

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-11-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-11-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	45 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Jammu & Kashmir
विभाग का नाम/Department Name	Industry And Commerce Department Jammu And Kashmir
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Craft Development Institute
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, Review of Financial Statements; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Month(s) 15 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	8 Days
अनुमानित बिड मूल्य /Estimated Bid Value	79650
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	0.03
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	120

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

लाभार्थी /Beneficiary :

Accounts Officer
CRAFT DEVELOPMENT INSTITUTE, BAMK, Nowshera
(Accounts Officer, Craft Development Institute)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**Financial Audit Services - Audit Report, Review Of Financial Statements; CAG Empaneled Audit Or CA Firm (1)****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Review of Financial Statements
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Cash and Bank Balance , Receivables , Payables
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes

विवरण/ Specification	मूल्य/ Values
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Masrat Ahad	190011,Baghi Ali Mardan Khan, Nowshera, Srinagar	1	N/A

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

1. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.

5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

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

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

---धन्यवाद/Thank You---

EXPRESSION OF INTEREST (EOI) (LCS)

The Director, Craft Development Institute, Srinagar invites Expression of Interest/RFP(Technical Bid & Financial Bid) from C&AG empaneled Chartered Accountant Firms from interested eligible reputed Chartered Accountants/Firms for providing Statutory Audit Services for the years 2021-22, 2022-23 and 2023-24.

ELIGIBILITY CRITERIA:

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

1. The firms must be registered with ICAI and with CAG for 2024-25.
2. The firms must have an average turnover of Rs. 6.00 Lakh (Rupees Six Lakh) in the last three years.
3. The firm must have its head office in Jammu & Kashmir, JK UT.
4. The firms should have experience of dealing with Government/Semi-Govt. Departments/PSU's/Universities/Autonomous bodies etc.

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. Abnormally low bids shall be rejected out rightly.

TERMS & CONDITIONS

1. The Chartered Accountants firms must be registered with ICAI.
2. The firms must have an average turnover of Rs.6.00 Lakh (Rupees Six Lakh Only) in the last three years.
3. The firms should be in existence for at least 10 years as per the ICAI certificate.
4. The firms should be empaneled with CAG for 2024-25.
5. The firms shall submit supporting documents along with technical proposal in support of the minimum eligibility criteria.
6. The tenderer shall enclose with the tender, the photocopies of the PAN No./GST registration certificate/any other relevant certificate.
7. 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.
8. The Director, Crafts Development Institute, Srinagar shall have the absolute discretion in allotting the job, increasing fees, 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 bidder must quote the rates in figures as well as in words correctly in the Financial bid.
10. The minimum technical score (TS) required to be considered for financial evaluation is 75.

11. The financial bids will be opened only of the bidders who qualify the technical bid.
12. The bidder quoting the lowest price will be awarded the work. 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.
13. 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, along with 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 of Part A of the said Annexure "B"- "Selection Criteria Table".
14. 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.
15. The whole process of tendering can be called off without giving any prior notice or information by the Competent Authority.

Termination: This hiring can be terminated

- i. By the Office-on grounds of indiscipline or under-performance or on account of redundancy /retrenchment as per the law with 2 weeks prior notice and with assigning 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 Office: The Office retains the right to choose the next Suitable candidate from the applicants if L-1 chooses not to accept the offer.

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

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

Note:

1. The Director, Crafts Development Institute, Srinagar reserves the right to terminate Contract/Assignment at any stage, if Director, Crafts Development Institute, Srinagar is convinced that firm is not performing as per assigned job.

-Sd-
Director,
Craft Deployment Institute,
Srinagar

ANNEXURE "A"
FORMAT FOR TECHNICAL BID

S.No	Particulars	Supporting Documents required to be submitted along with this form
1	Name of the Firm	
2	Address of the Firm	
	Head Office	
	Date of establishment of the Firm	
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 towards Audit,	
9	Number of Partners of the firm along-with names	
10	Number of Partners at head office in 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 2024-25	
14	Firm provided GST Consultancy to Government Organizations' / PSU's in J&K during 2024-25	
15	Firm conducted Statutory Audits of PSU's as per C&AG Appointment (other than PSBs)	

Note: The firm shall submit documentary evidence against above particulars.



ANNEXURE "B"
SELECTION CRITERIA

S.No	Parameters	Basis of Marks	Maximum Marks
	Minimum Score for qualifying 75		
1	Years of establishment of Firm(s) since the date of registration.	2 mark per year	20 marks
2	Number of Partners stationed at J&K.	3 mark for member and 4 marks for Fellow member	20 marks
3	Firm provided Income Tax Consultancy to Government Organization/ PSU's in J&K during 2024-25	2 mark for each appointment / empanelment / experience	20 marks
4	Firm provided GST Consultancy to Government Organizations/ PSU's in J&K during 2024-25	2 mark for each appointment / empanelment / experience	20 marks
5	Firm conducted Statutory Audits/ Tax Audit of Centrally Sponsored Schemes/Tax Audit of PSU's (other than Banks) during last three (03) financial years.	4 marks for each such Audit	16 marks
6	J&K Stationed Partner having done Certificate Course on Public Finance & Government Accounting from ICAI	2mark for each partner	4 mark
	Total		100 marks

- All parameters to be supported by relevant documents.

