Email: contactjktpo@gmail.com
Website: www.jktpo.in

Government of Jammu & Kashmir
Jammu & Kashmir Trade Promotion Organization
Industries & Commerce Department

Jammu: 6th Floor, JLN Udyog Bhawan, Jammu | Ph. No: 0191-2479924
Srinagar: 3rd Floor, Sanat Ghar, Bemina, Srinagar| Ph. No: 0194-3516021

No.: JKTPO/J/Actt-08/341 Dated: 23/05/2025

NOTICE

RFP No. 01 of 2025 Dated: 24.05.2025.

Hiring of Professional Services of Chartered Accountant Firm for Jammu and Kashmir Trade Promotion Organization.

Jammu and Kashmir Trade Promotion Organization is intending to hire the professional services of Chartered Accountant firm for the organization. The detailed Tender Documents along with terms & conditions etc. can be downloaded from ***www.jktenders.gov.in*** as per schedule of dates given below:

1	Publishing Date	24-05-2025
2	Document Download/Sale Start Date	24-05-2025
3	Bid Submission Start Date	24-05-2025
4	Bid Submission Closing Date	10-06-2025 at 1500 Hrs
5	Bid Opening Date	12-06-2025 at 1200 Hrs

1. The cost of tender document in the shape of demand draft for Rs. 1,000/- (Rupees One Thousand Only) must be uploaded with E-Tender.
2. Earnest money, in the shape of CDR/FDR for an amount of Rs. 3,000/- (Rupees Three Thousand Only) for a period of one year, shall be pledged to Financial Advisor /Chief Accounts Officer, J&K Trade Promotion Organization, Jammu.
3. Scanned copies of CDR/FDR/DD/E-challan etc and all other requisite documents shall be uploaded by the tenderers, as required under the e- tendering process. The bidder shall also submit hard copies in JKTPO office. The successful bidder shall, however, produce all the required documents, in original, in order to facilitate the allotment of work in his favour.

23.05.2025

Financial Advisor/Chief Accounts Officer
JKTPO

Signature Not Verified
Digitally signed by Dawood Rasool Wani
Date: 2025.05.23 18:55:08 IST
Location: Jammu and Kashmir-JK

JAMMU & KASHMIR TRADE PROMOTION ORGANIZATION

(Industries & Commerce Department, Govt. of J&K)

TENDER DOCUMENT

For

Hiring of Professional Services of Chartered Accountant Firm for Jammu and Kashmir Trade Promotion Organization

Issued By:

Jammu & Kashmir Trade Promotion Organization

RFP Reference No: 01 of 2025

Dated: 24-05-2025

Disclaimer

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documents or any other form by or on behalf of the JKTPO or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the JKTPO to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the JKTPO in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the JKTPO, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in the Bidding Documents, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The JKTPO accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The JKTPO, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid User.

The JKTPO also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The JKTPO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the JKTPO is bound to select a Bidder or to appoint the Selected Bidder for the Project and the JKTPO reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, power, delivery fees, expenses associated with any demonstrations or presentations which may be required by the JKTPO, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the JKTPO shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Proprietary & Confidential Notice

TENDER DOCUMENT

(TOP SHEET)

Details to be filled:

Mode of Tender	E-Tender
Tender Notice No.	e-NIT No. 01 of 2025
Full name of work	**Hiring of Professional Services of Chartered Accountant Firm for Jammu and Kashmir Trade Promotion Organization (JKTPO)**
Completion period	12 months + extendable up to 24 months (12 months at a time)
Earnest money Deposit (EMD)	**Rs. 3,000/-**
Sale/availability of tender document	Tender documents will be available on **www.jktenders.gov.in**
Last date/Time of upload of tenders	**10-06-2025 up to 1500 Hrs.**
Date and time of opening of tender	**12-06-2025 at 1200 Hrs.**

JKTPO

JAMMU & KASHMIR TRADE PROMOTION ORGANISATION
Industries & Commerce Department
6th Floor, Jawaharlal Nehru Udyog Bhawan, Rail Head Complex, Jammu. E-mail: contactjktpo@gmail.com
Website: www.jktpo.in Phone No: 0191-2479924

NOTICE INVITING TENDER

E-NIT No. 01 of 2025 Dated: 24.05.2025

Hiring of Professional Services of Chartered Accountant Firm

For and on behalf of the Managing Director JKTPO, e-tenders in two cover pattern are invited from the interested eligible Chartered Accountant firm(s) having their head office in the Jammu & Kashmir. The detailed Tender Documents along with terms & conditions etc. can be downloaded from ***www.jktenders.gov.in*** as per schedule of dates given below:

1	Publishing Date	24-05-2025
2	Document Download/Sale Start Date	24-05-2025
3	Bid Submission Start Date	24-05-2025
4	Bid Submission Closing Date	10-06-2025 at 1500 Hrs
5	Bid Opening Date	12-06-2025 at 1200 Hrs

i) The cost of tender document in the shape of E-Challan (Format provided in the tender document) of ₹ 1,000.00 (Rupees One Thousand Only) must be uploaded with E-Tender.

ii) Earnest money, in the shape of CDR/FDR for an amount of ₹3,000 for a period of one year, shall be pledged to **Financial Advisor /Chief Accounts Officer, J&K Trade Promotion Organization, Jammu.**

iii) Scanned copies of CDR/FDR/DD/E-challan etch and all other requisite documents shall be uploaded, by the tenderers, as required under the e-tendering process. No hard copies shall be submitted. The successful bidder shall, however, produce all the required documents, in original, in order to facilitate the allotment of work in his favour.

Sd/-
Managing Director
JKTPO

1. **Invitation of Bids: -**

Bidders are advised to study the tender document carefully, and to acquaint themselves with the scope of job/services and its implications. Bidders are required to submit bids by e-Tendering process only. EMD should be submitted to the office of **Financial Advisor /Chief Accounts Officer, Jammu and Kashmir Trade Promotion Organization (JKTPO), Jammu**, not later than the date and time laid down for the bid submission.

The tender document fee is to be deposited in J&K Bank a/c No; 0110040510000007, Moving Secretariat, Jammu and its receipt has to be uploaded along with the tender documents.

2. **Objectives of Tender are.**

a) To hire the Professional Services of Chartered Accountant Firm for Jammu & Kashmir Trade Promotion Organization (JKTPO), Jammu/Srinagar offices.

b) To help the officers and management by providing the assistance on technical, non-technical, administrative, ministerial matters as required.

3. **Critical Dates:**

1	Publishing Date	24-05-2025
2	Document Download/Sale Start Date	24-05-2025
3	Bid Submission Start Date	24-05-2025
4	Bid Submission Closing Date	10-06-2025 at 1500 Hrs
5	Bid Opening Date	12-06-2025 at 1200 Hrs

Note: -

i) Complete bid will be accepted online only i.e., by e- Tendering process on **www.jktenders.gov.in**. Any document submitted in hardcopy and not found uploaded online shall not be considered in the bid evaluation.

ii) The terms & conditions are tentative and subject to change.

iii) Any modification of the Tender document which may become necessary shall be made exclusively through the issue of an addendum/ corrigendum on **www.jktenders.gov.in**. If the above said schedule falls on any Gazetted holiday, next working day will be treated as per schedule.

4. **Eligibility (Technical Eligibility)/ Documents Required**

S. No	Eligibility (Technical Eligibility)	Documents Required
1.	The firm should be registered with Institute of Chartered Accountants of India.	Registration Certificate; Pan of the firm; GST details of the firm (if any)
2.	The CA firm should be a firm with minimum experience of 06 years	Prior experience and work orders of working in same capacity with Government Organizations/ Departments/PSUs/Banks (if any)
3.	The firm should have its registered office in Jammu and Kashmir	Any documents like Registration Certificate, Electricity Bill / Telephone Bill etc.

5. **Duration of Contract**

The contract shall be for Financial Year 2025-26 in first instance which can be extended up to one (01) year or more depending upon the performance and conduct of the selected firm. The contract can be terminated from either side with a prior notice of one month.

6. **JOB PROFILE: The job profile shall include:**

- Preparation/Compilation of Financial Statements/Annual Accounts.
- Income Tax matters consultancy and return filling i.e., TDS returns and ITR filling for the company and registration u/s 12AA/12AB of the Income Tax Act.
- Consultancy on Financial Performance of the organization.
- PF/ESIC Consultancy matters and return filling.
- GST Registration/Filing of Returns under GST and other matters/consultancy related to GST.
- Providing Consultation on Financial Matters
- Assistance in successful completion of Audits viz. Statutory, Supplementary, Compliance Audit etc. and preparation of replies thereof.
- Accounting, Consultancy and other allied works related to Sale bills.
- Up-dation of financial records on accounting software on monthly basis.
- Any other matters as and when required by the Organization.
- The representative of the firm should be present and report at the Head Office in Jammu as and when required by the Organization.
- The minimum fees (per month) for the Job profile defined will be Rs. 7,000 + applicable Taxes.

7. Selection Criteria

A. Technical Evaluation

S. No.	Parameters	Basis of Marks	Documents required	Maximum Marks
A. Technical Criteria				
1.	Years of Establishment	03 marks each for each year	Certificate of Incorporation or registration certificate from the competent authority	30
2.	Working experience as Chartered Accountant For preparation/ compilation of Financial Statements with Government/Semi – Government Departments/ PSUs/JK Bank	02 marks for each assignment	Agreements/ Work orders/ Completion Certificate	20
3.	Working experience as Chartered Accountant for Income Tax to Government/Semi – Government Departments/PSUs/ JK Bank	02 marks for each assignment		20
4.	Working experience as Chartered Accountant for GST consultancy to Government/Semi – Government Departments/PSUs/ JK Bank	04 marks for each assignment		20
5.	Number of Partners in J&K	02 marks for each associate member	Details of Partners duly attested by Competent Authority	10
			Grand Total:	**100 marks**

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria and score at least 70 marks in the Technical Evaluation Criteria, would be considered technically qualified. Price Bids of such technically qualified Bidders alone shall further be opened.

B. Financial Evaluation

The Financial Bids of technically qualified Bidders will be opened on the prescribed date by Bid Evaluation Committee. The Financial bid should be quoted as **Professional Charges per month (including all taxes) in INR**. Further, the amount for the purpose of the calculation of Financial Score of the bidder as per QCBS criteria will be taken as Professional Charges per month (excluding taxes). The bidders are requested to quote the

Basic Amount (Professional Charges per month) and applicable taxes separately in Financial Quote. Any conditional bid would be rejected.

The bids received will be evaluated using Quality cum Cost Based Solution (QCBS) as under:

a) After the Technical Evaluation, the committee will evaluate each of the Technically Qualified bidders' response on the basis of technical and financial parameters. The weightage of technical and financial parameters will be in the ratio of 60:40 respectively.

b) The Bidder with lowest qualifying Financial Bid (L1) will be awarded 100% score. Financial Scores for other than L1 Bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) = {(Financial Bid of L1 / Financial Bid of Bidder) x 100} % (Adjusted to two decimal places)

c) The Technical and Financial scores secured by each bidder will be added using weightage of 60% and 40% respectively to compute a Composite Bid Score.

d) The Bidder securing the highest Composite Bid Score will be adjusted as the most responsive bidder for award of the Project. The overall score will be calculated as follows:

<Bn = 0.60 * Tn + 0.40 * FN>

Where

Bn = overall score of the bidder

Tn = Technical score of the bidder (out of maximum of 60 marks)

Fn = Normalized financial score of the bidder

Note:-

- The interested firms are advised not to furnish any particulars or information, which cannot be supported by Documentary evidence.
- ***The Financial Bid of only those participants will be opened who qualifies the Technical Bid based on above mentioned eligibility criteria. The applicant/bidder scoring maximum marks will be selected.***
- JKTPO reserves the right to modify/cancel the above notification at any stage without assigning any reason thereof.
- Corrigendum/modification/extension, if any granted, will be uploaded on ***www.jktenders.gov.in*** only.

8. Payment Schedule

- The Firm shall submit the monthly bills for release of payment.
- After due verification by JKTPO, payment shall be made within a period of 15 days from the date of receipt of the bill.

9. General Information, Terms and Conditions

i. A Bidder shall submit Technical Proposal and Financial proposal on e-tender portal. A Bidder shall not be entitled to submit another bid for the same project.

ii. The Bidding Documents shall be released on the e-tender portal i.e. http://jktenders.gov.in. Any modifications / addendum / responses to queries shall be updated on the e-tender website and the Bidders are requested to check the website regularly for updates. The JKTPO shall not undertake any responsibility, if any, Bidder fails to regularly check the website for addendums.

iii. It shall be mandatory for the Bidders to get itself registered with the e-procurement portal i.e. http://jktenders.gov.in to obtain user ID and password, in order to participate in this Bidding Process. For the avoidance of doubt, it is clarified that the mandatory registration and procurement of digital signature certification, should be in the name of bidder.

iv. All interested bidders shall pay Tender fee and submit their RFP responses electronically only through the e-Procurement portal as per the formats specified in this RFP. Bidders shall submit the tenders in appropriate sections, through the e-Procurement portal before the scheduled date and time for bid submission.

The JKTPO will NOT be liable or responsible for any delays due to unavailability of the e-Procurement portal.

v. The Committee has adopted a Two-stage bid process (the "Bidding Process") for the selection of a Bidder for award of the Project. All bidders for the Project shall submit their relevant pre-qualification details for the purpose of meeting Eligibility Criteria ("Qualification Bid") and financial proposal ("Financial Bid") against the services provided in accordance with terms of the RFP documents.

In the first step, Qualification Bids of all Bidders shall be evaluated as to whether they are responsive in terms of Clause 4 i.e. Pre- qualification Criteria followed by Clause 7.A i.e. Technical Evaluation.

The Financial Bids of only those Bidders who are considered responsive and meet the pre-qualification criteria and Technical Evaluation would be opened and evaluated for the purpose of identifying the Selected Bidder for the Project.

vi. The Financial Bid for the project should be furnished online only as per the details mentioned at Clause 7.B, clearly indicating the bid amount in both figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in figures shall be considered. In no case, the bidder shall submit the Financial Bid with Technical Bid, otherwise the bid will be rejected automatically.

vii. Any condition or qualification or any other stipulation contained in the Bid which is not complied with by the Bidder shall render the Bid liable to rejection as a non-responsive Bid.

viii. All communications in relation to or concerning the Bidding Documents and the Bid shall be in English language and any queries or request for additional information concerning this RFP shall be submitted through e-mail to contactjktpo@gmail.com before 05 days from the last date of submission of the bids. The email shall clearly bear the following identification/ title:

"Queries/Request for Hiring of Professional Services of Chartered Accountant Firm for Jammu and Kashmir Trade Promotion Organization"

ix. The Bidding Documents including this RFP and all attached documents are and shall remain the property of the JKTPO and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The provisions of this Clause shall also apply mutatis mutandis to Bids and all other documents submitted by the Bidders, and the JKTPO will not return any Bid or any information provided along therewith.

x. Any award of contract pursuant to this RFP shall be subject to the terms of Bidding Documents.

xi. The Bid shall be valid for a period of not less than 90 (Ninety days) days from the Bid Due Date.

11. Cost of Tender Documents:

- The tender document may be downloaded from **www.jktenders.gov.in** and payment of tender document fee of ₹ 1,000/- (Rupees One Thousand only) (non-refundable) can be submitted in the form of a demand draft drawn in favor of Financial Advisor/Chief Accounts Officer, JKTPO payable at Moving Branch Civil Secretariat J&K Bank Ltd or by directly depositing in J&K Bank a/c No; 0110040510000007, Moving Secretariat, Jammu as per E-Challan. (Format provided in the tender document)
- The tender document is not transferable to any other bidder.
- The Bidder shall bear all the costs associated with the preparation and submission of proposal.

12. Earnest Money Deposit (EMD):

- Bidder shall submit EMD of ₹ 3,000/- (Rupees Three Thousand only) in the form of FDR/CDR in favour of **"Financial Advisor/Chief Accounts Officer, J&K Trade Promotion Organization, Jammu"** and EMD Declaration Form along with their bid.
- The EMD would be refunded to all unsuccessful bidders after the placement of order to the selected Placement Agency whereas it shall be retained in case of successful Placement Agency and treated as security deposit to be refunded after the successful completion of the contract on submission of N.O.C.

13. The EMD shall be forfeited, if the bidder

a. Withdraws from the bidding process at any time for any reasons.
b. Does not respond to requests for clarification of its Proposal.
c. Fails to provide required information during the evaluation process or is found to be non-responsive.
d. In case of being successful bidder, if he/she fails to sign the Agreement in time

14. Proposal Opening and Evaluation:

- Bidder has to submit bid on **www.jktenders.gov.in** only.
- The bid shall consist of Technical Bid and Financial Bid.
- On the tender opening day, the bid will be opened and the committee will check all the documents, as per pre-qualification criteria
- If the bidder meets the eligibility criteria as well as meet other technical parameters mentioned in the Tender Documents, the bidder will become eligible for financial bid opening on **www.jktenders.gov.in**
- The bid will be awarded to L1 bidder. It will be the responsibility of the L1 bidder to deploy the suitable manpower within 5 days of issuance of Letter of Intent (LOI).
- If the 1st lowest bidder refused to take up the assignment or fails to make the required supply of manpower, it shall be deemed that the bidder is not interested to continue the contract, the Company reserves the right to cancel its EMD as well as the bidder shall be debarred to participate in the fresh tendering process.

15. Award of Contract

The L1 bidder shall be issued Award of Contract/ Letter of Intent (LOI) by JKTPO. The Financial bid of the bidder must comply with the Acts/directions issued by J&K Government from time to time.

16. Signing of Contract

The Bidder/Bidders shall be required to enter into a contract incorporating all agreements between the bidder &JKTPO, including any agreements reached during the negotiation process, if any with the Authorized Representative/Committee, within seven (7) days of the award of the contract or within such extended period, as may be specified by the Authorized Representative of JKTPO.
This contract shall be on the basis of this document, the bid of the bidder, the letter of intent and such other terms and conditions as may be determined by the authorized representative of JKTPO to be necessary for the due performance of the work, as envisaged herein and in accordance with the Bid and the acceptance thereof.

17. Failure to agree with the Terms & Conditions of the tender documents / Contract documentation.

Failure of the successful bidder to agree with the terms & conditions of the Tender Documents / contract shall constitute sufficient grounds for the annulment of the award, in which event JKTPO may make the award to the next best value bidder or call for new bids.

18. Liquidation Damages

- In the event Bidder fails to provide the services in accordance with the bid document, Bidder shall be liable for penalty either for termination/culmination of the Contract or a fine equal to two months bill amounts.
- In case of any theft, the Placement Agency shall be solely liable, and the loss shall be recovered from the due bill or EMD.
- JKTPO is entitled to withhold/deduct from the due bill or the EMD the liquidated damages that have become due.

19. Termination of Contract

- The Company may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or part:
- If the bidder, in the judgment of the Company has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value of influence the action of a public official in the procurement process or in contract execution.
- **Fraudulent practice"**: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition.
- If the bidder does not start performing the contract within 10 days after signing of contract.
- If the bidder stops performing the contract or withdraw the activity to perform the contract.
- If the bidder breaches any terms & conditions of the contract or do not perform the contract in whole or part.
- If the bidder does not follow the written instructions given by the company from time to time.
- If the bidder does not perform the contract up to the satisfactory level even after regular feedback from the company.
- In the event that the bidder shall cease conducting business.
- In any other event that is detrimental to the working of the company and if the breach of the contract take place.

20. Resolution of disputes

- JKTPO and the selected Bidder shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the Contract.
- If, after thirty (30) days from the commencement of such informal negotiations, JKTPO and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal

mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both, or in accordance with the Arbitration and Conciliation Act, 1996.

21. Force Majeure

The successful Bidder shall not be liable for forfeiture of its implementation guarantee, performance security, liquidated damages, or termination of contract, if and to the extent that it's delays in performance or other failure to perform its obligations under the contract is the result of an event of force majeure conditions.
For the purpose of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the successful bidder fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the JKTPO in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
If a force majeure situation arises, the bidder shall promptly notify the Managing Director JKTPO in writing of such condition and the cause thereof. Unless otherwise directed by Managing Director JKTPO in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22/05/2025

Imran Mehmood (JKAS)
Financial Advisor/Chief Accounts Officer
JKTPO

Annexure A- To justify the Technical Criteria Clause

S. No	Name of the Organization with the work has been executed	Length of contract	Documents Attached
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note: Documents attached as proof of experience should be Work Order or Agreement or Completion Certificate.