

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-11-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-11-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Housing & Urban Affairs (mohua)
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Housing And Urban Development Corporation Ltd
कार्यालय का नाम/Office Name	Head Office
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Internal Audit
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1800000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	50000

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

Vice Chairman

Head Office, NA, HOUSING AND URBAN DEVELOPMENT CORPORATION LTD, Ministry of Housing & Urban Affairs (MoHUA)  
(Jammu Development Authority)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or  
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

6. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Scope of Work:**[1763460854.pdf](#)

**Manpower Hiring For Financial Services - Offsite; Internal Audit ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Type of Professional/Resources required	Internal Audit
Certifications of Professional/Resources required	Chartered Accountant
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	11 - 15 Years
<b>एडऑन /Addon(s)</b>	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Gourav Sharma	180012,VIKAS BHAWAN, RAIL HEAD COMPLEX	1	<ul style="list-style-type: none"> <li>Number of Months : 36</li> </ul>

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including add-ons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

### 3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without

specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

# JAMMU DEVELOPMENT AUTHORITY



Division No.I

Jammu

## STANDARD BIDDING DOCUMENT

**Request for Proposal for engagement of CA firms  
empanelled with C & AG for appointment as  
Auditors 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. I RHC, JAMMU

**FRESH NOTICE INVITING TENDER**

**e-NIT No. JDA-1/2025-26/e-NIT/**

**Dated**

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

S. No	Name of Work	Name of the office	Min. Reserved Bid (Incl. all Taxes) Per Month	Earnest Money (in Rs.)	Cost of document (in Rs )	Contract Period
1	2	3	4	5	6	7
	Request for proposal for engagement of CA firms empanelled with C & AG for appointment as Auditors of Jammu Development Authority for the Financial Year 2025-2026, 2026-2027 and 2027-2028 in <b>J&amp;K UT.</b>	Vice Chairman, JDA	Rs. 50,000/-	25,000/-	Rs.1000/-	Three Year

1. Date of Publishing **15.03.2025.**
2. The Bidding documents can be seen and downloaded from the GeM from **15.11.2025 (1800 Hrs) to (07 days)**
3. The Bids shall be deposited in electronic format on GeM in electronic format
  - a. The bids received will be opened as per GeM conditions.
  - b. The complete bidding process will be on line.
4. Bid documents can be seen at and downloaded from the GeM Portal 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. Submissions 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.

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 [GeM](#) portal
  - b. Bids will be opened online as per time schedule mentioned in Para 3 (a).
  - c. **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.**
  - d. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
  - e. All the required information for bid must be filled and submitted online.
  - f. Bidders can contact the undersigned for any other relevant details in respect of e- bidding process.
  - g. For any query/ clarification contact 0191-2474370 or [vcjda@rediffmail.com](mailto:vcjda@rediffmail.com).
  - h. JDA reserve the right to interpret and modify the conditions of the tender documents
12. The guidelines for submission of bid online can be downloaded from the website GeM portal

No:-  
Dated

**Sd/-**  
**Executive Engineer**  
**JDA Division No.1**  
**Jammu**

**Copy to the.:-**

- 1/- Vice-Chairman, JDA, Jammu for information.
- 2/- Superintending Engineer, JDA, Jammu for information.
- 3/- Financial Advisor & CAO JDA, Jammu for information.
- 4/- Executive Engineer, JDA, Division No. II, Jammu for information.
- 5/ Sr. Programmer, JDA Jammu for information.
- 6-7/ Head Draftsman/Asstt. Accounts Officer JDA Division No I 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. Name of the Firm.
  - III. Address of the Firm.
  - IV. E mail ID and mobile number of Bidder
  - V. Copy of GST Registration of Firm, if applicable.
  - VI. Proof of latest Return in GSTR-3B.
  - VII. Year of establishment of Firm(s). Copy of Registration/Incorporation Certificate.
  - VIII. Registration certificate of the Firm issued by Institute of Chartered Accountant of India(ICAI) as on 01.04.2025.
  - IX. 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 2024-2025.
  - X. The Chartered Accountants Firm must have office in Jammu City.
  - XI. 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 has to submit the No blacklisting certificate.
  - XII. Number of Partners in the firm (Attach latest certificate issued by ICAI).
  - XIII. Number of semi qualified assistant (Intermediate-Both Groups) (attach copy).
  - XIV. Experience of Statutory Audit in Departments of J&K UT Govt. (attach copy).

**B) Cover 2<sup>nd</sup> (Financial Bid cover):-**

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

**Sd/-  
Executive Engineer  
JDA Division No.1  
Jammu**

**Terms & Conditions**

**1. Background**

Jammu Development Authority has been set up under Section 3 of J&K Development Act 1970. The main objective is to promote and secure development of Local Areas of Jammu. It has the power to acquire, to hold, to manage, dispose of land and other properties and to execute other infrastructural development works. It

is responsible for preparation and implementation of Master Plan for the Jammu City in order to provide for planned development of requisite physical and social infrastructure.

This document presents the Terms of Reference for the Auditors of JAMMU DEVELOPMENT AUTHORITY (*hereinafter referred to as JDA*).

## **2. Objectives of Audit**

CA firms with C&AG empanelled and having majority of partners in its Office at Jammu may apply to JDA for conducting the statutory audit of JDA for the financial year 2025-2026, 2026-2027 and 2027-28. The objective of audit is that the annual accounts of JDA reflect true and correct state of its affairs, true and correct income and expenditure statement, true and correct receipt and payment account of Nazul funds and JDA funds separately. That JDA is compliant for all related laws, taxes, cess duties if any. It has to be continuous statutory audit to ensure that internal financial controls are effective and commensurate.

1. The complete bid/tender documents can be viewed and procured/downloaded and processed at Public Procurement Portal <https://www.jktenders.gov.in>.
2. The tender can also be downloaded from the official website of Jammu Development Authority but will be processed on
3. Bidder must upload their bids along with scanned copy/receipt of tender fee of Rs. 1000 (Rupees one thousand) only for the respective service in the shape of Demand Draft (Non-refundable) from Registered/ Nationalized Bank pledged to Vice Chairman JDA by or before last date of submission of bids given in the tender documents, the receipt of the same may be uploaded with the tender. The successful bidder should submit hard copy along with original documents in respect of cost of tender documents, EMD and self attested copies of all relevant documents, as per NIT in sealed envelope in the office of the Vice Chairman Jammu Development Authority.

## **3. Scope of the Audit and Outputs**

The audit will be conducted on an ongoing basis. Specific areas of coverage of the audit will include the following as per requirement and new areas can also be added by the Authorities.

- Audit of 100% vouchers related to each and every object undertaken by JDA, turnover, other income, salaries, purchases, expenses, assets and liabilities.
- Compliance of statutory obligation under section 21 of J&K Development Authority Act, 1970.
- Bank and Fixed Deposits reconciliation.
- Balance confirmation of parties.
- Effective Internal financial controls.
- Adherence to accounting principles and Accounting Standards.
- Evaluation of Contracts, Bank Guarantees
- Audit of transactions pertaining to all taxes, duties, levies, cesses, charges, rates assessment fines, penalties and filing of periodic returns as per relevant statutory laws in force.
- Audit of Authority and Nazul accounts maintained separately as custodian of

administration of UT for Jammu Province.

#### 4. Selection Criteria

The firms should meet the minimum technical qualifications as per the parameters mentioned below. The financial bid of only those firms who meet the minimum technical qualifying criteria shall be opened and firm quoting the lowest rate shall be declared as L1.

S. No.	Parameters	Minimum Qualification
I		
1.	Year of establishment of firm(s) since date of registration	Minimum 10 years
2.	Number of Partners/ CA employees <b>(Stationed at Head Office/ Branch Offices in Jammu City)</b>	Minimum 05 Members
3.	The firm having the experience of Statutory Audit/ Internal Audit of Govt. Organizations/ Departments in <b>J&amp;K UT</b>	Minimum 05 Audits from F.Y.2020-21 to F.Y.2024-25
4	J&K stationed partner/ partners of the firm having completed the DISA (ICAI)	Minimum 01 member

#### 5. Audit Reporting and Opinion

The Statutory auditor should review and assess the analysis drawn from the audit evidence obtained as the basis for their conclusion on the efficiency and effectiveness of systems, processes and controls.

The report should be discussed with VC/FA and should be structured in a manner giving the observations, the implications of the observations, the suggested recommendation/solutions and the management comments/agreed actions.

#### 6. Timelines and submission of reports

The auditor will commence their audit from 1st April, 2025 and submit their audit report on monthly basis. A summary presentation to be made on each month Audit meetings stating the key observations and its implications with suggested solutions and the management comments/agreed actions.

#### 7. Terms of Appointment, minimum qualification criteria and Payment

JDA intends to engage a reputed CA firm for the proposed engagement having proven track record of Statutory audits for not less than 10 years of PSE/ PSB having office in J&K. The firm must have ongoing statutory audit of organization similar in nature. The firm or any Partner of the firm should not be in blacklisted by any PSU, Government, Board or any other organization of similar nature.

It is mandatory for the audit team to perform statutory audit at the premises of the JDA. The audit team must manage accommodation and all other logistics on its own within the quoted cost. No out-of-pocket expenses shall be provided to the team. The payment of audit fees will be on a monthly basis with a 15-day credit period from invoice date and submission of monthly audit report and the amount will be fixed as per the final minimum bid selected in tendering process.

All taxes, fees to be deducted or charged will be as per relevant law in force and the audit fees will be inclusive of such taxes by the audit firm raising the invoice.

## 8. Tendering Process

Interested firms meeting all the pre-qualification criteria as mentioned above must upload their offer in the prescribed Technical and BOQ form and Annexures of the RFP in GeM.

- 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.
- iv) The tendering authority retains the right to accept or reject even the best offer without assigning any reason thereof

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## 9. Bid Price

Minimum Reserved Bid: - Rs. 50,000/- (Rupees Fifty thousand only) per month including of all Taxes. No conveyance allowance and out of pocket expenses will be provided to the representative of the firm conducting the continuous Statutory audit.

## 10. Opening of financial bids

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

## 11. 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.

## 12. 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/ honor confidentiality and secrecy of the Authority.

**Sd/-**  
**Executive Engineer**

*JDA Division No.1*  
*Jammu*

**TECHNICAL BID**

Annexure -I

S.No.	Particulars		
	(SUPPORTING Documents required to be submitted along with the Form)	Document attached	
1	Name of the firm	YES/NO	
2	Address of the firm	YES/NO	
3	Phone No. Fax No. and email id	YES/NO	
4	Year of establishment of Firm(s) copy of Registration/Incorporation Certificate (attach copy)	YES/NO	
5	PAN No. (Attach copy of PAN Card)	YES/NO	
6	Firm GSTIN (attach copy of Registration)	YES/NO	
7	Registration No. with ICAI (Attach latest certificate issued by ICAI)	YES/NO	
8	Number of Partners in the firm (Attach latest certificate issued by ICAI)	YES/NO	
9	Number of semi qualified assistant (Intermediate-Both Groups (attach copy)	YES/NO	
10	Experience of Statutory Audit in Central/State PSUs/ Board/ Authority/JK Bank/PSB (copy attach)	YES/NO	
11	The firm having office in Jammu city	YES/NO	
12	Copy of the empanelment letter of C&AG	YES/NO	
13	Tender Fee proof	YES/NO	
	EMD payment proof	YES/NO	
	No blacklisting certificate	YES/NO	

I certify that all the terms and conditions of the tender documents are acceptable to us.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

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 document 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.	GSTIN (if applicable) (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.	Details of Partners	
12.	Numbers of Article Clerk/ Staff and other staff on payroll of firm	
13.	Other Experience of the firm	

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

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation: