

Government of Jammu and Kashmir



JAMMU MUNICIPAL CORPORATION
TOWN HALL, JAMMU

e-NIT No. 02JCA of 2021-22

Dated: 01-07-2021

"Compilation of Balance Sheets for the Financial Years 2020-2021 & 2021-2022 and
Ensuring Financial Compliance in Jammu Municipal Corporation".

Extension of Dates

Due to poor response the Bid dates are extended as follows:

1. Last date of submission of bids online -----09-08-2021 at 15.00 Hrs.
2. Date of opening of Technical Bids -----11-08-2021 at 14.00 hrs.

All other terms & conditions shall remain unchanged.

NO-JMCEH/4073
Dt 23-7-2021


Joint Commissioner (Adm.)
Jammu Municipal Corporation

Copy to the:-

1. Commissioner, Jammu Municipal Corporation for information.

JAMMU MUNICIPAL CORPORATION

**Tender Document
Invitation of E-Proposal**

for

**“Compilation of Balance Sheets for the Financial years 2020-2021 & 2021-2022 and Ensuring
Financial Compliance in Jammu Municipal Corporation”.**

02JCA21

**Issued by:
JAMMU MUNICIPAL CORPORATION**

**3rd Floor, Town Hall Building, Near General Bus Stand, Jammu –
180001**

Telephone: 0191-2542192

E-mail: jmc_jca@rediffmail.com

JAMMU MUNICIPAL CORPORATION,
TOWN HALL, JAMMU
Notice Inviting e-tender
e. NIT No. 02JCA of 2021-22

For and on behalf of the Commissioner, JMC, Jammu, the Joint Commissioner, Admin, Municipal Corporation, Jammu invites Online tenders/bids from the Chartered Accountant Firms / Experienced Professionals / Finance Management Agencies; as per prescribed formats contained in the tender document for the following work:-

“Compilation of Balance Sheets for the Financial Years 2020-2021 & 2021-2022 and Ensuring Financial Compliance in Jammu Municipal Corporation”.

The online tenders along with the scanned the scanned copy of tender fee should be uploaded on or before **22-07-2021 up to 1500 Hrs.** The cost of tender documents shall be **Rs. 1000/- (One Thousand Only) (Non-refundable)** in the form of DD or e-challan or via link <http://www.jmcjammu.org/online-payment.html> in favour of Chief Accounts Officer, Jammu Municipal Corporation Jammu. The original instruments may be submitted in the office of Joint Commissioner (A), Municipal Corporation, Jammu by L-1 bidder only after opening of financial bid. The tender fee shall be pledged to the Chief Accounts Officer, Jammu Municipal Corporation. Other details and terms/conditions are contained in the e-NIT document and can be downloaded from the www.jktenders.gov.in or can also be viewed on www.jmcjammu.org

1. The bidding process shall be online.
2. Cost of Tender of **Rs. 1,000/- (Rupees One Thousand Only) (Non-Refundable)** is to be remitted into the Account of CAO, Jammu Municipal Corporation. Proof of Payment is to be submitted along with the Technical Bid.
3. Bids must be accompanied by bid securing declaration form duly completed and cost of bid document of the amount .
4. The Pre-bid meeting shall be held on **10-07-2021** at **02:00 PM** in the office chambers of Joint Commissioner, Admin, JMC.
5. The scanned copy of original bid instruments and Proof of Payment of **cost of tender document** pledged to **Chief Accounts Officer, Municipal Corporation, Jammu** must be uploaded along with other technical documents., failing which the bid shall be treated as non-responsive .
6. The technical bid shall be opened on **24-07-2021 at 2:00 PM** or any other date convenient to JMC in the office of Tender Inviting Authority in presence of tenderer or any other person authorized by them who may like to be present.
7. All queries relating to tender may be sent by email to jmc_jca@rediffmail.com.

**No: MJ/
Dated:**

Joint Commissioner, Admin,
Municipal Corporation, Jammu

Copy to the:

1. Commissioner, Jammu Municipal Corporation for inf.
2. Joint Commissioner (A), Jammu Municipal Corporation for inf.
3. I/c E-Tendering, JMC for information and follow up action

INTRODUCTION

The Government of Jammu and Kashmir is reforming the present accounting system by introducing Double Entry Accounting System (DEAS) in Urban Local Bodies. The new accounting system will conform to the Jammu & Kashmir Municipal Accounting Manual (JKMAM) adapted from the National Municipal Accounting Manual (NMAM) and focus on improving financial recording and reporting systems JMC has stand alone in its efforts for implementation of accrual based DEAS, however, it could not sustain the efforts beyond 2011-2012. At present the JMC is maintaining its books of accounts as per the old system of cash based accounting. However the accounting transactions are being recorded on the Accounting Software developed by NIC on daily basis and financial transaction of receipts and payment are being retrieved from the NIC Software on daily/monthly basis. The Scope of this project is that, these transactions are to be complied in the Accounting Software, to generate Annual Financial Statements alongwith other necessary financial statements/Registers. As, the Housing and Urban Development Department (H&UDD) has made it mandatory to maintain accounting system as per DEAS, there is a need to update and extend the DEAS in normal course of its accounting process. There is also need to provide comprehensive training, especially on the job training to JMC staff, so that the new accounting system is sustainable in the future also.

However, it has been revealed from the past experience that until the entire accounting system does not shift to computerized accounting with the help of JMC's staff, same cannot be sustained. The manual accounting is required to stopped from the cutoff date. In this contest, JMC has called for this RFP for selection of suitable Firm of Chartered Accountants, (hereinafter called as agency) who can compile the existing accounting transactions in the form of annual financial statements, document the accounting process of the JMC, can design roadmap for computerization of its accounting process and implement automated double entry accounting system with complete integration and compliance with relevant statues. Further, as the existing accounting system is also not in a good shape, the agency will be required to support the existing finance and accounting system and support the existing team in all day to day accounting and reporting mechanism. The agency will have to analyze all functions related to routine accounting and finance management under the overall supervision of Chief Accounts Officer of the Jammu Municipal Corporation.

TIMELINE

S. No.	Event	Date
1.	Availability of tenders online for downloading	From 01-07-2021
2.	Pre Bid Meeting on	10.07.2021 at 02:00 PM
3.	Last date for Uploading of bids in Electronic Format	Up to 03:00 PM on 22.07.2021
4.	Due date for opening of technical / Pre qualification bid	24.07.2021 at 02:00 hrs

Instructions to Bidder Regarding E-Tender Process:

1. Bid documents can be seen at and downloaded from the website <http://jktenders.gov.in>. Bid document contain qualifying criteria for bid specifications, bills of quantities, conditions and other details.
2. The bidding process will be online.
3. Technical / Financial bids of bidders shall be opened online in the office of the Joint Commissioner, Admin, Municipal Corporation, Jammu
4. The hard copy of the original instruments in respect of technical bid documents must be delivered by the successful bidder (L1) only in the office of the Joint Commissioner, Admin, Municipal Corporation, Jammu after opening of financial bids.
5. The bid for the work shall remain open for acceptance for a period of 90 days from the date of opening of bids.
6. The clarification or corrections for any omissions or typographical errors shall be sought from the office of the Joint Commissioner, Admin, Municipal Corporation, Jammu. The online published dates shall be treated as final.
7. Financial bid will be opened in the office of Joint Commissioner, Admin, Municipal Corporation, Jammu. If the office happens to be closed on the date of bid as specified, the bid will be opened on the next working day at the same time and venue.
8. **Instruction to bidders regarding E-tendering process**

The interested bidder can download e-NIT / bidding document from the website <http://jktenders.gov.in>. 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 Certificate, need not to procure new DSC.

 - a. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature.
 - b. Bids will be opened online as per time schedule mentioned.
 - c. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
 - d. The department will not be responsible for delay in online submission of bids whatsoever reasons be.
 - e. All the required information for bid must be filled and submitted online.
 - f. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
9. The guidelines for submission of online bid can be downloaded from the website <http://jktenders.gov.in>
10. The rates should be inclusive of expenses. GST, if applicable, shall be paid extra at the Applicable Rate.
11. All the disputes shall be subject to the jurisdiction of the Courts within the municipal limits of Jammu.
12. The Commissioner, Municipal Corporation, Jammu reserves the right to reject or accept any tender without assigning any reason.

13. Firm Constitution Certificate issued by ICAI (Institute of Chartered Accountancy of India) / PAN Card / GST Registration shall be attached with the bid document.
14. Conditional bidding shall not be entertained.
15. Other details can be seen in the bidding documents from the “Downloads” option as well as from “Bidder Manual Kit” on website: <http://jktenders.gov.in>
16. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
17. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the net item rate inclusive of all taxes and it should be saved with the same name as it contains.
18. ***Bidders are advised to scan their documents at 100 DPI (Dots Per Inch) resolution with Black and white, JPEG Scan property, convert scanned images to PDF.***
19. The guidelines for bidders to submit bid online can be downloaded from website- jktenders.gov.in (download option)
20. **Penalty:**
Failure of successful tenderer on account of improper specifications/ non sticking to time limit & non adherence to Terms & Conditions shall render him liable to action under laws in addition to penalties imposed by the JMC as per the laws in vogue in J&K UT.
21. **Termination of Agreement /Contract**
JMC reserves the right to terminate the agreement with the selected Bidder at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. JMC shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. A notice period of 30 (Thirty) days shall be given to the selected Bidder in case JMC decides to terminate the contract.
 - a. **Termination for Default:** JMC may, without prejudice, to any other remedy for breach of agreement, by prior written notice of default sent to the Agency, terminate the work in whole without assigning any reason if
 - i. The qualified Agency fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by Executive Committee or Authority Designated in this behalf.
 - ii. The qualified Agency fails to perform any other obligation(s) under the agreement.
 - iii. If the Agency is in material breach of the representations and warranties contained in this agreement.
 - b. **Termination for Insolvency, Dissolution etc:** JMC may at any time terminate the agreement in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to JMC
 - c. **Termination for Convenience:** JMC reserves the right to terminate by prior written notice, the whole or part of the agreement. The notice of termination shall specify that termination be for JMC'S convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this agreement, JMC shall have the right to enter into an agreement with any third party. The security Deposit and/or Performance Guarantee given to the JMC by the Agency shall be confiscated.
22. **Number of Proposals**
No Bidder shall submit more than one Proposal for the proposed work.
23. **Period of Validity**
 - Proposals shall remain valid for 60 (Sixty) days after the last date of submission of bids. JMC holds the right to reject a Proposal valid for a period shorter than 60 days as nonresponsive, without any correspondence.
 - In exceptional circumstances, JMC may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting extension of validity will not be permitted to modify his Proposal.

24. Termination, Cancellation, Suspension and Foreclosure of Contract

If at any time after acceptance of the tender or during the progress of work, the purpose or object for which the work is being done changes to due to any supervening cause and as a result of which the work has to be abandoned or reduced in scope the authority shall give notice in writing to that effect to the successful bidder stating the decision as well as of the cause for such decision and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

The contractor shall, if required by the JMC, furnish books of account, wage books, time sheets and other relevant documents and evidence as may be necessary to enable him to certify the reasonable amount payable under this condition.

The reasonable amount of items shall not be in excess of 2% of the cost of the work remaining incomplete on the date of closure.

No: MJ/

Dated:

Joint Commissioner, Admin,
Municipal Corporation, Jammu

Scope of Work:

The Agency(s) is/are responsible for monitoring of timely preparation and scrutiny of financial Accounts. The agency has to get prepared final balance sheet of the years mentioned above along with the Reports and necessary Schedules. The agency / Firm has to visit JMC in accordance with the Agreement / Scope of Work. The detailed scope of work & TOR as specified at in the bid document.

The role and scope of Firm/Agency is to ensure that all transaction accounting process, period end procedures are being complied; along with maintenance of subsidiary registers and books of accounts. Scope has been bifurcated further as below:

- (I) Guidance in maintenance of existing finance and accounting system, preparation of Financial Statements, necessary report and compilation of information as per requirement of JMC and also as per NMAM & JKAM. The indicative area is as follows:
- (II) Preparation and finalization of Accounts and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountancy of India (ICAI) and guidelines and also as per NMAM & JKAM.
- (III) Preparation of Balance Sheets, Receipt and Payment, Income Expenditure account along with their relevant schedules and notes to accounts.
- (IV) Providing consultancy to JMC in Income Tax, GST and other related matters like Financial Evaluation of Tenders / Contracts, etc.
- (V) Filing of Monthly / Quarterly / Annual Returns under GST Act, 2017 and Income Tax Act, 1961 from April 2021 onwards.
- (VI) Consultancy in Finance and accounts for implementing double entry system by corporation and its integration, if need be with NIC Certified portals or uploading on NIC Portals.
- (VII) Developing and suggesting a suitable mechanism for JMC keeping in view the nature of work and size of the organization.
- (X) Providing guidance to the JMC teams to work on Tally/or any other accounting customized software independently.
- (XI) Providing guidance and enabling implementation on revenue collection and deposition. The security measures for checking pilferages / embezzlement frauds too shall be advised.

Proposal:

The agency is expected to examine all terms and instructions contained in these documents. If the agency considers that it does not have the requisite expertise for the assignment, the agency should not quote. The majority of the key professional proposed to put for the job must be either permanent employee or should be associated with the firm on long term basis. Failure to provide all requested information will be at the risk of the agency and may result in rejection of the offer.

Proposal Evaluation:

- (i) Evaluation of Technical Bid which will be carried out prior to opening of Financial Bid only and only those Financial Bid's shall be opened who qualify as per criteria of proposal evaluation.
- (ii) The work shall be assigned to qualified and successful agency.

Award of Work:

The assignment will be awarded to the qualified and successful Agency. However, the Central Purchase Committee or designated Authority in this behalf, has right to accept or reject offer of agency / agencies without assigning reason thereof.

- a. The Proposal shall include the Bid Security Declaration Form, Bid Fee Receipt or Scanned Copy Of DD issued in favour of "Chief Accounts Officer, Jammu Municipal Corporation, Jammu
- b. List of the Performa as copies of concerned prior experience (if any).
- c. Attested copies of work orders issued by Government Agencies / Departments / Corporations, shall be attached as supporting documents. Orders by Private Individuals / Organizations shall not be accepted.

- d. Agency shall show his financial capability with required documents. The details of which shall be declared in the Annexure. The Agency failing to submit/furnish these details may be out-rightly disqualified and no dispute thereof shall be entertained at any time. Any telephonic call or personal meeting will not be entertained at JMC level other than the concern nominated authority.
- e. Submission of a Proposal document by an Agency shall mean that he/she has read this notice and Proposal documents and has made himself/herself aware of the scope and terms and conditions of the work to be done, etc. that may be required by him in carrying out the work, local conditions, laws and bylaws of the Government, JMC and other factors bearing influence on the execution of the service so proposed.

Proposal offer shall be prima-facie rejected if:

- a. Agency proposes any alternation in the work specified or any conditions or corrections made in the Scope of Work.
 - b. Any eraser is made in the Tender Document unauthenticated or any page or a page is / are removed or replaced.
 - c. Agency's Tender Document containing his own conditions shall be liable for rejection out rightly without assigning any reason for the same.
 - d. Does not fill in and sign the uploaded Documents form as well as annexure, specifications etc.
 - e. Does not / upload and submit the tender by or before the stipulated date and time.
 - f. Does not attach the required documents.
 - g. All pages of Tender Documents should be initialled by the Agency.
- The successful Agency shall be required to enter into agreement with JMC after the letter of Intent is issued & work order will follow after execution of agreement.
 - The Central Purchase Committee (CPC) or designated Authority reserves the right to open or not to open any or all Tender Documents or reject any or all tenders without assigning any reason thereof.
 - The Central Purchase Committee (CPC) or designated authority, may nominate any person / persons to evaluate the Tender Document submitted by the Agencies.

Professional Fee:-

The professional fee for the assignment shall be as quoted by the Bidder online in the Bill of Quantities as per Schedule 1 attached. In order to fulfill the requirements of prescription of Minimum Fee in accordance with clause (1) of Part II of the Second Schedule to the Chartered Accountants Act, 1949, the Minimum Fee (excluding Taxes) for the Assignment shall be:

S. No.	Description of Work	Minimum Fee (Excl. Taxes)
1	Compilation of Balance Sheet for Fin Year 2020-21	Rs. 2,00,000
2	Compilation of Balance Sheet for Fin Year 2021-22 & Ensuring Financial Compliance in JMC	Rs. 3,44,000

The professional fee for the Financial Year 2020-21 shall be released in full upon the furnishing of the Financial Statements and their acceptance by the Tender Inviting Authority. Professional Fee for the Financial Year 2021-22 shall be released to the tune of 10% each quarter and the remaining 60% upon furnishing of the Financial Statements and their acceptance by the Tender Inviting Authority.

Qualification Criteria and Evaluation

Agency's eligibility for qualifying the bid requirement will be evaluated based on the following parameters and marking pattern.

1) Financial Criteria and 2) Technical Criteria

Financial Criteria

1. The average annual turnover of last three years should not be less than Rs. 150/- Lakhs. For removal of doubts, the amounts appearing at the Credit side of the Profit & Loss / Income & Expenditure Account, except Interest Income, shall be considered for calculation of Annual Turnover.
2. The Firm should have executed / received Government Assignments(Except Banks) with their place of execution in Jammu and Kashmir aggregating not less than Rs. 30/- Lakhs during the period from 01.01.2017 to 31.12.2020. For removal of doubts, the Basic Value of the Awarded Amount (Excluding Taxes) shall be considered for evaluation of the Criteria.
(This is to substantiate the presence of the firm in Jammu & Kashmir.)

Technical Criteria:

The Chartered Accountant firm should fulfill the following eligibility criteria:-

1. Firm should be a partnership firm/LLP and in continuous existence for a period of at least 10 years as on 1st January 2021 since its registration with the Institute of Chartered Accountants of India (ICAI), New Delhi.
2. Firm should be empanelled with Comptroller and Auditor General of India and Reserve Bank of India.
3. Firm should have at least 5 Chartered Accountant Partners out of whom at least 3 CA should be FCA and should have a standing of 5 years or more in practice and 10 audit assistants/audit staff.
4. Firm should have at least 3 fulltime employee Chartered Accountants.
5. Firm must have experience of working for Govt. Departments, Govt aided Projects and Municipal Corporations.
6. Firm should have undertaken at least 5 Years of Compilation Work for Government Aided projects / Govt. Organizations / Corporations / entities comparable to JMC in nature and size during last five years.
Preference will be given to firms having experience of working withMunicipal Corporations.
7. Firm's average annual turnover for the last 3 financial years (2017-18 to 2019-20) should be Rs. 150 lakhs or more.
8. Firm should not have been debarred by RBI or any other Statutory/Regulatory Authority. A self-declaration to this effect shall be submitted by the tenderer on non-Juridical Stamp Paper (e-Stamp) of Rs.100 along with tender documents.
9. No disciplinary action should have been taken or pending with the Institute of Chartered Accountants of India, against the firm or any of its partners or employees.
10. The Agency should have the qualified staff to work on Tally Software / any customize software for Accounting. Agency has to submit the details of staff with this qualification.
11. Firm/Agency must have an office situated within the vicinity of Jammu District for a continuous period of 3 years as on 01.01.2021. This is for coordination and successful completion of the Assignment in time bound manner (*Confirmatory document in the form of Rent Deed / Utility Bill / Tax Registration to be attached without fail*)

Evaluation:

The Chartered Accountant Firms meeting the Financial and Technical criteria shall be evaluated for Financial bid. In case of tie in Financial bid, preference would be given to:-

1. Firm having maximum number of years of similar assignments of Compilation of Financial Statements for Govt aided Projects / Departments / Corporations.
2. Firm having maximum number of years of similar assignments of Financial Compliance in Government Departments / projects / Corporations.

Results, Deliverables and Outputs

- (i) Compilation of Financial Statements from the years 2020-21 & 2021-22 based on existing system along with complete schedules and annexures as per the requirement of existing law and accounting standard prescribed by the ICAI and also as per NMAM & JKMAM.
- (ii) Assistance in Data entry of all transaction in tally or any other accounting software as per the requirement of JMC.
- (iii) Consultancy to JMC accounting staff in GST, Income Tax and other related matters like Financial evaluation of Tenders / Contracts as and when required.
- (iv) Filing of Monthly / Quarterly / Annual Returns as prescribed under GST Act, 2017 and the rules and regulations there under from April 2021 onwards.
- (v) Filing of Quarterly returns of TDS & TCS as prescribed under Income Tax Act, 1961.
- (vi) Consultancy and advice in the matter of all taxes. This includes addressing the Notices / Intimations received from Tax Authorities and representation of JMC at required Forums.
- (vii) Advising JMC in any other matter of accounting and finance as mutually decided by agency or JMC.

Terms & Conditions:

1. The Firm/Agency must be partnership firm / LLP registered with the Institute of Chartered Accountants of India.
2. Following the issue of the letter of acceptance, the successful Agency shall be required to enter into Agreement with JMC.
3. Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to CPC or Designated Officer. After referring to CPC or Designated Officer. The decision of the CPC/Designated Officer if not acceptable to any party shall be placed before the Commissioner, JMC who shall act as a Arbitrator to sort out the dispute. If the decision of the Arbitrator is not acceptable to any of the party, the same shall be referred to the court subject to Jurisdiction of Jammu only.
4. Agency shall indemnify JMC and Government, against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the Agency in connection with the performance of its obligations under this contract.
5. Agency shall have the requisite organizational set up for carry out the work.
6. Agency has to perform the work as per the scope of work specified in this bid document.
7. Bids must be accompanied by bid securing declaration form duly completed and cost of bid document of the amount as specified in the table above.
8. The payment for cost of bid document should be made through Demand Draft in favour of the Chief Accounts Officer, Jammu Municipal Corporation, payable at Jammu or in shape of e-challan/single window challan of JMC OR Tender Fee receipt through online payment through the JMC link <http://www.jmcjammu.org/online-payment.html>
9. Bank Name: Jammu and Kashmir Bank Limited
Branch Name: Town Hall
IFSC Code: JAKA0TNHALL
10. Conditional bids and the bids not meeting the qualifying criteria on the date of receipt of bids shall not be opened and shall be rejected.

ROLE OF FINANCIAL MANAGEMENT CONTROL

The role and scope of Firm/Agency is to ensure that all transaction accounting process, period end procedures are being complied; along with maintenance of subsidiary registers and books of accounts. Scope has been bifurcated further as below:

- a) Support in maintenance of existing finance and accounting system, preparation of financial system, necessary report and compilation of information as per requirement of JMC. The indicative area is as follows:
 - i. Preparation and finalization of Accounts and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued

- by Institute of Chartered Accountancy of India (ICAI) and guidelines.
- ii. Day-to-day cash and treasury management including cash forecasting;
 - iii. Building and strengthening of Internal Control and Auditing System and conducting various periodical reconciliation procedures;
 - iv. Preparation of Annual Budgets estimates and Budgets Executions;
 - v. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of JMC.
 - vi. Data entry of vouchers in latest version of Tally / equivalent accounting software at headquarters and all divisions.
 - vii. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.
 - viii. Preparation and maintenance of Cash and Bank Books at headquarters and each division level; preparation of period Bank Reconciliation Statements.
 - ix. Reconciliation of Inter-Division transaction and funds transfers to various divisions from headquarters.
 - x. Maintenance of statutory books of accounts and records.
 - xi. Manage funds and ensure timely release of funds to divisions.
 - xii. Preparation and maintenance of direct tax (Income Tax, TDS etc) and indirect tax filing of statutory returns with the respective authorities and ensuring its regular compliance.
 - xiii. Handling Function based accounting as per JMC rule and regulations.
 - xiv. Salary Preparation and Tax Computation.
 - xv. Maintenance & verification of Tax Deductions (TDS) details
 - xvi. Preparation of provident fund statements
 - xvii. Issuance of TDS Certificates (Form 16 & Form 16 A etc.), as required
 - xviii. Reviewing JMC accounting & financial management systems and suggest modifications/ improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
 - xix. Assisting JMC in various statutory audits e.g. Annual Audit, Internal Audit, C & AG Audit etc. from time to time and implementing audit recommendations
 - xx. Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per JMC rules and regulations
 - xxi. Provide oversight and professional advice on credit appraisal, risk assessment, loan approval and disbursement, loans monitoring and recovery
- b) Conduct accounting for the financial years 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 in accordance with JKAM & NMAM
 - c) Study and document the accounting process of each department and provide roadmap for computerization of its accounting process considering the statutory requirement and public financial management.
 - d) Study the documentation and archive need of every department and recommend suitable suggestion for effective physical documentation and if required for e-documentation also.
 - e) Selection of appropriate software with suitable customization to meet the requirement of JMC.
 - f) Implement accounting software with all sub-module and conduct accounting for one year (Financial year 2021-22)
 - g) Conduct theoretical and practical trainings for accountants, financial Firm/Agency and other related staffs of JMC for sustainable effective Implementation of DEAS.
 - h) Provide necessary support and facility to JMC to troubleshoot the problem related to installation, networking and functioning of accounting software. In case of severe problem, JMC's software support team will coordinate with software vendor and provide solution at the earliest.
 - i) Suggest and implement suitable internal control system, establish audit trail after suitable business process re-engineering in accounting software so that un-necessary and mal intentioned activity may be prevented.

- j) Monitor performance of JMC's staff and their own staff and assure quality of their deliverables. The firm/agency will ensure that accounting conducted cover complete transactions, all bank accounts and subsidiary registers. Indicative approach as desired by the JMC is given in appendix 1 & 2.
- k) Conduct parallel accounting with involvement of JMC's staff for the year 2021-22. The firm/agency will validate the accounting transactions and extract financial statement as required.
- l) Conduct separate orientation session for senior management and elected representative so that they can understand and use the new system.
- m) Train the accounts staff about scrutiny of books of accounts, finalisation of books of statement, preparation of monthly MIS report and extract necessary reports as required.
- n) Submit a bi-monthly report on status of effective Implementation of automated accrual based double entry accounting system. The firm/agency will provide an executive summary on key observation, problems detected in each cluster and recommend suitable solution in upcoming meeting to the management and implement agreed solution thereafter.
- o) Compile all needed information required for State and Central Finance Commission, JMC and other stakeholder under its jurisdiction;
- p) Provide guidance and support to accountants for effective delivery of their role and functions related to areas as mentioned in appendix 2, for all accounting years ending up to 31st March, 2021 and including monitoring and evaluation of their deliverables:
- q) Any other activity as the JMC deemed to be executed. The activity shall be ancillary to above activity and with an intention to ensure complete success of the project.

Results, Deliverables and Outputs

1. Financial Statements from the years 2016-17 to 2017-18 based on existing system
2. Study report of accounting process of each department of JMC embedded with lacunae and recommended solution
3. Roadmap for computerization of accounting process and selection of software.
4. Installation of software and implementation of automated accrual based double entry accounting system (Cost of software will be borne by JMC)
5. Review & approval of year-end financial statements for intended year (2016-17 to 2020-21) for JMC.
6. Bi-monthly progress report as required
7. MIS report as required
8. Implementing practices of financial management (including budgeting);
9. The firm/agency would be responsible to coordinate with JMC on matters of technical issues, contractual issues and reporting issues.
10. Monthly training to be provided by the firm/agency to the accounts staff on concepts of accounting, data entry in software and other topics as agreed during discussion.
11. Prepare outcome based budget for the year 2016-17 onwards after necessary training session for JMC's staff.

Appendix 1: Indicative approach as desired by JMC to monitor FCs: JMC desire that Firm/Agency should work in such a way that accounting and other related activities conducted by them should cover all transactions and contain necessary communication with external parties like bank, donor, parent agency, vendors etc. All subsidiary books and register should also be maintained and updated so that proposed accounting system can run independently with true success. With this intention JMC required that Firm/Agency should depute a team containing team leader, accounting specialist, software experts along with requisite no. of assistants and support staff in which team leader will be responsible for entire success of the project. Firm/Agency's office must be situated at Jammu and Team leader must coordinate with JMC official and its team for successful implementation of the Project in time bound manner. Firm/Agency will utilise its team in such a way that:

- a. Accounting process and archive need of every department must be understood and noted after consultation with its head. The Firm/Agency is required to note expectation of each department, form new accounting system and discuss it in progress review meeting. The above process is necessary to involve all departmental staff/wings of JMC in the proposed change.
- b. Selection of accounting software should be in such a way that apart from being user friendly, it should cover entire need of the JMC (A consensus may be arrived in review meeting in this regard) and integrate all supporting function with basic accounting. Supportingfunction may be as under
 - i) Budget
 - ii) Payroll
 - iii) Statutory Compliance
 - iv) Cost Centre
 - v) Fund accounting
 - vi) Fixed Assets
 - vii) Bank Reconciliation
 - viii) MIS Reporting
 - ix) Grant Accounting
 - x) Deposit and advance control
- c. Process for preparation of annual financial statement should be standardized and responsibility for each department with specified timeline should be fixed to ensure proper and timely financial statement for each year.
- d. Produce a proper training plan on each half year and design the training material in such a way that all concerned person may become capable for doing their job perfectly. Training material may be for basic accounting, software, finalization of book etc.
- e. Arrange orientation session for senior management in such a way that they can use and control the new accounting system.
- f. Apart from above the Firm/Agency is required to support the existing finance and accounting system from the day of commence of work till implementation of new accounting system. Indicative area for support has been given in appendix-2.

Appendix 2: Indicative list of area for guidance and support to accountants for effective delivery of their role and functions

Provide guidance & support in maintaining all accounting ledgers, registers and formats as per NMAM/ JKAMAM, and review these reports as applicable E.g.:-

- i. Property tax ledgers of assesses;
- ii. Ledgers of other taxes, user charges, fees etc.;
- iii. Work ledgers including treatment of income tax, sales tax, royalties, and others;
- iv. Accounting of water works and other municipal delivery services;
- v. Fixed asset register on a regular basis after the preparation of the FAR;
- vi. Any other book of accounts, register required to maintain as per Government of India/ Jammu & Kashmir norms.
- vii. Bank Reconciliation Statements, Advance and Deposit Registers;
- viii. Reconciliation of amounts receivables/recoverable (on account of license fees, interest on deposits, loans and advances etc.) and amounts payable to supplier, contractors, employees (excluding actuarial valuation of terminal liabilities) etc. and obtaining confirmation of balances;
- ix. Reconciliation of property and other taxes receivable;
- x. Reconciling the investments in fixed deposits, shares, etc. and determine the amount of accrued interest. Obtain balance confirmation from institutions holding deposits on behalf of the ULB;
- xi. Assessment of Capital Work in Progress and contingent liabilities;
- xii. Identification of pre-paid expenses, outstanding expenses, outstanding income and any income which is received in advance;
- xiii. Identification of any grant received for specific projects, and the work done till date; pending balance if any.
- xiv. Handholding support and assistance to sustain the new accounting system including asset accounting and inventory management, and provide necessary “on site” professional support in maintaining various books of accounts prescribed under the JKAMAM ;
- xv. Assist in implementing and preparation of budgets (including outcome budgeting);
- xvi. Cash and funds management so to reduce instances of overdrawing from bank accounts, resorting to short-term loans, and increase options for short-term fixed deposits
- xvii. Receivables and payables management concerning improved collection of dues and timely payments of contractors/suppliers; implementing the MIS structure and ensuring regular updates to the MIS, so that JMC can receive correct and timely information

FORMAT FOR

FINANCIAL BID

Rate shall be filled in the online BOQ Only

Compilation of Balance Sheet for Financial Years 2020-2021 & 2021-22 and Financial Compliance in Jammu Municipal Corporation, Jammu

Description	Total Quoted rates for the assignment (to be quoted online only)
Compilation of Balance Sheet for Fin Year 2020-21	
Compilation of Balance Sheet for Fin Year 2021-22 & Ensuring Financial Compliance in JMC	

The rate is inclusive of all expenses & overhead. Only GST, if applicable, shall be paid extra at Applicable Rates.

Note: The agency shall submit the financial bid/rates through onlinemode only in the BOQ which shall be available online on the said portal.

Tender Inviting Authority: The Commissioner ,Jammu Municipal Corporation							
Name of Work: Compilation of Balance Sheets for the Financial Years 2020-2021 & 2021-2022 and Ensuring Financial Compliance in Jammu Municipal Corporation							
Contract No: 02JCA21							
Bidder Name :							
<u>PRICE SCHEDULE</u>							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	4	5	6	13	53	55
1	Compilation of Balance Sheet for Fin Year 2020-21.	1.0000	JOB	0.0000		0.00	INR Zero Only
2	Compilation of Balance Sheet for Fin Year 2021-22 & Ensuring Financial Compliance in JMC	1.0000	JOB	0.0000		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only						

Expression of Interest

**(to be submitted on the bidder's letter head)(Format of
Covering letter)**

To

Joint Commissioner, Admin
Jammu Municipal Corporation

Dear Sir,

**Subject: "Compilation of Balance Sheets for the year 2020-2021 and 2021-2022 Ensuring
Financial Compliance in Jammu Municipal Corporation".**

In response to your e-NIT published in (name of the newspaper/source) dated (date) we wish to express our interest in the above task and hereby submit our proposal.

We confirm that we have read the E-NIT document and are fully eligible to submit this proposal. In particular we confirm that:

(a) We have the capacity to mobilize dedicated personnel to perform the obligations under the contract within the stipulated time-frame.

We have paid the E-NIT Document charges of Rs. 1000/- (Rupees One Thousand only) vide _____.

Declaration:

We hereby declare that:

(1) Any information provided and statements made by us in this proposal are true and correct to the best of our knowledge and belief.

(2) This proposal shall remain valid for a period of 90 days from the last date for submission.

I confirm that I have authority of **[insert Name of the CA firm]** to submit the proposal and to negotiate on its behalf

Yours Faithfully
Authorized Signatory
Name, Seal and Designation

ANNEXURE-3

FORMAT FOR LETTER OF AUTHORISATION

To,

Joint Commissioner, Admin, Jammu
Municipal Corporation 3rd Floor, Town
Hall Building
Near General Bus Stand, Jammu J&K –
180001

Shri _____ domiciled at _____
(Address), acting as _____
(Designation and name of the firm), and whose signature is attested below, is hereby authorized on behalf of to negotiate and settle terms and conditions, finalize, approve, sign and execute Agreements, Documents, Endorsements, Writings etc. as may be required by JMC or any Governmental authority for the work of appointment of Chartered Accountants for “Compilation of Balance Sheets for the financial years 2020-2021 & 2021-2022 and Ensuring Financial Compliance in Jammu Municipal Corporation”.

(Attested Signature of Shri _____)

_____,
Name of the Designated Person

_____,
Signature of the authorized Person

_____,
Name of the Prospective Agency

ANNEXURE-4
Format for Affidavit / Undertaking

To,

Joint Commissioner, Admin, Jammu
Municipal Corporation 3rd Floor, Town
Hall Building
Near General Bus Stand, Jammu J&K –
180001

I/We _____ (Name and Designation) of
_____ (Name of firm company) do solemnly affirm and
certify that all the statements made in the annexure hereto are true and correct.

I, hereby undertake to provide / furnish any other information / particulars as may be required by JMC.

I, the undersigned, further agree and undertake to arrange and / or assist JMC and/or its authorized representative in all respects, whatsoever, in conducting any enquiry or investigations for verification / authentication of the statements, documents submitted by us in connection with this application and to seek clarification from our bankers and clients regarding financial, technical and managerial aspect(s).

I, further agree and undertake to authorize an individual or authorized representative of any institution referred to in the supporting information, to provide such information as may be deemed necessary and requested by you to verify the statement and information furnished in this application together with all Annexure or with regard to the resources, experience and competence of the Agency herein.

Signature (Authorized Signatory)

ANNEXURE-5

Registration, Professional Experience & Financial Capacity

1. Name of the Firm:
2. Reg. No of the Firm with ICAI:
(Attach Copy of Firm Constitution Certificate as on 01.01.2021 by ICAI)
3. Reg. No of the Firm with CAG:
(Attach Copy of Latest Empanelment Status)
4. Reg. No of the Firm with RBI (UCN):
(Attach Copy of Registration Letter)
5. Year of Establishment of the Firm:
6. Details of Head Office & Branch Office(s)

Head Office

Address	Date of Establishment	Contact No(s)	E-mail

Branch Offices

S. No	Address	Date of Establishment	Contact No(s)	E-mail

(Attach Copy of Firm Card by ICAI)

7. Details of Experience of Compilation of Balance Sheets of Govt Aided Projects / Departments / Municipal Corporations: (If Any)

S. No	Name of the Project / Municipal Corporation / Government Department	Year of Work

(Attach Letter of Award / Appointment Letter / Work Order from Project / Government Department / Municipal Corporation)

8. Details of Experience of Financial Compliance in Govt Aided Projects / Departments / Municipal Corporations: (If Any)

S. No	Name of the Project / Municipal Corporation / Government Department	Year of Assignment

(Attach Letter of Award / Appointment Letter / Work Order from Project / Government Department / Municipal Corporation)

9. Details of Turnover of the Firm:

S. No	Financial Year	Turnover	Average Turnover for 3 Years
	2017-18		
	2018-19		
	2019-20		

(Attach Audited Financial Statements)

10. Details of Government Assignments Executed / Received in Jammu and Kashmir during 01.01.2017 to 31.12.2020:

S. No	Name of the Government Department	Nature of the Assignment	Awarded Value (Without Taxes)

11. PAN of the firm:

(Attach Copy)

12. GSTIN of the firm:

(Attach Copy of Registration certificate and GSTR 3B for October, November and December 2020)

13. Bank details of the firm:

Bank Name	
Branch and Address	
Account Number	
IFSC of the branch	
Type of Account	

14. We confirm that our firm is not blacklisted by the RBI / CAG / any Government Company or Department.

15. We confirm that the partners in the firm or their immediate relatives are not associated / related with the Councilors / employees of Jammu Municipal Corporation.

16. We confirm that we have not taken any deviation from the specified terms & conditions of the NIT documents. A copy of the complete NIT document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.

**Signature of Partner with
Name & Seal of the audit firm**

ANNEXURE 6

BID FORM

Agencies are required to fill up all the blank spaces in this Bid Form.

To,

**Joint Commissioner, Admin,
Jammu Municipal Corporation^{3rd}
Floor, Town Hall Building
Near General Bus Stand, Jammu,J&K
– 180001.**

Sub:- Invitation Letter No_____

Dear Sir,

The complete set of Tender Document, Pre Bid Minutes, Clarification, amendments, addendum etc. for the execution of the above contract, we the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the e. NIT

I/We agree that

The officer in-charge will be at liberty to take any action including termination of agreement and impose at his absolute discretion any penalties and/or reject the work.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (90 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, we agree to enter into formed contract agreement incorporation the conditions of contract there to annexed but until such agreement is prepared this together with JMC written acceptance there and shall constitute a binding contract between us.

We understand that we have to follow the instruction of JMC & their designated officers. If any during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20__.

Signature of Authorized
Signatory with Seal

ANNEXURE-7

(A) DETAILS OF PARTNERS IN THE FIRM:

Sr No	Name of incumbent	Age	Professional Qualifications (FCA / ACA) (CISA / DISA)	Experience	Date Since Partner with the Firm
1	2	3	4	5	6
1					
2					
3					

(B) DETAILS OF FULL TIME CA EMPLOYEES IN THE FIRM:

Sr No	Name of incumbent	Age	Professional Qualifications (FCA / ACA) (CISA / DISA)	Experience	Date Since Employed with the Firm
1	2	3	4	5	6
1					
2					
3					

(B) DETAILS OF KEY PERSONNEL PROPOSED FOR THE PROJECT

Sr No	Name of incumbent	Age	Professional Qualification	Total Experience	Date Since associated with the Firm	Training
1	2	3	4	5	6	7
1						
2						
3						

Form of Bid-Securing Declaration

Date: [insert date (as day, month and year)]

Bid No.: [insert number of bidding process]

Name of Work:

To: [insert complete name of Employer]

We, the undersigned, declare that;

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration;

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Borrower for the period of time of [Three years] starting on [date of submission], if we are in breach of our obligation(s) under the bid conditions, because we:

- a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid;
or
- b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity:
 - i. fail or refuse to execute the Contract, if required, or
 - ii. fail or refuse to furnish the Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- i. our receipt of your notification to us of the successful Bidder; or
- ii. twenty -eight days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of [insert date of signing]

Corporate Seal (where appropriate)

Signature Not Verified

Digitally signed by Harvinder Singh
Date: 2021.06.30 13:25:42 IST
Location: Jammu and Kashmir-JK