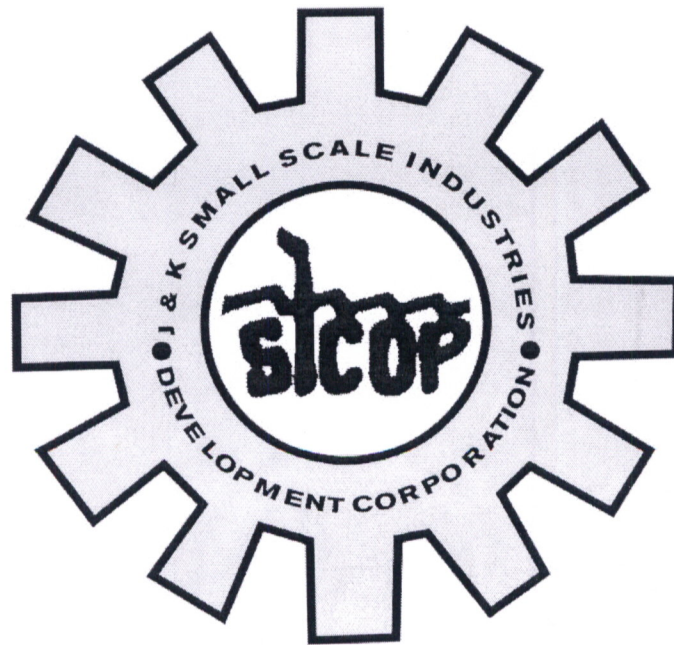




**J&K SMALL SCALE INDUSTRIES
DEVELOPMENT CORPORATION LIMITED(SICOP)**
(A J&K GOVERNMENT UNDERTAKING)
ISO 27001:2013 ISO 9001:2015
Railhead Complex 2nd floor, Udyog Bhawan, Jammu-180012



J&K SICOP

**ENGAGEMENT OF CHARTERED
ACCOUNTANT/COST ACCOUNTANT FOR
FINALIZATION OF ACCOUNTS, GST AND TAX
AUDIT FOR THE FINANCIAL YEAR 2020-21
(ASSESSMENT YEAR 2021-22)**



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Short team Notice

E-NIT No. SICOP 36 FA of 2021 DATE 02-03-2021

For and on behalf of the Managing Director JKSICOP Ltd., e-tenders in are invited from the interested eligible Chartered Accountant / Cost Accountant Firm having their head or branch office in the state of Jammu & Kashmir for the Finalization of accounts for the financial year 2020-21 in Jammu & Kashmir small scale Industries Development corporation limited (JKSICOP Ltd). The bids, accompanied with the photocopies of the EMD and the Cost of Tender should be uploaded on the website www.jktenders.gov.in under PWD/MD JKSICOP Ltd.

The Gist of Work is as under:-

S. No.	Description of work	Earnest Money	Tender Cost
1 2	Finalization of accounts for the financial year 2020-21 of SICOP Ltd. GST and INCOME TAX 2020-21 of JK SICOP	Rs. 0.10 Lacs	Rs. 500/-

The detailed NIT / SBD can be downloaded from www.jktenders.gov.in and bids shall be submitted online on www.jktenders.gov.in.

Critical Dates

1. Date of Issue of NIT	03:03:2021 (14:00)
2. Date of Publishing of NIT online	03:03:2021 (14:00)
3. Date of Downloading of NIT online	03:03:2021 (14:00)
4. Date of Submission of NIT online	03:03:2021 (14:00)
5. Last date of submission of NIT online	12:03:2021 (16:00)
6. Date of opening of technical Bid online	13:03:2021 (12:00)



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IMPORTANT INFORMATION

Table A: - Important Information about the NIT No: SICOP 36 FA of 2021 DATE 02-03-2021

Item Description	Notice inviting e-tenders (NIT) for the hiring of Chartered Accountant / Cost Accountant firm for the Finalization of accounts, GST and Tax Audit for the financial year 2020-21 in JKSICOP Ltd.
Date of Issue of Tender Document online	03:03:2021 (14:00)
Availability of Tender Document	e-NIT is available at www.jktenders.gov.in . under PWD/MDJKSICOP. However, the e-NIT is also available on JKSICOP Ltd official portal www.jksicop.com .
Tender System	The technical and financial bid shall be uploaded in electronic format on the website www.jktenders.gov.in
Cost of Tender Document	Rs. 500 (Rs. Five Hundred Only) should be deposited by prospective bidders through banking mechanism as per following details:- i. Name of Bank: J&K Bank Ltd. ii. Account title : Managing Director, JKSICOP Ltd. (CD) iii. Account No: 0022020100000001 iv. Branch: Rail Head Complex Jammu, v. IFSC Code: JAKA0ERAILH
Earnest Money Deposit	Rs. 10,000 (Rs. Ten Thousand Only) in the form of the CDR/FDR from a nationalized / Scheduled bank, pledged in favour of FA/CAO, JKSICOP Ltd.
Last Date & Time for tender submission	12:03:2021 (16:00)
Venue of Tender Opening	FA/CAO 2 nd floor Udyog Bhawan Jammu 180012
Contact Officer for correspondence & clarifications	DM Finance 2 nd floor Udyog Bhawan Jammu 180012



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1. Introduction

The Jammu & Kashmir Small Scale Industries Development Corporation Limited, a public sector enterprise of Government of Jammu & Kashmir, is a company established in 1965 vide Govt. order No: E-65-WIP of 1965 dated 09.02.1965 & incorporated under J&K Companies Act 1977, governed by Cabinet Decision No: 214 dated 09.05.1985. It has an authorized share capital of Rs. 10.00 Crores with paid up capital of Rs. 01.52 Crores.

The corporation is Construction Service Provider which has completed several prestigious Infrastructural Projects including bridges, hospitals, colleges, etc while several others are in progress across the state.

2. Scope of Work

The Agency shall be responsible for of timely preparation of annual accounts viz Balance sheet & Profit & Loss Account along with relevant schedules & annexures for the Financial Year 2020-21

The role and scope of Firm/Agency is to draw the annual accounts strictly as per the relevant accounting standards

(1) Preparation and finalization of annual accounts and timely preparation of Financial Statements and Financial performance Indicators in accordance with IND as per Companies Act 2013 & accounting Standards issued by ICAI & ICDS as per Income Tax Act.

(2) Providing soft as well as hard copies of complete set of Balance Sheet, Profit & loss Account and their relevant Schedules and Annexures.

Successfully bidder shall assist in preparation of replies of query raised by statutory Audit and supplementary audit by AG office as per company Act,2013.

(3) Successful bidder shall be providing VI2 GST Audit and Tax Audit (Section 44ABOf the income tax act.) for the Financial year 2020-21 (Assessment Year 2021-22)



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3. Eligibility Criteria and Appointment:

- 3.1. The firm should have its head or branch office located in the UT of Jammu and Kashmir for a consecutive period of last 3 years as on date of issuance of tender.
- 3.2. The firm should have been in existence for a minimum period of 10 years and should have experience in finalization of accounts of some public sector undertaking of the State or Central Govt. (attach latest experience certificates)
- 3.3. The average turnover of the firm for the last 3 Financial Years should be over Rupees 50 lacs.
- 3.4. The Firm / shall be registered with the Institute of Chartered Accountants/ Cost Accountants of India.
- 3.5. The firm should have at least 3 Partners who have gained experience of at least 5 years in their profession.
- 3.6. One Firm qualifying the above criteria shall be empanelled based on the Lowest Financial Bid.
- 3.7. In case of tie of Financial Bid at the L1 position, following sequence shall be adopted for appointment of the firm:-
 - a.) No. of assignments of Finalization of annual accounts in Construction Sector of Government Companies.
 - b.) No. of assignments of Finalization of annual accounts of other PSUs / Government Companies / Government Corporations/ Public limited Companies.
- 3.8. In case of any L-1 bidder refuses to do the assignment, its EMD shall be forfeited and the L-2 bidder in the list will be considered for engagement.

4. Time for completion :-

5. Professional Fee:-

- 5.1 The professional fee inclusive of all taxes for the assignment shall be quoted in Cover "B" Financial Bid by the Bidder in Format provided.
- 5.2 Professional fee shall be inclusive of all office expenses, out of pocket expenses, cost of producing documents.
- 5.3 The Corporation will not be required to pay and / or reimburse anything over and above the contract price.
- 5.4 Travelling Charges, if any incurred shall be reimbursed on actual basis subject to producing of tickets/vouchers.



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6. Payment Schedule:-

6.1 Payment shall be made on submission of accounts complete in all respects.

7. Arbitration:-

In the event of any dispute or difference relating to interpretation and the application of the provisions of the contract between the parties, same shall be settled to the extent possible amicably between the parties. In case parties are unable to settle the dispute, Managing Director JK SICOP shall have the sole authority to appoint the arbitrator who shall adjudicate upon the matter of controversy. The rule governing the proceedings before the Arbitrator appointed by Managing Director JK SICOP shall be in accordance with the J & K Arbitration and Conciliation Act, 1997 appointed and the rules made there under. The venue of arbitration shall be within the state of J&K.

8. Submission of Offer:-

The list of documents to be attached in the technical bid by the firm is as under:-

- Standard format for submission of technical details as per the Annexure A attached.
- Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of CDR/FDR.
- Cost of Tender Document.
- Constitution Certificate of the firm issued by the Institute of Chartered Accountants/Cost Accountant of India, RBI and CAG. Information related to year of establishment of Head office & Branch office(s), addresses, details of partners and their membership no's. etc. as indicated in the certificate will be treated as conclusive and final information for evaluation of bids.
- Copies of Financial Statements for the last 3 years to substantiate the turnover of the firm.
- All the bids will be evaluated on the basis of the documents furnished along with application only.
- All submitted documents should be signed by a partner with his name and under the seal of the firm.
- The corporation reserves the right to call for any information or explanation as required by the corporation for appointment of the Chartered Accountant / Cost Accountant Firm.
- Price quoted by the bidder should be inclusive of all Taxes.



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Pertinently, the bidders have to upload the technical e-bids (Comprising photocopies of EMD, Cost of tender document and documents mentioned in clause above) and financial bid. The L1 has to submit the hard copies of technical bid along with the original copies of EMD and cost of Tender Documents and the financial bid in separate envelopes, in the office of Financial Advisor, JKSICOP, Srinagar/Jammu in an envelope super scribed "Notice inviting e-tenders (e-NIT) for the appointment of Chartered Accountant /Cost Accountant firm for Finalization of Accounts for the financial year 2020-21 of JKSICOP Ltd"

9. JKSICOP has the right to terminate the process of tendering without assigning any reason thereof.

10. Sub Letting Of contract

The successful bidder will not sublet the assigned job and the firm will not engage any of retired employee especially retired employee of corporation with special reference to J&K SICOP.

Successful bidder will discuss all the issues pertaining to Balance Sheet with MD, FA/CAO or other employee of the corporation duly authored by the competent authority.

Norms laid down in the tender document and the standard set by ICAI shall be strictly adhered and any departure shall invite penalty and black listing of firm.

11. Responsiveness

Successful bidder will ensure that he will respond on prompt bases and co-ordinate in the best possible way.

12. Extension of Contract

Extension of contract can be done for another year after review of the performance by the MD, FA/CAO.

13. Black Listing of firms and forfeiture of FDR

In case of any deviation from the laid down norms of ICAI and conditions mentioned in Tender Document, The successful bidder shall be blacklisted, FDR shall be forfeited and his case of deviation shall be taken up with ICAI without any notice.

14. Security Deposit

2% of the quoted rate shall be submitted as security deposited in the form of FDR/CDR which should be unconditional/irrevocable for a period of one year. FDR/CDR should have been issued with the concurrence of head office of that bank.

15. EMD

After the issuance of LOI and acceptance by the L1, EMD of bidders shall be released.


SD
DFA/CAO
SICOP


DM(F)
SICOP



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Annexure A

Standard Format for submission of Technical Bid

1. Name of the Firm:
2. Reg. No of the Firm with Institute:
3. Reg. No of the Firm with CAG:
4. Reg. No of the Firm with RBI
5. Year of Establishment of the Firm:
6. Details of Head Office & Branch Office(s)

Head Office

Address	Date of Establishment	Contact No(s)	E-mail

Branch Offices

S.No	Address	Date of Establishment	Contact No(s)	E-mail

7. Details of Partners in the Firm

S.No	Name of the Partner	Membership No.	Fellow / Associate	CISA / DISA / FAFD	Date of Joining the Firm as Partner	Aadhar Card No.

8. Details of Qualified Assistants: -

S.No	Name of the Partner	Membership No.	Fellow / Associate	Date of Joining the Firm as Partner



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9. Details of Experience of finalization of accounts: -

S.No	Name of the Company /Unit	Year

10. Details of Experience of in other PSUs / Government Companies / Government Corporations:

S.No	Name of the Company /Unit	Year

11. Details of Turnover of the Firm

S.No	Name of the Company /Unit	Year	Average Turnover for 3 Years
	2017-18		
	2018-19		
	2019-20		

12. PAN of the firm:

13. GSTIN of the firm:

14. Bank details of the firm:

1	Bank Name	
2	Branch and Address	
3	Account Number	
4	IFSC of the branch	
5	Type of Account	

15. We confirm that our firm is not blacklisted by the RBI / CAG / any Government Company or Department.

16. We confirm that the partners in the firm or their immediate relatives are not on the board of directors / employees of JKSICOP Ltd.

17. We confirm that we have not taken any deviation from the specified terms & conditions of the NIT documents. A copy of the complete NIT document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.

Signature of Partner with
Name & Seal of the audit fir



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Annexure B

Standard Format for submission of Financial Bid

S.No.	Particulars of the Assignment	Amount (In Rs.)
1.	Professional Fee for finalization of accounts of JK SICOP Ltd. for the financial year 2020-21.	Rs. In Words
2.	Income Tax & GST Audit.	

1. The Minimum bid prices is Rs. 3.50 lakh plus GST as per ICAI Norms.
2. Fee must be quoted in Numbers as well as words. In case of variation between the two, Fee quoted in words shall be final.
3. Professional fee shall be inclusive of all office expenses, out of pocket expenses, cost of producing documents.
4. The Corporation will not be required to pay and / or reimburse anything over and above the contract price except travelling expenses which may be paid on actual basis subject to production of tickets/Vouchers.
5. The offer should be inclusive of all taxes.