



## SRINAGAR DEVELOPMENT AUTHORITY

Bemina, By-Pass Near SKI MS Medical College ,Srinagar, Kashmir-190018  
TEL: 0194-2493191, FAX: 0194-2493180, EMAIL:sdasgrkmr@gmail.com

Fresh E-tender Notice No:02/FACAO/2021-22

On behalf of Vice Chairman SDA, Srinagar Development Authority, invites tenders in two cover system (Cover-I “Technical Bid” and Cover-II Financial Bid), for hiring of Tax Consultant from eligible Domestic Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) on open tender basis.

1. The complete bidding documents can be seen and download from the website Public Procurement Portal <https://www.jktenders.gov.in>.
2. The bidder shall submit their bids in electronic format on the website <https://www.jktenders.gov.in>.
3. The dates for online bidding are tabulated below:-

S.No	Item	Description
1	Publishing Date & time	16 <sup>th</sup> of July, 2021 (11.00AM)
2	Date and time of Downloading of bid documents	From 17 <sup>th</sup> of July, 2021 to 7 <sup>th</sup> August from 10.00AM.
3	Online Bid submission start date and time	25 <sup>th</sup> of July, 2021 to 7 <sup>th</sup> of August, 2021 upto 4.00PM.
4	Online bid submission end date and time.	7 <sup>th</sup> of August,2021 upto 4.30PM
5	Technical Bid opening date	9 <sup>th</sup> of August 2021 at 12.00 Noon.
6	Price bid opening date	To be notified after opening of technical Bids.
7	Bid opening place	Office of the Financial Advisor/CAO SDA, Bemina.
8	Bid validity	120 days from the last date of submission of tender.

4. Bid must be accompanied by all the pre-qualification documents, declaration form including cost of tender documents of Rs. 500/- in the shape of Demand Draft and Earnest Money of Rs.5000/- in the shape of CDR pledged to Vice Chairman, Srinagar Development Authority and the scanned copy of the same should be uploaded with the tender.

5. To participate in the bidding process, bidder must have (DSC) “Digital Signature Certificate” as per Information Technology Act-2000. The certificate will be required for digitally signing of the bids. The bidder can get the DSC from any approved vendor. The bidder, who already possesses valid DSC does not need to procure Digital Signature Certificate,
6. Before submission of online tenders, bidder must ensure, the scanned copy of all the necessary documents have been attached with the bid failing which their bid/ offer shall be rejected without serving any notice.
7. The bidders have to submit their bids in electronic format with Digital Signature Certificate. No proposal will be accepted in physical form.
8. The department will not be responsible for any delay in online submission of bids, whatsoever, reasons may be.
9. The bids shall remain valid for 120 days from the last date of submission of bids/tenders.
10. All other terms/ conditions/eligibility can be seen on the website <http://www.jktender.gov.in>.

***For any clarification feel free to contact Mr. Imtiyaz Ahmad Bhat Ph.9419442164.***

No.SDA/VC/

Dated: /07/2021.

Vice Chairman  
Srinagar Dev. Authority

Copy to:-

1. Director Land Management SDA.
2. Financial Advisor/CAO.SDA
3. Town Planner SDA.
4. Secretary, SDA
5. Executive Engineer, SDA
6. Deputy Director, Publicity & Protocol, SDA for information and n/a. The said NIT may be published in two leading local papers and one National English daily for wide publication.
7. Computer Programmer, SDA for information. The said NIT may be uploaded on the SDA website.

## **Inviting of e-tender for hiring of Tax Consultant.**

On behalf of Vice Chairman SDA, Srinagar Development Authority, invites tenders in two cover system (Cover-I “Technical Bid” and Cover-II Financial Bid), for hiring of Tax Consultant from eligible Domestic Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) for a period of three years Financial Years (2021-22), (2022-23) and (2023-24) on open tender basis.

- 1 The complete bid/tender document can be viewed and download from Public Procurement Portal <https://www.jktenders.gov.in>
- 2 The tender can also be downloaded from the official website of SDA.

Bidder must upload their bids along with scanned copy/receipt of tender fee of Rs.500/= (Rupees Five Hundred Only) for the respective service in the shape of Demand Draft (Non-refundable) from any Registered/Nationalized Bank pledged to Vice Chairman SDA, Bemina, Srinagar payable at Srinagar or e-payment to SDA in the below mentioned Account No. by or before last date of submission of bids given in the tender document, the receipt of the same may be uploaded with the tender.

Bank: Jammu & Kashmir Bank

Branch: JVC Medical College, Bemina Sgr.

Account No:- 1206040500005043

Beneficiary: Srinagar Development Authority

IFSC code:-JAKAOEJVBEM

The successful bidder (L1) should submit hard copy alongwith original documents in respect of cost of tender document, EMD and self attested copies of all relevant documents, as per NIT in sealed envelope in the office of Vice Chairman, Srinagar development Authority.

**Time Period:** The Chartered Accountant Firm may be required to provide the desire services for period of three years i.e. financial year 2021-22,2022-23 &2023-24. Notwithstanding anything contained herein above, SDA shall reserve

the right to discontinue the services of the CA/Firm in the event their services are evaluated as unsatisfactory at any time during the period.

**Evaluation of Tenders:** The interested firms shall be requested to go through above terms and conditions and arrange to submit their tender on the enclosed prescribed format (Annexure A,B and Undertaking) for providing services mentioned the scope of work. The tender shall be evaluated by a committee constituted for the purpose and allotment of work shall be done as per SDA norms.

**Scope of work:**

1. Preparation of invoices of the allotment and filing of quarterly/annual returns of the Authority & e-TDS and GST etc. based on records for aforementioned financial years and generating of TDS certificates on Form 16 and Form 16-A
2. Preparation and filing of replies/corrected statements to the Income Tax Deptt. In respect of notices/communications received by the Authority irrespective of period to which the notice belongs.
3. Providing opinion on GST, IT &ST etc, in the matters of pertaining to the Authority.
4. To examine any order/communication received from Income Tax Deptt. And advise further course of action.
5. To prepare replies/submissions for the assessment proceedings, appellate proceedings and any other Income Tax, GST & Sales Tax related proceedings/notices/letters/summons etc. & file an appeal CIT(A)/ITAT/High court and Supreme Court of India.
6. To maintain books of accounts of each financial year in Double Entry System and complete Internal Audit.

**Terms and Conditions:**

The tender of only those firms will be considered which satisfy the following terms and conditions:

1. The contract shall remain valid for three years from the date of issuance of award of contract.

2. The CA firm should be registered with the (ICAI) and posses PAN issued by the Income Tax Department.
3. The firm should have been in operation for last 5 years after the registration and should have experience in making of Books of Accounts in Double Entry System Balance Sheets and also filing of Annual Returns and e-TDS and GST returns.(Scrutiny, Appeals etc).
4. The firm/CA will execute a service agreement on non-judicial stamp paper worth Rs.500/= within a weeks time from the date of allotment of work.
5. Overwriting/correction/erase and or use of white ink should be avoided in the tender document/offer/bid. However, if overwriting/correction/erase is inevitable, the same should be authenticated with seal and signature of authorized person of the applicants firm.
6. All the pages of the proposed documents and documents submitted along with the offer shall have to be authenticated by the authorised signatory of the applicant firm (s) with the firms seal.
7. The CA firm should have functional registered office in Srinagar jurisdiction.
8. Any dispute will fall under the jurisdiction of District Srinagar.
9. The decision of the organisation is final in all related matters.
10. The bidder shall not sublet, transfer or assign the contract or any part thereof to any other person/firm/consulting company.
11. The bidder is expected to examine the tender document including all information forms, terms and specification in the document failure to furnish all information required as per the tender document may result in rejection of bid.
12. The rates quoted by the bidder should be inclusive of Income tax, GST etc presently vogue in J&K (UT).
13. In case of tie, the following sequence shall be adopted for selection of successful bidder.
  - I).Firm of Chartered Accountants with longer experience shall be given preference based on the year of registration.
  - II).Firm with higher number of fellow and /or Associate members of the Institute of Chartered Accountant as partners shall be given preference.
14. The rate quoted by the bidder will be treated inclusive of all applicable Taxes and TA/DA expenses.

15. Financial bids will be open online in the office of FA/CAO, Srinagar development Authority, if the office happens to be closed on the date of opening as specified, the bids shall be open on next working day at the same time & venue.

**Note:** The SDA/.Competent Authority reserves the right to accept or reject any tender without assigning any reason thereof.

**ANNEXURE-A**

**PRE-Qualification-cum-Technical Bid Documents**

S. no	Criteria	Firms strength & capacity	
1	The details of office of the firm( submit copy of supporting documents regarding address)	Address of firm,	
		Name and Address of the authorized official	
		Mobile No	
		e-mail	
2	The CA firm should be registered with the Institute of Chartered Accountant of India (ICAI) and must possess permanent account number (PAN) under income tax. (Provide copy of all registration certificates)	Registration with ICAI then mention Registration. No & Date of Registration.	
		PAN of CA firm	
3	The CA firm should be in operation for at least five years from its registration. (Provide necessary evidence)	Year of Registration/ Starting of operation	
		No of years in operation after registration	
4	Average Annual receipt of the CA firm for the last financial year i.e 2020-21 ending on 31 <sup>st</sup> March 2021 ( Provide copies of the Audited Financial Statement for the year ending 31 <sup>st</sup> March 2021) A copy of the acknowledgement of Income Tax Return be attached.	The firm should have Annual turnover of Rs.10.00 lacs during last financial year ending March, 2021.	

5	The CA firm should have experience of filing of e-TDS returns (Income Tax) and GST service tax matters of Central Autonomous Bodies/Public Sector during the last financial year. (Details to be provided along with the copies of work orders/ work completion certificate as evidence)	No. of Central Autonomous Bodies where similar services were provided	
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**Note:**

1. Documentary Proof of all the information as stated above is to be furnished along with the tender.
2. All the documents to be attached are to be signed by the authorised signatory of the firm along with the seal of firm.



**Declaration:**

I \_\_\_\_\_ owner of the firm \_\_\_\_\_ hereby declare that the above information furnished is true and correct to the best of my knowledge and I will abide by the terms & conditions set by the organization for the service/work.

Date:

Signatures; \_\_\_\_\_

Seal of the firm; \_\_\_\_\_

Name & Designation: \_\_\_\_\_

**Payment terms:**

The payment shall be made against the services by the firm, subject to the following terms and conditions.

1. The payment during the entire contract period shall be made in accordance with the accepted amount by the both parties.
2. No request for extra payment on account of increase in fee on any account called will be entertained including TA/DA.
3. The payment shall be made on quarterly basis on submission of bill and **satisfactory performance of assigned work.**
4. The Authority reserves the right to deduct an amount from bills raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing the services. The decision of the Authority shall be final in this regard.
5. Authority shall deduct TDS/GST or any other taxes/levy as per prevailing rates/rules.
6. The payment shall be released after the verification/authentication of the bill by SDA.

**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/services is dealt within the strict confidentiality and secrecy.
- 3 Assigned work/services shall be completed within the time frame specified by the Income Tax Authorities.
- 4 Neither the Chartered Accountant firm, nor its associates should have any interest in the business of the Authority.
- 5 The Chartered Accountant firm shall ensure that record given to them by the Authority and any information generated from the record provided shall not be used by the Auditor for any other purposes.

**Debarring Provisions:**

The Audit firm will be debarred from getting, the service or assignment:

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

## **Undertaking**

1. We hereby confirm that all the documents submitted in this tender are authentic, genuine copies of originals and have been issued by the issuing authority mentioned above and no part of the document(s)/information is false, forged or fabricated.
2. We hereby confirm that our bid complies with the total technical-commercial requirements/terms & conditions of the tender and subsequent addendum/corrigendum (if any), issued by the SDA, without any deviation/exception/comments/assumptions.
3. We also confirm that we have quoted the rates without any condition and deviation.
4. We hereby confirm that we are not under any liquidation, any court receivership or similar proceedings and bankruptcy.
5. We hereby confirm that any Partner/Director of the entity have not been convicted in any disciplinary proceedings/criminal case by Regulatory Authority/court in connection with professional work.
6. We further confirm that we have not been in negative list/blacklist by any Public Sector/Undertaking/Govt/Semi Govt/ organisation/SDA.
7. We hereby confirm that we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last \_\_\_\_\_ years.
8. We also confirm that the contents of this tender have not been modified or altered by us. We agree that if any noticed in future, our bid may be rejected/terminated.
9. We hereby confirm that we have gone through and understood the tender document and that our bid has been prepared accordingly in compliance with the requirement stipulated in the said document.
10. We further confirm that we have quoted our rates in electronic mode through e-tendering portal. We confirm that rate quoted by us includes rate for all services as mentioned in the tender document.

Stamp & Signature of Bidder\_\_\_\_\_

Name of the Bidder\_\_\_\_\_

Note: To be stamped and signed by the signatory on the letterhead of bidder.

**ANNEXURE-B**

**Details of CA firm's experience of similar in State/Central Autonomous Bodies;**

S.No	Name of Assignments	Name of the central/state autonomous bodies	Nature of assignment(s) specifies whether work involved all jobs as detailed in the scope of work.	Name of the supporting documents provided
1				
2				
3				
4				
5				

Furnish the copy of the documentary evidences in support of the information provided above. Please attach additional sheets, if required.

Dated:

Signature:\_\_\_\_\_

Seal\_\_\_\_\_

Name and Designation:\_\_\_\_\_