. org/ PSU'S for 2023-24	14 marks

5.	Firm provided GST consultancy to Government Organization/ bodies/ PSU's/ Departments under Housing and Urban Development Department during 2023-24	9 marks for each appointment/ empanelment/ experience certificate for 2023-24	27 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	12 marks
7.	J&K stationed Partner/ Partners of the firm having done post qualification Diploma in Information Systems Audit by ICAI [DISA (ICAI)]/ CISA	1 mark for each partner	1 mark
8.	J&K stationed partner/partners of the firm having completed the Certificate Course on Public Finance and Government Accounting (ICAI)	1 mark for each partner	1 mark
Sub Total			80 marks
II Financial weightage (20%)			20 Marks
		TOTAL	100 Marks

4. SUBMISSION AND EVALUATION OF RFP

Interested firms meeting all the pre-qualification criteria as mentioned above must upload their offer in the prescribed financial bid form (BOQ)

- i) The Technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- ii) Financial bids shall be opened only after due scrutiny of Technical bids in respect of technically eligible bidders only. The date and time of opening of financial bids shall be intimated to the technically eligible bidders later.
- iii) If some discrepancies are found between the rates given in words & figures, the rate as quoted in words shall be adopted.

5. OPENING OF FINANCIAL BID

The bidders who are technically qualified will be intimated about the date of opening of financial bid.

6. Compliance:

1. The Chartered Accountant firm shall not sub contract the assigned work.
2. The Chartered Accountant firm shall work in strict confidence and shall ensure that the related data or information in respect of the work/service is dealt with the strict confidentiality and secrecy.
3. Assigned work shall be completed within the time frame specified by the Income Tax Authority/JDA.
4. Neither the Chartered Accountant firm, nor its associate should have any interest in the business of the Authority.

5. The chartered Accountant firm shall ensure that the record provided to them by the Authority and any information generated from the record provided shall not be used for any other purposes.

7. Debarring Provisions:

The Chartered Accountant firm shall be debarred from getting the services or assignment:

1. If the firm obtains contract on false information/misstatement.
2. If the firm does not work as per the norms of JDA/Income Tax Authorities/letter of award.
3. If the firm fails to maintain/ honour confidentiality and secrecy of the Authority.

Sd/-
Executive Engineer
JDA Division No.II
Jammu

Application Form

PRE- QUALIFICATION-CUM-TECHNICAL BID
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl.No.	Particulars	
1.	Name & address of the head office of the firm (Submit copy of Firm constitution certificate and Firm Card regarding address of the firm)	
2.	Name & Address of authorized/ Managing partner	
3.	Telephone Number with STD code	
4.	Mobile No.(s) of Managing Partner	
5.	e-mail ID	
6.	PAN of the firm (Submit Copy also)	
7.	Firm GST Registration No. (Submit Copy also)	
8.	Empanelment Number with C&AG (Submit copy of Evidence)	
9.	The year-wise gross professional fee received/ earned (Turnover) by the firm in last three financial years	
10.	Experience in Audit of Annual Accounts of Central Autonomous bodies / other state or central organization or office/ Public Sector Undertakings for last two years	
11.	Experience of Income Tax Consultancy to Government Organizations/ PSU's in J&K during 2023-24	
12.	Experience of GST consultancy to Government Organization/ bodies/ PSU's/ Departments under Housing and Urban Development Department during 2023-24	
13.	Experience of Compilation of Financial Statement service to Government Organizations/ PSU's in J&K during 2023-24	
14.	Number of Partners at head office in J&K of the firm along with names	
15.	Number of Semi-Qualified Assistant(s) (Inter Chartered Accountant) in firm (Semi Qualified Assistant having registered principal office in J&K)	
16.	Other Experience of the firm	

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. JDA is at liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

ANNEXURE I

Self – Declaration – No Blacklisting
(On the letter head of the Firm)

To,
Vice Chairman
Jammu Development Authority
Vikas Bhawan, Jammu, J&K (180012)

In response to the Request For Proposal (RFP)/e-NIT for selecting Chartered Accountants firm for providing consultancy services for the financial years 2025-26, 2026-27 and 2027-28. We hereby declare that presently our Chartered Accountants (CA) are having unblemished record and are not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

ANNEXURE II

Details of CA Firm's professional income
(Gross professional Fees received/earned)

(Rupees in lakhs)

Particulars	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24
Gross Professional fees received/ Earned			

Average Turnover :
(of above 3 years (in lakhs))

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary
evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

ANNEXURE III

Details of CA Firm's Experience of Similar Services as per details in RFP Document
(Last two years)

S.N	Name of the assignment	Name of Assignment (start date/ End date)	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1					
2					
3					
4					
5					
6					
7					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

ANNEXURE IV

Details of CA Firm's Partners

S.N.	Name of the Member	Designation	Membership No.	Stationed City	Stationed Since	Status
						FCA/ ACA
1						
2						
3						
4						
5						
6						

Furnish the copy of the firm constitution certificate and ICAI Firm Card in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation