

**TENDER DOCUMENT**  
**FOR**  
**HIRING OF CHARTERED ACCOUNTANT (CA) FIRM FOR ACCOUNTING, & TAX**  
**RELATED SERVICES**  
**FOR**  
**JKPCL**

**TENDER NO.: CE/JKPCL/J/CA-01/2024-25 DATED : 07.06.2024**

**OFFICE OF THE**  
**CHIEF ENGINEER (TRADING),**  
**J&K POWER CORPORATION LIMITED (JKPCL)**  
**GLADNI GRID COMPLEX, NARWAL ,JAMMU**

e-mail:- cejkpcl2@gmail.com

**This complete document consists of the following:**

- |  |                  |
|--|------------------|
| <b>1. NOTICE INVITING TENDER (NIT)</b> | <b>Page 3-4</b>  |
| <b>2. STANDARD BIDDING DOCUMENT</b>    | <b>Page 5-10</b> |

It outlines the terms and conditions subject to which J&K Power Corporation Limited (JKPCL) is inviting offers for accounting, & tax related services i.e. for hiring of Chartered Accountant Firm.

# Jammu & Kashmir State Power Trading Company Limited

(to be renamed as)

Jammu Kashmir Power Corporation Limited  
(A Government of Jammu & Kashmir undertaking)  
SLDC Building Gladni Grid Complex, Jammu

e-NIT No. CE/JKPCL/J/CA-01 of 2024-25 Dt. 07.06.2024

For and on behalf of Lt. Governor of UT of Jammu & Kashmir, Managing Director, JKPCL, J&K, invites e-bids in the shape of Technical Bid & Financial Bid, from interested eligible Chartered Accountant Firms for providing services to JKPCL as per the scope of the work (complete job).

1. Interested bidders may view the e-Bid document, download the e-Bid document, seek clarification and submit their e-Bid online up to the date and time mentioned in the table below:-

Item Description	Notice Inviting Tender (e-NIT) for Hiring of Chartered Accountant (CA) for providing Accounting & Tax related services for JKPCL.
Date of issue of Tender Documents	07.06.2024
Availability of Tender Document	e-NIT is available on <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a>
Tender System	The bids shall be submitted online on <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a>
Cost of Tender Document and EMD	<b>Rs. 500.00 (Rupees Five Hundred only)</b> for Cost of Tender document and <b>Rs. 10,000.00 (Rupees Ten thousand only)</b> as Earnest Money Deposit to be submitted in the form of Demand Draft in favour of Chief Accounts Officer, JKPCL Jammu. Cost of Tenders document in the form of DD and EMD in the form of Bank guarantee/CDR/FDR shall reach the Chief Engineer Office, JKPCL, Gladni Complex, Narwal, Jammu by or before the last date of bid submission. <b>However, scanned copy of cost of tender document and EMD shall be attached with the technical bid and uploaded on JK tenders.</b>
Period of Assignment	From the date of issue of Letter of Award till FY 2024-25 close for the whole assignment.
Pre-Bid Queries	Pre-Bid Queries can be submitted online up to 10.06.2024 (12:00 Noon) through email at this ID: <a href="mailto:cejkpcl2@gmail.com">cejkpcl2@gmail.com</a> .
Last date & Time for Tender submission	2:30 PM on 27.06.2024

Opening of Technical Bids	Technical bids on 28.06.2024 at 1:00 PM
Venue of Tender Opening	O/o The Chief Engineer (Trading), JKPCL at SLDC Building Gladni Grid Complex, Jammu
Contact Officer for correspondence and clarifications	Chief Accounts Officer, JKPCL Jammu Mobile No.: 9419684855

2. No Interest would be payable on Earnest Money deposited with the Department.
3. Period of bid validity shall be 120 days from the date of scheduled bid opening date.
4. The bidders need to submit Affidavit affirmation that the Company/Firm has not been blacklisted in any Govt. Utility.
5. The mode of tendering shall be e-Tendering system with two cover having Cover-I Technical Bid, and Cover-II Financial Bid.
6. In case, the above referred dates of submission and opening of the tender happens to be a holiday, then the date of submission and opening of tenders will automatically get shifted to the next working day, but the scheduled timings will remain the same.
7. Tender specifications can be downloaded from the website <https://jktenders.gov.in>.
8. JKPCL reserves the right to reject any or all the tenders or to accept any tender in full or in part as may be considered advantageous to JKPCL, without assigning any reason whatsoever.
9. **If BOQ excel sheet doesn't opens after downloading , open the properties attribute of the sheet by right clicking and then check mark the unblock option at the end of the opened dialog box under General tab.**

-Sd-  
**Chief Engineer (Trading),  
JKPCL, Jammu.**

No.:- CE/JKPCL/J/CA-01 of 2024-25/496-97

DATED:- 07.06.2024

Copy to the:-

1. Managing Director , JKPCL, for information.
2. Joint Director, Information Department UT of J&K, Jammu for information with the request to publish the NIT in leading National Newspapers .

## **STANDARD BIDDING DOCUMENT (SBD)**

The Jammu and Kashmir State Power Trading Company Limited to be renamed as Jammu Kashmir Power Corporation Limited (JKPCL), a Government of J&K Enterprise, intends to hire Chartered Accountant (CA) Firm for providing services to JKPCL as per the scope of the work (complete job).

The Corporation is having 2 subsidiaries namely Jammu Power Distribution Company Limited and Kashmir Power Distribution Company Limited in addition to 6 no. Accounting units / subordinate offices, accounts of which are compiled and consolidated at Corporate Office level at Jammu/Kashmir.

### **SCOPE OF WORK**

- A. Preparation / Compilation / Finalization of standalone and Consolidated Books of accounts in the accounting software for the FY 2021-22, 2022-23 & 2023-24 in accordance with the Companies Act, 2013 and IND AS
  - (i) Ledger/Cash Book
  - (ii) Trading Account
  - (iii) Profit & Loss (P&L) Statement
  - (iv) Balance Sheet
  - (v) Trial Balance
  - (vi) Any other allied accounts book/statement
- B. Calculations for Deferred Tax Liability if any for all the financial years past, present and future years.
- C. Consolidation of Annual Accounts of the Corporation with its subsidiaries in schedule VI in compliance with the INDAS along with Notes to Accounts after posting of manual, JV and consolidation entries and finalization of the same.
- D. To assist the Corporation in making available all requisite information to the Internal Auditors as well as Statutory Auditors, for the assigned period and assisting in the conducting of CAG Audit.
- E. Any other duty assigned by the Managing Director or Chief Engineer pertaining to Accounting MIS, Tax matters etc.
- F. The Firm will furnish a monthly performance report to the Chief Accounts Officer, JKPCL.

## **ELIGIBILITY CRITERIA**

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

- 1) The firms must be registered with ICAI and must be empaneled with CAG.
- 2) The firms must have an average turnover of Rs. 30.00 Lakh (Rupees Thirty Lakh) per annum in the last three years.
- 3) The firms should be in existence at least for the last 05 years as per the ICAI record and should have experience of dealing with Government/Semi-Govt Departments /Corporations /Universities/Autonomous bodies etc.
- 4) The firm must have its office in Jammu & Kashmir, JK UT since 01/04/2021 with branch office in Jammu.

## **Technical Bid**

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

## **Financial Bid**

Financial bids shall be submitted strictly as per BOQ. The Award of Contract shall be given to the Chartered Accountant firm on the basis of scores obtained in Techno-commercial & Financial weightages as per Selection Criteria detailed at **Annexure “B”** for providing the services mentioned in the table of the Financial Bid.

## **TERMS & CONDITIONS**

- 1) The Chartered Accountants firms must be registered with ICAI.
- 2) The firms must have an average turnover of Rs. 30.00 Lakh (Rupees thirty Lakh only) in the last three years.
- 3) The firms should be in existence for at least 5 years as per the ICAI certificate.
- 4) The firms shall submit supporting documents along with technical proposal in support of the minimum eligibility criteria.
- 5) The tenderer shall enclose with the tender, the photocopies of the PAN No./GST registration certificate/any other relevant certificate.
- 6) If any of the information/documents furnished by the Chartered Accountant Firm is found to be incorrect at any later stage, the offer will automatically stand cancelled without entertaining any correspondence.
- 7) The appointment of Chartered Accountant Firms will be for the aforementioned assignment (Scope Of Work).
- 8) The **Managing Director, Jammu Kashmir Power Corporation Limited (JKPCL)** shall have the absolute discretion in allotting the job, revising fee structure stipulating terms and conditions for the appointment like experience in the field and termination of the services of

the empaneled Chartered Accountant firm after giving due notice at any point of time including during the pendency of the contract.

- 9) The **Managing Director, Jammu Kashmir Power Corporation Limited (JKPCL)** reserves the right to terminate Contract/Assignment at any stage, if **Managing Director, Jammu Kashmir Power Corporation Limited (JKPCL)** is convinced that firm is not performing as per assigned job.
- 10) The Earnest Money deposit of **Rs. 10,000/-** in the shape of CDR/FDR/Bank Guarantee pledged in favour of **Chief Accounts Officer, Jammu Kashmir Power Corporation Limited (JKPCL)** should be enclosed with the technical bid.
- 11) The bidder must quote the rates in figures as well as in words correctly in the financial bid.
- 12) The financial bids will be opened only of the bidders who qualify the technical bid.
- 13) **In case two or more qualifying bidders quote identical lowest amounts in their financial bids, L-1 shall be decided on the basis of higher total score in respect of Part A of the Annexure “B”-“Selection Criteria Table”, given here under in this document.**
- 14) **In case two or more qualifying bidders have identical total scores in respect of Part A of the Annexure “B”-“Selection Criteria Table” given hereunder, alongwith identical lowest financial quotes in their financial bids, the L-1 Bidder shall be the one with higher total score in respect of items 1, 4, 5 & 7 of Part A of the said Annexure “B”- “Selection Criteria Table”.**
- 15) Canvassing directly or indirectly in connection with the bid is strictly prohibited and bids submitted by the firms who resort to canvassing, will be rejected.
- 16) The whole process of tendering can be called off without giving any prior notice or information by the Competent Authority.
- 17) A Non-refundable tender fee of Rs. 500/- by Demand Draft in favour of **Chief Accounts Officer, Jammu Kashmir Power Corporation Limited (JKPCL)**, Jammu should compulsorily be attached.

**Payment clause:-** The payment shall be made in three parts as defined under:

30% of total payment on finalization of accounts of FY 2021-22.

30% of total payment on finalization of accounts of FY 2022-23.

40% of total payment after completion of the whole assignment for FY 2023-24.

**Termination: This hiring can be terminated**

- i. By the Employer-on grounds of indiscipline or under-performance or on account of redundancy /retrenchment as per the law without serving any prior notice or assigning any reasons/justification thereof.
- ii. By the Applicant- by giving a prior 30 working days written notice, failure to which a compensation equivalent to a month's remuneration will be deducted.

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

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

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

**Note:**

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

-Sd-  
**Chief Engineer (Trading),  
JKPCL, Jammu.**



**ANNEXURE “A”**

**FORMAT FOR TECHNICAL BID**

<b>S.No.</b>	<b>Particulars</b>	<b>Supporting Documents required to be submitted along with this form</b>
1.	Name of the Firm	
2.	Address of the Firm	
	Head Office	
	Date of establishment of the Firm & years of establishment	
3.	Firm PAN No.	
4.	Firm GST Registration No.	
5.	Firm’s Registration No. with ICAI	
6.	Empanelment No. with C&AG along-with empanelment order for the F.Y. 2024-25	
7.	Turnover of the Firm in last three years separately	
8.	Annual Average Turnover with break-up of fee towards Audit, Income Tax matters and others (Specify)	
9.	Number of Partners of the firm along-with names	
10.	Number of Partners at office in Jammu, JK UT	
11.	Number of Fellow Member(s) & Associate Member(s) in firm	
12.	Number of Semi-Qualified Assistant(s) (Inter Chartered Accountant) in firm	
13.	Firm provided Income Tax. Consultancy to Government Organization’s/ PSU’s in J&K during 2023-2024.	
14.	Firm provided GST Consultancy to Government Organizations’ / PSU’s in J&K during 2023-2024.	
15.	Firm provided Compilation of Financial Statement service to Government Organizations’/ PSU’s in J&K during 2023-2024.	
16.	Firm provided internal audit to Government Organization / PSU’s in J&K during 2023-24	
17.	J&K stationed Partner / Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD (ICAI))	

**Note:** The firm shall submit documentary evidence against above particulars along with Earnest Money.

**ANNEXURE “B”**

**SELECTION CRITERIA**

<b>S.No.</b>	<b>Parameters</b>	<b>Basis of Marks</b>	<b>Maximum Marks</b>
<b>A</b>	<b>Techno-Commercial Weightage (50%)</b>		
1.	Years of establishment of Firm(s) since the date of registration.	1 marks per year	10 marks
2.	Number of Partners at Head office in J&K	1 marks for Associate member and 2 marks for Fellow member	8 marks
3.	Number of Semi-Qualified (Inter Chartered Accountant) in firm	1 marks for each semi-qualified assistant	5 marks
4.	Firm provided Income Tax. Consultancy to Government Organization / PSU's in J&K during 2023-24	1 mark for each appointment / empanelment	5 marks
5.	Firm provided GST Consultancy to Government Organizations' / PSU's in J&K during 2023-24.	1 marks for each appointment / empanelment	5 marks
6.	Firm provided Compilation of Financial Statement service to Government Organizations' / PSU's in J&K during 2023-2024	2 marks for each appointment / empanelment	14 marks
7.	Firm provided compilation of Power Corporations/ Departments / PSU's in J&K with satisfactory performance certificate from FA/CAO.	10 marks for each appointment / empanelment	20 marks
8.	J&K stationed Partner / Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD(ICAI)),DISA & Public finance and Govt. accounting.	1 mark for each Partner for each course	3 marks
	<b>Sub -Total</b>		<b>70 marks</b>
<b>B</b>	<b>Financial Weightage (50%)</b>		
1	Indicative Fee (including taxes) in Rs. for complete job as per Financial Bid.		30 marks
	<b>Sub-Total</b>		<b>30 marks</b>
	<b>Total</b>		<b>100 marks</b>

-Sd-  
**Chief Engineer (Trading),  
JKPCL, Jammu.**