

**Jammu and Kashmir Agro Industries Development Corporation Ltd.
Srinagar/Jammu**

Tender Notice for Internal Audit.

ENIT No 52 of 2022-23 (Fresh) JK AGRO

E-NIT NO: -Agro/MD/3608-11

DATED:- 21.01.2023

E-Tender for Appointment of **Internal Auditors for the year 2022-23 (01.01.2023 to 31.03.2023) and 2023-24 (01.04.2023 to 31.03.2024) for Jammu & Kashmir Agro Industries Development Corporation Limited Jammu.**

Jammu & Kashmir State Agro Industries Development Corporation Limited Jammu, invites E-tender under the Two Bid system (Technical & Financial Bid) for Appointment of **Internal** Auditors for the year 2022- 23 (01.01.2023 to 31.03.2023) and 2023-24 (01.04.2023 to 31.03.2024) for Jammu & Kashmir State Agro Industries Development Corporation Limited. However, the same can be renewed for another one year on the same terms and conditions subject to satisfactory performance as per annual review of the CA's performance.

The applicants should submit their proposal, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects as per the prescribed format **on or before 16:00 pm on 31 January, 2023.**

The Part-I (Technical Bid) will be opened electronically on **01.02.2023, at 3:00 pm.** In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein. The Corporation reserves the right to reject any tender without assigning any reason thereof.

Tender document can be downloaded from the website www.jktenders.gov.in. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website / e-portal for any Amendment / Corrigendum/ Clarification on the above website. For details may contact AAO on Mobile No. 9906815656.

S. No.	Name of item.	Amount of CDR (in Rs.)	Cost of Tender Documents (in Rs.)	Date and time of opening of bids (online)
1.	Internal Audit of Corporation for the year 2022- 23 (01.01.2023 to 31.03.2023) and 2023-24 (01.04.2023 to 31.03.2024)	20000/-	1,000/- (Non-Refundable) Plus GST	01.02.2023

1. The Bidding Document Consisting of qualifying information , eligibility, criteria, set of terms and condition of contract and other details can be seen/downloaded from the departmental website www.jktenders.gov.in as per the schedule of dates given below:-

1	Date of Issue of NIT	21.01.2023
2	Period of downloading of bidder documents	21.01.2023 to 31.01.2023 upto 1600 hrs
3	Bid submission Start date	21.01.2023
4	Bid submission End date	31.01.2023 upto 1600 hrs
5	Date and time of opening of Technical bids (online)	01.02.2023 upto 1500 hrs
6	Date and time of opening of Financial bids (online)	After the complete Technical Evaluation of documents of all participated bidders

2. **Bids must be accompanied with cost of tenders' documents in shape of Bank Receipt in f/o J&K Agro Industries Development Corp. Ltd bearing J&K Bank Acc No CD-0097010100000962, IFSC Code- JAKA0TNHALL, Earnest money/bid security in the shape of CDR/FDR Pledged in favour of Managing Director J&K Agro Industries Development Corporation Limited.**

-Sd-
(Dr. Arun Manhas)
Managing Director
JK Agro Ind.Dev.Corp.

DISCLAIMER

Jammu & Kashmir State Agro Industries Development Corporation Limited, Jammu has prepared this document to give background information on the Contract to the interested parties. While Jammu & Kashmir State Agro Industries Development Corporation Limited has taken due care in the preparation of the information contained herein and believe it to be in order, neither Jammu & Kashmir State Agro Industries Development Corporation Limited nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by Jammu & Kashmir State Agro Industries Development Corporation Limited in submitting the e-tender. The information is provided on the basis that it is non-binding on Jammu & Kashmir State Agro Industries Development Corporation Limited or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Jammu & Kashmir State Agro Industries Development Corporation Limited reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

TENDER NOTICE/ Instructions for bidders

E-tenders are invited under Two-Bid system from Chartered Accountant Firms registered with ICAI for **Appointment of Internal Auditors (CAs) for the year 2022- 23 (01.01.2023 to 31.03.2023) and 2023-24 (01.04.2023 to 31.03.2024) for Jammu & Kashmir Agro Industries Development Corporation Limited.**

1. The intending bidders should refer scope of work, terms and conditions of the tender before submitting the bid.
2. Before submitting the tender, the Bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Corporation from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
3. Corrections, if any, in the quotation shall be duly authenticated with full signature of authorised person.
4. Bidder/ authorized signatory of the Bidder shall sign on each page of the tender.
5. In the first stage, the Technical Bid (Part-I) will be opened **at 3:00 pm on 29th January, 2023 at, Jammu.** The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document.
6. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened.
7. No deviations / conditions shall be stipulated by the CAs in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**

8. Tender would remain open for acceptance for 15 days from the date of opening Technical Bid (Part-I) of the tender or till the date of finalization of tender, whichever is earlier.
9. Falsification/ suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.
11. Corporation is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender or to reject any or all of the tenders received without assigning any reason thereof.
12. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from Corporation Jammu atleast seven days before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Department shall be carried out in writing. Except for any such written clarification by the Corporation which is expressly stated to be an addendum to the tender document.

13. **Earnest Money Deposit (EMD)**

I) Earnest money amounting to Rs 20,000 in the form of a fixed deposit from any scheduled Bank in favour of J&K Agro Industries Development Corporation Limited must accompany the tender. Without prescribed earnest money, the tender shall be summarily rejected. Exemptions for SME registered entities will be applicable.

II) Tender without Tender Document Fees and EMD will be summarily rejected.

III) In case the selected auditors fails to start the assignment within 03 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed firm shall be debarred from participating in re- tender for that work.

I. Form 1

Application for appointment as Internal Auditor: Technical Bid Form

1)	Name of the Firm	
2)	Complete Postal Address of Head Office as per instructions of C.A Record	
3)	Telephone number	
4)	Email address	
5)	Date of opening of the Firm	
6)	GSTIN	
7)	Firm registration no.	
8)	Unique Code No.	
9)	Permanent Account Number (PAN)	
10)	Number of Full time FCA partners	
11)	Details of the Partners (as per Appendix 1)	
12)	Staff Strength	
13)	Details of Experience of the Firm in internal/ concurrent audits in JK Agro for last two (as per Appendix 2)	
14)	Details of Experience of the Firm in statutory audits of corporation (as per Appendix 3)	

I declare that

- (a) The firm or no partner has been subjected to any disciplinary proceedings initiated by the ICAI.

- (b) The firm or no partner has been debarred or black listed by any Government/ Semi –Government organization/ institution in India or abroad.

Appendix 1 (to Form 1)

Details of the Partners

Name of the Partner	Date of Becoming		Date of joining the firm	Membership No.	Educational Qualifications	Experience
	ACA	FCA				

Appendix 2 (to Form 1)

Details of experience of the firm in internal/ Concurrent Audit of JK Agro Corporations

Sno.		Branch (es)	No. of years engaged	

Appendix 3 (to Form 1)

Details of experience of the firm in Statutory Audit of Corporations

Sno.		Branch (es)	No. of years engaged	

Signature of Authorised Signatory with the Seal of the firm

II. Form 2

Application for appointment as Internal Auditor: Financial Bid Form

1	Name of the Firm	
2	Complete Postal Address of Head Office	
3	Monthly remuneration for carrying out Internal Audit in Corporation (including all costs and excluding applicable taxes)	(Amount in rupees- in words and figures)

Signature of Authorised Signatory with the Seal of the firm

III.

Eligibility Criteria

Jammu & Kashmir State Agro Industries Development Corporation Limited, Jammu invites E-tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Internal Auditor for the year 2022-23 and 2023-24 for **Jammu & Kashmir Agro Industries Development Corporation Limited,**

1. The applicant firm should be a Category I CA firm to be eligible for appointment as CA.
2. The firm should have more than 10 years of experience in concurrent / statutory audit of Govt. corporations.
3. The minimum monthly fees (Minimum Reserve Price) will be ₹30,000/- (Rupees Thirty Thousand only) exclusive of GST.
4. **The applications indicating less than the minimum monthly remuneration will be out-rightly rejected.**
5. The appointment methodology comprises a two-stage process, involving technical and financial bidding, with separate evaluation for the two stages and a qualifying criterion in the technical evaluation. Firms securing more than 50 marks (out of 100) in technical bid only will be eligible for the next stage of financial evaluation.
6. The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
7. The firm or no partner should have been debarred or black listed by any Government /Semi –Government organization/institution in India or abroad.
8. Please note that the Firms which are currently Statutory Auditors of the corporation as on September 30, 2022 are **NOT** eligible.
9. The firm should have head office in the UT of Jammu and Kashmir.

IV. Evaluation Criteria

- (i) Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from the bidders and as per Methodology given below.
- (ii) Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids.
- (iii) Quality, competence and reliability of the firm is of paramount importance in this tender. The decision of appointment would be made as under:
 - 1) Only Technical proposals scoring more than 50% of the total marks will be considered for further evaluation.
 - 2) In case of tie, the firm having experience of internal / concurrent audit of the corporation shall be preferred.

Criteria for Technical Bid Evaluation

Parameters	Marks	Max
1) Experience of the firm - No. of years		20
less than 10 years	5	
10 to 15 years	15	
Above 15 years	20	
2) Full Time Chartered Accountant (CA) Partners		15
Less than 4	0	
4 to 6	10	
Above 6	15	
3) Association with the same firm - No. of Partners		10
None	0	
One partner associated for 10 years or more	5	
More than one partner associated for 10 years or more	10	
4) Experience of the firm in internal/ Concurrent Audit of JK Agro		10
If conducted Immediately preceding 2 years	10	
Other	5	
5) Experience of the firm of any other internal audit except banks and private limited companies.		30
less than 10 years	15	
10 to 15 years	20	
Above 15 years	30	

6)	Experience of the firm in Statutory audit of Corporation		15
	less than 10 years	0	
	more 10 years	15	
	Maximum Marks		100

V. Terms and Conditions

1. Tenders (Technical and Financial bids) are invited from CA firms for conducting Internal Audit of Jammu Office, Jammu & Kashmir Agro Industries Development Corporation Limited, Jammu.
 2. The two-stage tendering process would be as under:
 - i) Tender is invited comprising a two-stage process involving technical and financial bidding with separate evaluation for the two stages and a qualifying criteria in the technical evaluation.
 - ii) The first stage will be evaluation of the technical bids. The detailed criteria for technical evaluation is given in [Annex-1](#). The maximum marks that can be secured under technical evaluation will be 100. Firms securing more than 75 marks, only will be considered for the next stage of financial evaluation.
 - iii) The second stage will be the opening of the financial bids of the firms that have qualified in the technical evaluation.
 3. In case of Tie up , the firm having experience of internal / concurrent audit of the corporation shall be preferred
 4. The minimum monthly fees would be ₹30,000/- (Rupees Thirty thousand only) exclusive of GST and inclusive of all costs for undertaking the Internal Audit of Jammu Office. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act1961 and other applicable taxes. The quoted remuneration shall be final and irreversible.
-

DETAILED SCOPE OF WORK

Synopsis for Internal Auditor (CA) to undertake audit of Corporation's RO

The Firm of Internal Auditors (CAs) will undertake–

- 1- Pre audit of all payment vouchers and credit notes with the supporting documents as per SOP approved by the corporation. Pre-audit of all other vouchers including journal, sales and purchases entered in the books of the corporation.
- 2- Checking of sales invoices as per price circulars issued on monthly basis by corporation.
- 3- All purchase vouchers to be linked and matched with the purchase order.
- 4- To check that tax is deducted at source correctly as per income tax wherever applicable and that amount so deducted is deposited with the authorities within time as per statutory time limits and filing of T.D.S returns.
- 5- To Check the applicability of GST on services/ Goods and to verify whether GST is correctly charged, collected and deposited with the authorities within time as per statutory provisions.
- 6- Continuous review of internal control methods and reporting its effectiveness and also suggestions for improvements on a regular basis.
- 7- Review of reconciliation of accounts with Head office, inter branches, banks and all other debtors/ creditors.
- 8- Covering all areas as given in the monthly audit report as updated from time to time.
- 9- C.A will submit an Audit Report to the Director as per the agreed periodicity. In case of a serious issue, the same should be brought to the notice through email / personally.
- 10-All other activities to ensure accuracy of the book of accounts and compliance with accounting standard and other laws.