

**NOTICE INVITING E-TENDERS (E-NIT) FOR
EMPANELMENT OF CHARTERED ACCOUNTANT/
COST ACCOUNTANT FIRMS FOR THE
ASSIGNMENT OF INTERNAL AUDIT OF JKSPDCL
OF THE YEAR 2017-18, 2018-19 & 2019-20**



The Jammu & Kashmir State Power Development Corporation Limited

(A Government of Jammu & Kashmir undertaking)

Corporate Office:- Exhibition Ground, Opposite Civil Secretariat, Srinagar

Camp office:- Ashok Nagar, Satwari, Jammu-180004

IMPORTANT INFORMATION

Table A: - Important Information about the NIT no. 01 Dated. /6.01.2019

Item Description	Notice inviting e-tenders (NIT) for the Empanelment of Chartered Accountant /Cost Accountant firms for the assignment of Internal Audit of JKSPDCL
Site Location	Locations of all the paying units are mentioned in the Table B
Date of issue of Tender Document	18.01.2019
Availability of Tender Document	e-NIT is available at www.jktenders.gov.in . However, the e-NIT is also available on JKSPDCL official portal www.jkspdcl.nic.in .
Tender system	Sealed Tenders are invited in one cover i.e Cover "A" Technical bid. The technical bid shall be uploaded in electronic format on the website www.jktenders.gov.in
Cost of Tender Document	Rs. 1000 (Rs. one thousand only) to be submitted in the form of Demand Draft in favour of General Manager, Accounts, JKSPDCL, Jammu along with the hard copies of technical Bid at the time of Bid submission.
Earnest Money Deposit (EMD)	Rs. 30000/- (Rs. thirty thousand only) in the form of Demand Draft in favour of General Manager (Accounts), JKSPDCL, Jammu payable at Jammu. Both Cost of Tenders document and EMD in the form of DD's shall reach the GM Office by or before the last date of bid submission, however, scan copy of DD's shall be attached with the technical bid and uploaded on JK tenders.
Period of Assignment	Three years (03) i.e. FY 2017-18, 2018-19 & 2019-20
Last date & Time for Tender submission	1.00 Pm on 08.02.2019
Opening of Technical Bids	Date of opening of technical bids will be intimated separately to the eligible bidders.
Venue of Tender Opening	General Manager Accounts, J&K State Power Development Corporation, Camp Office Ashok Nagar Satwari Jammu.
Contact officer for correspondence and clarifications	General Manager, Accounts, J&K State Power Development Corporation, Camp Office Ashok Nagar Satwari Jammu. Cell no:- 94191-12667,94191-66026 Email:-gmajmu@gmail.com, financejkspdc@gmail.com

1. Introduction

- 1.1. The Jammu & Kashmir State Power Development Corporation Limited, a public sector enterprise of Government of Jammu & Kashmir, is a power generating utility having 21 hydro projects across the State of Jammu & Kashmir and one Gas Turbine at Pampore, Kashmir. The Corporation in addition to generation of power and operation and maintenance of hydro projects is also identifying, harnessing and developing the hydro projects in the State of Jammu and Kashmir.

The Corporation has thirteen (13) no. of paying units located across the state of Jammu and Kashmir. These paying units are the Drawing and Disbursing offices (DDO) of the offices/wings/circle/divisions mentioned against each of these offices in the table B below. The projects, both running and under-construction /ongoing/investigation and other assignments, which are being looked after by these offices are also shown in the table:-

TABLE B				
S.No	Paying Unit	Location	Projects	Offices
1	Corporate office	Jammu/Srinagar	Loans payments/Energy sales/Interest payments/Tax payments/Cash receipts and transfers and investments	Central office works
2	GM (Accounts), Jammu	Jammu	Paying office for Corporate Assets and Corporate office employees	Estates Special Sub division, Jammu
3	GM (Accounts), Srinagar	Srinagar	Paying office for Corporate Assets and Corporate office employees	Estates Special Sub division, Srinagar
4	CP &AO Jammu	Jammu	CHEP-I, CHEP-II, CHEP-III, Sewa-II, Civil Investigation, Geological and Mechanical works of Jammu regions and Corporate Assets.	CE(CID) Jammu CE(G), Jammu SE (Gen), Circle-III, Jammu Xen (CID), Jammu Xen (MID), Jammu Xen (CCD Ujh) Xen (CMD Udh) Xen (Gen Udh), Xen (EPD Jammu), Geological Divison, Jammu
5	CP & AO, BHEP	Chanderkot, Ramban	BHEP-I & BHEP-II	CE (Civil), BHEP, CE (Electric), BHEP SE(Electric), BHEP SE(Mech)/(Civil), BHEP Xen, MMD

				Xen, EPD Xen, HRT Xen, CMD Xen, 400 KV TLD Xen, GD-I Xen, GD-II Xen, PHD Collector Land
6	CP & AO, Sawalakot	Jammu/Ramban	Sawalakote HEP	CE, Sawalkote Xen, CCD-I Xen, CCD-II
7	CP & AO Khistwar	Khistwar	Bhaderwah HEP, Lower Kalnai, Kirthai-I & II, Ratle HEP, RGGVY Doda.	CPE, Lower Kalnai CE, Kirthai I & II Xen, CID, Khistwar Xen, CCD-I, Kirthai Xen, CCD-II, Kirthai Xen, CCD-I, Lower Kalnai Xen, CCD-II, Lower Kalnai Xen, RGGVY, Doda
8	CP & AO Parnai	Drabashalla, Poonch	Parnai HEP, RGGVY Rajouri Poonch	CPE, Parnai Xen, CCD-I Xen, CCD-II Xen, Mech Divison Xen, RGGVY, Poonch.
9	CP & AO Srinagar	Bemina, Srinagar	Pahalgam HEP, Gas Turbines, Civil Investigation, Geological and mechanical works.	CE (CID), Kashmir CE (Gen), Kashmir SE, Generation-II, Srinagar Xen, MID Xen, CID Xen, GD, Pampore Chief Geologist Geological Divison, Srinagar Xen, RGGVY, South, Pampore
10	CP & AO Kangan	Kangan	USHP-I, USHP-II and New Ganderbal HEPs	CE, NGHEP Xen, CCD-I, NGHEP Xen, CCD-II, NGHEP Xen, CMD, SVP Xen, Gen, USHP-I Xen, CMD, USHP-II Xen, Gen, USHP-II Xen, GD, Ganderbal Collector Land
11	CP & AO Baramulla	Baramulla	LJHP, Karnah HEPs	SE, Generation-I Xen, Gen, LJHP Xen, CMD, LJHP Xen, ECD, Karnah Xen, RGGVY, North Xen, CID, Sopore

12	P & AO Leh	Chogalamsar, Leh	Stakana, Bazgo, Sumoor, Hunder and Igo-Mercellong HEPs.	CCD, Machil, Division CE, Generation, Leh Xen, EPD, Leh Xen, CCD-I Khalsti Xen, CCD-II, Leh
13	P & AO Kargil	Kargil	Marpachoo, Iqbal, Haftal, Sanjak, Dah & Hanu HEPs, Survey & Investigation and civil works of all these projects	CPE, Kargil Xen, EPD, kargil Xen, CD-I, Kargil Xen, CD-II, Kargil

- 1.2. All the technical direction offices are reporting to the technical head i.e ED (Civil)/ED (Electrical) of the Corporate office and all the paying offices are reporting to the Director (Finance) who are reporting to the Managing Director.
- 1.3. The Corporation intends to empanel Six (06) no. of firm(s) of Chartered Accountants/Cost Accountants for the assignment of Internal Audit of these thirteen (13) paying offices for a period of three years i.e FY 2017-18, 2018-19 & 2019-20 in slots of two/three paying units as mentioned in Clause-5 below.

2. Definitions

In this document, the following terms shall have following respective meanings:-

- 2.1. JKSPDCL means The Jammu & Kashmir State power Development Corporation Limited, a Government of Jammu & Kashmir undertaking.
- 2.2. CE (CID) means the Chief Engineer, Civil Investigation and Design
- 2.3. Xen means the Executive Engineer who is heading a Division.
- 2.4. CP & AO means the Chief Pay and Accounts officer who is the paying officer of the project comprising of some offices as mentioned in the table B.
- 2.5. P&AO means the Pay & Accounts officer who is the paying officer of the project comprising of some offices as mentioned in the table B.
- 2.6. RGGVY means the Rajiv Gandhi Grameen Viduyutitkaran yogna, a central scheme
- 2.7. HEPs means the Hydro Electric projects. Gen means the Generation and MID means the Mechanical Investigation Division. CMD means the Civil Maintenance Division.

3. Scope of work

The Internal Audit would cover the following operational activities of JKSPDCL:

- 3.1. Vouching
- 3.2. Audit of transactions which involves examination of supporting documents, concurrence and approval from the competent authority.
- 3.3. Checking of trial balance, scrutiny of general ledger and reconciliation of each head of accounts thereof, wherever necessary

- 3.4. Checking of expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.
- 3.5. Checking of calculations and payments of statutory dues and all tax related matters as applicable to JKSPDCL.
- 3.6. Insurance of all assets.
- 3.7. To check whether physical verification of assets / stocks has been carried out at the close of financial year and variations, if any, have been accounted for and recorded properly
- 3.8. To check the bank reconciliation statements.
- 3.9. To check whether the surplus funds of JKSPDCL are judiciously invested to get the maximum possible return in case of central office and in case of other paying offices. Whether the surplus funds are transferred to the central offices at the end of the year.
- 3.10. To check the cash book to ascertain whether cash in hand has been authenticated by the competent authority at regular intervals.
- 3.11. Checking of subsidiary ledgers.
- 3.12. To check the calculations of salary and reimbursement bills of staff to ascertain the legitimacy of payments and deductions thereof.
- 3.13. Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligations of employer towards the employees: viz. Gratuity, Leave encashment, Provident Fund etc. Similar checks to be done in respect of TA / DA and claims for reimbursements.
- 3.14. To review compliance with laid down policies and procedures in respect of calling of tenders, related approvals, budgetary provisions made and letters of award (LOA) issued for work contracts.
- 3.15. Check whether the tender documents / contract documents are vetted by the legal and finance section of JKSPDCL.
- 3.16. To check whether the committees for tender opening and evaluation/negotiations are constituted as per the prescribed norms of JKSPDCL/J&K Government and whether the tenders have been awarded by the competent authorities.
- 3.17. To verify whether the advance for works such as initial advance, interim advance, mobilization advance etc. are paid as per the terms of the contract / provisions of LOA and is being adjusted from the running bills properly and regularly. Also to check whether the escalation bills are being paid as per the terms and formulae given in the LOA and Whether provisions of penalty / damages / compensation / LD clauses are being invoked as per the LOA.

- 3.18. To verify the validity of BGs obtained from parties to whom the work is awarded. To verify whether BGs are kept in safe custody of competent authority and whether related records are properly maintained.
- 3.19. To verify whether the procurements have been made after completion of all formalities prescribed by JKSPDCL/J&K Government and whether approvals of competent authorities have been obtained.
- 3.20. To check whether the stationery & stocks have duly been accounted for as per accounting standards and whether records have been properly maintained to ensure safeguard of such stocks of JKSPDCL.
- 3.21. To verify whether the funds have been unnecessarily blocked due to excess procurements.
- 3.22. Checking of guest house / transit camp registers.
- 3.23. To ensure that-TDS has been deducted at applicable rates.
- 3.24. To suggest modifications to the delegation of powers, if shortcomings are noticed during audit.
- 3.25. To verify whether TDS has been properly deducted and deposited with the Income Tax Authorities within the prescribed periods.
- 3.26. To verify whether TDS returns have been submitted in time to the Income Tax Authorities.
- 3.27. To verify whether Service Tax has been properly charged, wherever applicable, and whether proper returns have been filed with the Authorities. To verify whether the Works Contract Tax (WCT), at applicable rate, has been deducted from the bills of the contractors and timely deposited with the Sales Tax Authorities. To verify whether proper returns have been filed under the WCT.
- 3.28. To check whether the Central Vigilance Commission (CVC) guidelines have been duly met.
- 3.29. To verify the compliance of the observation(s) reported in the previous audit report. To observe the discrepancies of persisting nature and suggesting a suitable corrective action(s).
- 3.30. To check the adequacy on the Insurance of assets/stores.

The above list of scope of work is not exhaustive and complete and the firm shall also check and report the compliance of any Circular instructions of the corporate office for compliance by all the paying/field units. In addition to above, the firm shall also cover in the scope of its audit, the directions/instructions/guidelines and roadmaps laid down under the

"Standard on Internal Audit" issued by the Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India.

4. Eligibility Criteria and Empanelment:-

- 4.1. The firm should have its head or branch office located in the state of Jammu and Kashmir.
- 4.2. Only firm of Chartered Accountants/ Cost Accountants registered with the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India (ICAI) respectively and holds a valid certificate of practice shall be considered for empanelment for the assignment of internal audit of JKSPDC for the year 2017-18, 2018-19 & 2019-20.
- 4.3. ***The criteria shall be as per the table C as under. Minimum marks required for technical qualification of the firm shall be 65.***

Table C- Selection criteria for empanelling Internal Auditor

S.No	Criteria	Basis	Maximum Marks
1	Year of Establishment of the firm.	2 mark / year over 5 year (fraction of the year to be ignored)*	20
2	Number of partners in the firm, who is with the firm for a minimum period of one year as on the date of application.	3 marks for each partner who is ACA/ACMA. 4 marks for each partner who is FCA/FCMA 1 mark for each partner who is DISA/CISA/ISA 1 mark for each partner who is having ERP accounting experience	20
3	Number of qualified assistants who is an ACA/ACMA	2 marks for every qualified assistant	10
4	Number of semi qualified assistants (Inter Cost/ Inter Chartered - IPCC - both group)	1 mark per semi-qualified assistant	5
5	Experience of conducting internal Audit of power sector company	5 marks/year of audit	25
6	Experience of the firm in conducting internal audit in other PSUs/government companies or other companies	3 marks/year of audit	20
Total Marks			100

*The firms should have a minimum of 5 year experience

- 4.4 Six (06) no. of firms will be empanelled based on the merits of marks obtained as per clause 4.3 above.
- 4.5 In case of tie of technical score at the 6th position, following sequence shall be adopted for empanelment of 6th firm:-
- 4.5.1 No. of assignments of internal audit of Power sector Companies.
- 4.5.2 No. of assignments of internal audit of other PSU/ Government Companies.
- 4.5.3 Firms shall longer experience based on years of establishment.
- 4.6 In case of any empanelled firm refuses to do the assignment of audit of any year, its EMD shall be forfeited and the next firm in the merits of marks will be considered for empanelment.
- 4.7 In case, less than 6 firms will be technically qualified for empanelment, then the total no. of slot will be distributed among the empanelled firms.
- 4.8 In case less than 4 firms will be technically qualified, than the assignment will be re-tendered for empanelment.
- 4.9 Empanelment shall only be for a period of three years i.e 2017-18, 2018-19 & 2019-20.

5. Allotment of assignment:-

- 5.1 JKSPDC intends to empanel (06) six number of CA/CWA firms for the assignment of internal audit. Each firm will be assigned two/ three paying units as one slot for one financial year. The combination of various paying units as slot is given below:-

S No.	Slots (Combination of Paying Units)	Region
1.	CP & AO BHEP + CP & AO SAWALKOTE	Jammu
2.	CP & AO KANGAN + GM (A) SRINAGAR	Kashmir
3.	CP & AO JAMMU + CP & AO KISHTWAR	Jammu
4.	CP & AO PARNAI + GM (A) JAMMU + CORPORATE OFFICE	Jammu
5.	CP & AO SRINAGAR + CP & AO BARAMULLA	Kashmir
6.	P & AO KARGIL + P & AO LEH	Leh

- 5.2 The slot will be changed every year. No firm will be awarded the same slot in any succeeding years.

- 5.3 The bidding firms shall give its preference of region of slot for three years as per below format:-

Preference	I year	II year	III year
Kashmir Region			
Jammu Region			
Ladakh Region			

- 5.4 While awarding the slot to empanelled firms, geographical location of branch/ head office of empanelled firm will be considered along with its preference. However, region and slot will be changed every year.
- 5.5 In case of any issue/ dispute regarding allotment of slot within region, process of draw of lot can be adopted.

6.Frequency of Internal Audit:-

The frequency of internal audit of all the units in the three year period i.e FY 2017-18, 2018-19 & 2019-20 shall be as per the table D, E & F outlined below:-

Table D:- For the FY 2017-18

Schedule	For the period	Reporting	Remarks
1 year complete Audit	01.04.2017- 31.03.2018	Within two months	Audit to be commenced within 10 days of award of LOA or from the date mentioned on the letter of award (LOA)

Table E:- For the FY 2018-19

Schedule	For the period	Reporting	Remarks
Ist half yearly audit	01.04.2018- 30.09.2018	Within one month	Audit to be commenced within 10 days of award of LOA or from the date mentioned on the letter of award (LOA)
IInd half yearly	01.10.2018- 31.03.2019	within 1 month and report shall be furnished by or before 31 st May, 2019	Audit to be commenced after completion of 1 st half yearly audit of this year.

Table F: - For the FY 2019-20

Schedule	For the period	Reporting	Remarks
Ist half yearly audit	01.04.2019- 30.09.2019	30 st November, 2019	Auditor should take up the assignment after 15 days of completion of 1 st half year and 2 nd half year respectively.
IInd half yearly	01.10.2019- 31.03.2020	31 th May, 2020	

7. Reporting Format

On completion of the audit of the respective Audit unit of each phase, the following steps should be followed before finalisation of the report:-

- 7.1 The preliminary audit observations shall first be discussed with the concerned Chief Engineer and the concerned GM Accounts/CP & AO/P &AO (Finance in-charge).
- 7.2 Pursuant to the above, the preliminary audit observation of the respective Audit unit shall be prepared.
- 7.3 The salient audit observations of respective preliminary audit shall be discussed with the concerned CP &AO and Chief Engineer so that the timely corrective action can be taken and based on the outcome of the draft composite Audit report covering all the offices/divisions in that paying unit, including additional information, if any, that may be provided/obtained during such discussions and rectifications carried out on the instance of audit.
- 7.4 Based on the outcome of the discussions, the Audit Report thus compiled shall be structured as outlined hereunder:-

Part-I: Executive Summary of significant observations

Part-II: Action taken by the unit on previous Internal Audit Report

Part-III: Important items which, in the opinion of the Auditor, should be brought to the notice of the Corporate Office

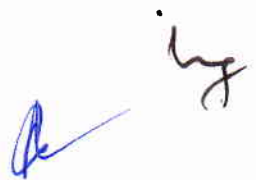
Part-IV: Matters which, though erroneous, are minor in nature and would be adequate, if rectified locally.

Part-V: Suggestions for systems improvement.

- 7.5 *The Auditor shall submit a report of every paying unit separately which should comprise of brief audit observation of each office separately under the respective paying unit in that report.*

8.1 Reporting requirement:-

- 8.1 The firm shall depute a dedicated team in the paying units that will report to the designated officer of the corporate office.
- 8.2 The audit team should consists of one partner/qualified assistant with two (02) semi-qualified assistants.
- 8.3 The head of the project (Chief Engineer) and the paying officer will coordinate with the audit team for smooth functioning of the audit.
- 8.4 The auditor shall have a meeting with the head of the project at the beginning of the audit and finalise the modalities and schedule of audit.
- 8.5 The audit team after completing the audit for the period should discuss their observations/findings with the paying office with the paying officer and head of the unit before finalising the report and obtain the signature of the head of the project or his authorised representative in confirmation of having discussed the audit observations with him.
- 8.6 The internal auditor should also give their observations about the internal control system existing in the Corporation.
- 8.7 The internal Audit report should be signed by the partner of the firm.
- 8.8 The auditor shall give prior intimation of date of audit to the concerned head of the project/office and to the Director Finance at the corporate office.
- 8.9 The Auditor, if required may have to give a presentation on the consolidated reports of the units assigned and may also have to attend the meetings of the Audit committee of the JKPSDC.
- 8.10 **A statement indicating the audit personnel deployed (designation) including the visit of the partners and the period of audit of each paying units should form part of report. The partner is expected to carry out the audit himself so that the entire scope is covered in a systematic manner and to facilitate the reporting as per the requirement.**



- 8.11 The Auditor must hand over one copy of the report to the unit head for necessary compliance and send a copy of the full Report (in soft and hard both) to the head of Internal Audit Cell in the Corporate Office (Director Finance).

9. Professional Fee:-

- 9.1 The professional fee for assignment shall be as under:-

S No.	Paying Unit	Payment Rate
1.	CP & AO BHEP, CP & AO BARAMULLA, CP & AO JAMMU, CP & AO SRINAGAR, CP & AO KANGAN,	Rs.50000/year and TA + Stay will be as per actual payment or 20% of the Cost of assignment whichever is lower.
2.	GM (A) JAMMU, GM (A) SRINAGAR CORPORATE OFFICE, CP & AO KISHTAWAR, CP & AO PARNAI	Rs.25000/year and TA + Stay will be as per actual payment or 20% of the Cost of assignment whichever is lower
3.	P & AO KARGIL, P & AO LEH	Rs.35000/year and TA + Stay will be as per actual payment or 20% of the Cost of assignment whichever is lower

- 9.2 GST will be paid extra.
- 9.3 Professional fee shall be inclusive of all office expenses out of pocket expenses, cost of producing documents, making Power Point presentations before JKSPDC and other state level forums as may be required or any other sundry charges, etc.
- 9.4 The Corporation will not be required to pay and/or reimburse anything over and above the contract price except the TA and stay cost as per above and GST.
- 9.5 The offer should include all tax liability under income tax, service tax, professional tax and any other tax applicable in J&K State or any other authority of the Gol or the State Govt except the GST Cost.

10.Payment Schedule:-

- 10.1 Payment for the year 2017-18 shall be on the basis of 80% of the contract amount of that year on submission of report to the Corporate office and the balance 20% shall on the submission of Compliance report on the observations raised in the Internal audit report.
- 10.2 Payment of the year 2018-19 & 2019-20 shall be on the basis of 80% of the contract amount of that year on submission of reports of that half yearly period and the balance

20% shall on the submission of Compliance report on the observations raised in the Internal audit report.

- 10.3 The bill shall accompany the acceptance of report and the attendance certificate by the concerned project head (Chief Engineer) and Chief Pay & Accounts Officer.
- 10.4 The Compliance report shall also be signed by the concerned project head (Chief Engineer) and Chief Pay & Accounts Officer.

11. 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 JKSPDC shall have the sole authority to appoint the arbitrator who shall adjudicate upon the matter in controversy. The rule governing the proceedings before the Arbitrator appointed by Managing Director JKSPDC 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.

12. Submission of offer:-

- 12.1 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. 30000/- in the form of demand draft*
- ✓ *Demand draft of Rs.1000/- for the cost of tender document.*
- ✓ Constitution/ Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / Institute of Cost Accountants of India. 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 appointment orders for statutory audit/internal audit in evidence of experience.
- ✓ 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.

Pertinently, the bidders have to upload the e-technical bids (Comprising photocopies of EMD, Cost of tender document and documents mentioned in clause 12.1 above).

The bidders have to upload the hardcopies of technical bids along with the original copies of EMD and cost of Tender Documents, in the office of GM, Accounts, Jammu in an envelope

super scribed "Notice inviting e-tenders (e-NIT) for the empanelment of Chartered Accountant/ Cost Accountant firms for the assignment of internal audit of JKSPDCL of the year 2017-18, 2018-19 & 2019-20.

13. Other terms and Condition:-

- 13.1 The selected firm shall not sublet or assign the awarded job or any part thereof.
- 13.2 The assignment shall be awarded to the bidder whose bid has been determined to be substantially responsive to the bidding documents technically qualified and empanelled for the assignment.
- 13.3 The successful bidder shall be required to furnish a performance security in the shape of D.D/ Bank Guarantee @ 5%(Five Percent) of the assignment. Performance security will be returned only on successful completion of the assignment. EMD of the successful bidder will be adjusted in the performance security.
- 13.4 EMD of all unsuccessful bidders shall be released after determination of lowest bidder.
- 13.5 The successful bidder shall maintain confidentiality in respect of all information/documents etc. during execution of job.
- 13.6 The Bidder shall bear all costs associated with the preparation and submission of its bid and JKSPDC will in no case be responsible or liable for those costs regardless of the outcome of bidding process.
- 13.7 JKSPDC reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to the award of assignment, without thereby incurring any liability to the affected bidder or bidders.
- 13.8 Taxes shall be deducted at source as per applicable laws.
- 13.9 JKSPDC shall reserve the right to terminate the assignment at any point of time if it is convinced that the appointed auditor has defaulted in timely supply of the services. In that case, performance security of the Firm shall be forfeited.

For & on behalf of JKSPDC Ltd.

(Ashu Gandtora)

**General Manager Accounts
JKSPDCL, Camp Office, Jammu**

No:-PDC/Fin/Audit/3577

Date: 16-01-2019

Copy to the:-

1. Director Finance
2. Company Secretary, JKSPDC.
3. Director Information, Jammu for publishing the Gist of NIT attached herewith in two daily newspapers.
4. AM (IT) for uploading the tender on the JKSPDC website.
5. PA to MD for Information of Managing Director, JKSPDCL.
6. Receipt section for receiving the tenders and keep them in safe custody.
7. Notice Board/Website.

Annexure A to the NIT No. dated
Standard format for submission of Technical Bid

1. Name of the Firm:
2. Registration No. of the Firm:
(Institute of Chartered/Cost Accountants of India)
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office(s):

Head Office:

Address	Date Of Establishment	Contact No(s)/Fax	E-mail

Branch Offices:

Address	Date Of Establishment	Contact No(s)/Fax	E-mail

5. Details of Partners in the Firm/Limited Liability Partnership:

S.No	Name Of the partner	Membership No.	Membership Status ACA/ACMA/ FCA/FCMA	CISA/DISA/ ISA or Equivalent Qualification	Date of Joining The Firm As Partner
1.					
2.					
3.					
4.					

6. Details Of Qualified Assistants

Sl.No	Name of the Assistant	Membership No.	Whether ACA/ ACMA/FCA/FCMA CISA/DISA/ISA or Equivalent qualification	Date of Joining the Firm as Qualified Assistant
1.				
2.				
3.				
4.				

7. Details of Semi-Qualified Assistants:

Sl.No	Name of the Assistant	Whether Cost/Chartered With Level /Stage of completion	Date of joining the Firm as Semi-Qualified Assistant
1.			
2.			
3.			
4.			

8. Details of Experience of internal audit in Power Sector : (if any)

Sl.No	Name of the Company/ Unit	Year of Audit
1.		
2.		
3.		
4.		

9. Details of Experience of internal audit in other PSUs/ Government companies or other companies (Other than Power Sector) :-

Sl.No	Name of the Company/ Unit	Year of Audit
1.		
2.		
3.		
4.		

8. Income Tax PAN NO. Of the firm.
9. GST No. of the firm.

10. Bank details of NEFT/RTGS:-

1.	Bank Name	
2.	Branch Name and Address	
3.	Bank Account Number with style of account, Saving/ Current	
4.	IFSC Code No. Of the Bank	

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

**Signature of Partner with
Name & Seal of the Audit Firm.**