



Union Territory of Jammu & Kashmir  
JAMMU & KASHMIR AIDS CONTROL SOCIETY  
Department of Health & Medical Education

1<sup>st</sup> Floor, SEERAT Complex,  
Sector-14, Nank Nagar,  
Near Sector 5, Trikuta Nagar, Jammu.  
Website: [www.jksacs.org](http://www.jksacs.org)  
Mail: [jksacs@gmail.com](mailto:jksacs@gmail.com)  
Ph: 0191-2475427

**Notice Inviting Expression of Interest**

For and on behalf of the Lieutenant Governor UT of JK, the Project Director , J&K State AIDS Control Society, J&K invites EOI from the reputed C&AG empanelled Chartered Accountant firms having head/branch office in UT of J&K with proven expertise in the relevant field for Statutory Audit of Financial Statements, Compilation of Balance Sheet, etc. as per prescribed formats contained in the EOI document for the following works: **“Statutory Audit in respect of J&K State AIDS Control Society and “Internal Audit of Peripheral Units” for the financial Year 2023-24.** The EOI may be submitted in the office of the Project Director , J&K State AIDS Control Society, 1<sup>st</sup> Floor Seerat Complex, Sector-14, Nanak Nagar, Jammu or Public Health Building, Behind Bone and Joint Hospital, Srinagar. Other details terms and conditions are contained in the RFP document and can be downloaded from our websites: [www.jksacs.org](http://www.jksacs.org).

The last date for the submission of EOI is 31/01/2024, the technical bid shall be opened on 05/02/2024 at 11:00 AM or any other date convenient to J&K State AIDS Control Society J&K in the office of Tender Inviting Authority and Financial Bid shall be opened on 15/02/2024 at 11:00 AM any other date convenient to J&K State AIDS Control Society J&K

Queries if any may be sent by email to [jksacs@gmail.com](mailto:jksacs@gmail.com)

No: JKSACS/2024/1258

Dated: 09/01/2024

Sd/-  
Dy. Director (Finance)  
JKSACS

# REQUEST FOR FINANCIAL BID (RFB) FROM C&AG EMPANELED CHARTERED ACCOUNTANT FIRMS FOR PROVIDING THEIR SERVICES FOR J&K SACS J&K

## Key Dates

Last Date for submitting Bids	31 <sup>st</sup> January 2024 up to 3:00PM
Due date for Opening of Technical/Pre-qualification	05 <sup>th</sup> February, 2024 at 11:00 AM
Due date for Opening of Financial Bid	15 <sup>th</sup> February, 2024 11:00AM

## Instructions to Bidder regarding Tender Process:

1. Bid document can be seen and downloaded from the website: [www.jksacs.org](http://www.jksacs.org)
2. Bid document contain qualifying criteria for bid specifications, conditions and other details.
3. **The bidder can apply for both assignments "Statutory Audit in respect of J&K State AIDS Control Society, J&K for the financial Year 2023-24 " and "Internal Audit of NGOS". However, a single Firm will be allotted only 1 of the either assignment in accordance with ICAI guidelines where a Statutory auditor is not permitted to do internal audit of accounts of his auditee clients. In case a particular Firm comes L1 for both the assignments then it shall be allotted only 1 of those assignments and other one will be allotted to technically second best/L2 bidder for that tender.**
4. **In case a bidder wishes to apply for both the assignments then it shall submit two separate applications with entire set of documents and two separate tender.**
5. Technical/Financial bids of bidders shall be opened in the office of the PD, J&K SACS J&K, Trikuta Nagar , Jammu.
6. The EOI may be submitted in the office of the Project Director, J&K State AIDS Control Society, 1<sup>st</sup> Floor Seerat Complex, Sector-14, Nanak Nagar, Jammu **or** Project Director, J&K State AIDS Control Society Public Health Building, Behind Bone and Joint Hospital, Srinagar.
7. The clarification or corrections for any omissions or typographical errors shall be sought from the office of the FA/CAO, J&K SACS J&K, Trikuta Nagar, Jammu.
8. Financial bid will be opened in the office of the FA/CAO, J&K SACS J&K, Trikuta Nagar on 15/02/2024 or any other date convenient to J&K State AIDS Control Society J&K
9. All the disputes shall be subject to the jurisdiction of the Courts with in the municipal limits of Jammu.
10. The Project Director, J&K State AIDS Control Society, J&K reserves the right to reject or accept any tender without assigning any reason.
11. Firm Constitution Certificate issued by ICAI (Institute of Chartered Accountancy of India) / PAN Card / GST Registration shall be attached with the bid document.

**12. Performance Security Deposit.** The successful bidder shall have to deposit a performance Security Deposit of the (5%) of the total amount of work order immediately of the receipt of the LOI/order. The performance Security deposit will be furnished in the form of Demand Draft/Bank Guarantee /Fixed Deposit of any scheduled Bank drawn in favor of J&K SACS, J&K payable at Jammu. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations of the service provider under the agreement to be executed by and between J&K State AIDS Control Society J&K and the service provider. The performance security will be renewed, if the contract is extended.

13. **Penalty:** Failure of successful tenderer on account of improper specifications / non sticking to time limit & non adherence to Terms & Conditions shall render him liable to action under laws and in addition audit fee @5% shall be deducted per month from the due date of completion of audit.

**14. Termination of Agreement / Contract**

J&K State AIDS Control Society J&K reserves the right to terminate agreement with the selected Bidder at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. J&K State AIDS Control Society J&K shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. A notice period of 30 (Thirty) days shall be given to the selected Bidder in case J&K State AIDS Control Society J&K decides to terminate the contract.

a. **Termination for Default:** J&K SACS J&K may, without prejudice, to any other remedy for breach of agreement, by prior written notice of default sent to the Agency, terminate the work in whole without assigning any reason if:

i. The qualified Agency fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by the Committee or Authority Designated in this behalf.

ii. The qualified Agency fails to perform any other obligation (s) under the agreement.

iii. If the Agency is in material breach of the representations and warranties contained in this agreement.

b. **Termination for Insolvency, Dissolution etc.:** J&K SACS J&K may at any time terminate the agreement in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to J&K SACS J&K.

c. **Termination for Convenience:** J&K SACS J&K reserves the right to terminate by prior written notice, the whole or part of the agreement. The notice of termination shall specify that termination be for J&K SACS's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this agreement. J&K SACS shall have the right to enter into an agreement with any third party. The security Deposit and / or Performance Guarantee given to the J&K SACS J&K by the Agency shall be confiscated.

## 15. Period of Validity

- Proposals shall remain valid for 60 (Sixty) days after the last date of submission of bids J&K SACS holds the right to reject a Proposal valid for a period shorter than 60 days as nonresponsive, without any correspondence.
- In exceptional circumstances, J&K SACS may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional; A Bidder granting extension of validity will not be permitted to modify his Proposal.

## 16. Termination, Cancellation, Suspension and Foreclosure of Contract

If at any time after acceptance of the tender or during the progress of work, the purpose or object for which the work is being done changes in due to any supervening cause and as a result of which the work has to be abandoned or reduced in scope, the authority shall give notice in writing to that effect to the successful bidder stating the decision as well as of the cause for such decision and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of works.

The contractor shall, if required by the J&K SACS, furnish books of account, wage books, time sheets and other relevant documents and evidence as may be necessary to enable him to certify the reasonable amount payable under this condition.

The reasonable amount of items shall not be in excess of 2% of the cost of the work remaining incomplete on the date of closure.

### 1. SCOPE OF WORK: -

#### **For "Statutory Audit in respect of J&K State AIDS Control Society, J&K for the financial Year 2023-24"**

1. Annual Audit of Accounts of FY 2023-24
2. Audit of System of Accounting
3. Audit of Internal Control System of Society
4. Audit of Financial Compliances
5. Checking of compliances of Income Tax, GST, GFR and other applicable laws.
6. Submission of detailed audit report alongwith audited annual accounts, Balance Sheets, Income and Expenditure Account and other schedules.

#### **For "Internal Audit of NGOs"**

- i. Review of existing finance and accounting system, review of Financial Statements, necessary report and compilation of information as per requirement of J&K SACS J&K.
- ii. Finalization of Statements and timely preparation of Internal Audit Report and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountancy of India (ICAI) and guidelines.

- iii. Review of the system of book keeping & accounting of NGOs.
- iv. To verify accounts with reference to the books of accounts i.e., ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
- v. To make a review of the Income and Expenditure Account/Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
- vi. Check adequacy of Internal Control System.
- vii. Check System of Physical Verification of Inventory & Fixed Assets.
- viii. Checking Regularity in Payment of Statutory Dues.
- ix. Any other work assigned relating to accounts/statutory requirements etc.
- x. Providing opinion on the matters relating to Taxation, GFR 2017 etc. as per Government notification from time to time.

## **2. PRE-QUALIFICATION CRITERIA OF THE CA FIRM: -**

### **For "Statutory Audit in respect of J&K State AIDS Control Society, J&K for the financial Year 2023-24 "**

The technical bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should be empanelled with the office of C&AG of India for the Financial Year 2022-23.
- II. The Chartered Accountant Firm is required to have Permanent Account Number (PAN) & GST Number.
- III. The Chartered Accountant Firm should be a Partnership Firm with at least 2 CA Partners and one amongst them should be a FCA (Fellow Chartered Accountant).
- IV. The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Annexure I**.
- V. The CA firm should submit their turnover for the last three years in the format attached at **Annexure II**. Minimum Average turnover for Last 3 Years should be at least Rs. 60 Lakhs.
- VI. The CA Firm should have been in operation for minimum 10 years. The firm should have undertaken and completed at least 6 assignments (of different organizations) in last 10 years in J&K related to Audit of Annual Accounts of Central Autonomous Bodies (CAB) / state government organization/ Public Sector Undertakings (PSUs). Firms should submit details of experience required in format attached at **Annexure III**.
- VII. Partnership firm should have at least one FCA engaged in full time Audit work and submit details of proprietor and/or partners in format attached at **Annexure IV**.
- VIII. The firm should have its Head or Branch office located in the UT of Jammu & Kashmir for a consecutive period of five years as on 01.04.2023.
- IX. J&K State AIDS Control Society J&K reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.

**Points Structure for evaluation:**

Particular	Criteria	Max. Points
No. of CAs in Firm	3 Points for each FCA Partner and 2 Points for each ACA Partner	25
No. of Statutory Audit Assignments in J&K of Central Autonomous Bodies (CAB)/state government organization/ Public Sector Undertakings (PSUs)	2 Point for Each Assignment	25
No. of Audit Assignments of Health & Medical Education Department J&K	2 Point for Each Assignment	15
Turnover	Turnover Up to Rs. 60 Lakhs (5 Points) Rs.60 Lakhs and above (10 Points)	10
Head/Branch Office in J&K	10 Points	5
Firm eligible for Major Audit as per CAG Guidelines.	10 Points	10
No. of CA Employees in Firm	1 Points for each CA Employee	10

**Note:** Firms Scoring 60 Points & Above shall be eligible for opening of Financial Bids. Firm Quoting Lowest shall be Awarded Tender. In case Two or more Firms are L1 then Firm having maximum points shall be awarded Tender and in case Two or More Firms get 100 Points and are also L1 then Firm having maximum no. of statutory audit assignments (of different organizations in J&K) shall be awarded tender.

After the opening of the technical bid, the same will be evaluated by a committee. In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualified as per pre-qualification criteria, the financial bid of such qualified bidders will be opened on a specified date and time by the committee.

**For “Internal Audit of NGO and other compliances”**

The technical bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should be empanelled with the office of C&AG of India for the Financial Year 2022-23.
- II. The Chartered Accountant Firm is required to have Permanent Account Number (PAN) & GST Number.
- III. The Chartered Accountant Firm should be a Partnership Firm with at least 2 CA Partners and one amongst them should be a FCA (Fellow Chartered Accountant).

- IV. The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Annexure I**.
- V. The CA firm should submit their turnover for the last three years in the format attached at **Annexure II**. Minimum Average turnover for Last 3 Years should be at least Rs. 60 Lakhs.
- VI. The CA Firm should have been in operation for minimum 10 years. The firm should have undertaken and completed at least 10 assignments (of different organizations) in last 10 years in J&K related to Filing of TDS(IT/GST) returns of Central Autonomous Bodies (CAB) / state government organizations/ Public Sector Undertakings (PSUs) and 5 assignments (of different organizations) in last 10 years in J&K related to Internal Audit and Compilation of Balance Sheets of Central Autonomous Bodies (CAB) / state government organizations/ Public Sector Undertakings (PSUs) Firms should submit details of experience required in format attached at **Annexure III**.
- VII. Partnership firm should have at least one FCA engaged in full time Audit work and submit details of proprietor and/or partners in format attached at **Annexure IV**.
- VIII. The firm should have its Head or Branch office located in the UT of Jammu & Kashmir for a consecutive period of five years as on 01.04.2023.
- IX. J&K State AIDS Control Society J&K reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.

**Points Structure for evaluation:**

Particular	Criteria	Max. Points
<b>No. of CAs in Firm</b>	3 Points for each FCA Partner and 2 Points for each ACA Partner	25
<b>No. of Assignments of Internal Audit and other compliances in J&amp;K of Central Autonomous Bodies (CAB)/state government organization/ Public Sector Undertakings (PSUs)</b>	2 Point for Each Assignment	35
<b>No. of Audit Assignments of Health &amp; Medical Education Department J&amp;K</b>	2 Points for Each Assignment	25
<b>Turnover</b>	Turnover Up to Rs. 60 Lakhs (5 Points) Rs.60 Lakhs and above (10 Points)	10
<b>Head/Branch Office in J&amp;K</b>	5 Points	5

**Note:** Firms Scoring 60 Points & Above shall be eligible for opening of Financial Bids. Firm Quoting Lowest shall be Awarded Tender. In case Two or more Firms are L1 then Firm having maximum points shall be awarded Tender and in case Two or More

Firms get 100 Points and are also L1 then Firm having maximum no. of audit assignments of health and medical education department in J&K (different organizations) shall be awarded tender and in case there is tie in that as well than Firm having maximum no. of Internal Audit and other compliances assignments in J&K (different organizations) shall be awarded tender.

After the opening of the technical bid, the same will be evaluated by a committee. In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualified as per pre-qualification criteria, the financial bid of such qualified bidders will be opened on a specified date and time by the committee.

### **3. PAYMENT TERMS: -**

#### **Professional Fee:**

The professional fee for the assignment shall be as quoted by the Bidder. In order to fulfill the requirements of prescription of Minimum Fee in accordance with clause (1) of Part II of the Second Schedule to the Chartered Accountants Act, 1949, the Minimum Fee (excluding Taxes) for the **Audit Assignment** shall be Rs. 2,00,000/- per annum and in case **Internal Audit and Other Financial Compliances** Minimum Fees shall be Rs. 5,000 per NGO.

Professional Fee for the Financial Year 2023-24 & 2024-25 shall be released in full upon the furnishing of the Financial Statements and other works and their acceptance by the Tender Inviting Authority.

### **4. OTHER GENERAL TERMS: -**

- I. Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- II. Please ensure that date of establishment of registered office, Branch office, details of all partners in the firm should invariably be indicated in the application.
- III. EOIs sent through e-mail will not be accepted.
- IV. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
- V. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- VI. CA Firms are requested to visit the office of the undersigned for further clarification/ query/ exact scope of the work etc.
- VII. No proposal shall be entertained in joint venture/Consortium.
- VIII. Period of appointment can be extendable upto two years subject to approval of the competent authority and satisfactory performance of the audit firm.
- IX. Termination of Agreement / Contract. J&K SACS J&K reserves the right to terminate the agreement with the selected Bidder at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. J&K SACS shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder.

### **5. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION: -**

- I. Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
- II. Copy of Membership Card of the Partners issued by ICAI.

- III. Copies of appointment orders for Audit and other assignments of State or Central Autonomous Bodies/PSUs/other State Government Organizations. (To support certificate as per Annexure III)
- IV. Copy of PAN card of the CA Firm.
- v. Copy of GST Registration of the Firm.
- vi. Copy of empanelment letter of C & AG for the financial year 2022-23
- VII. Copies of Balance sheet and Profit & Loss Account of last three years (2020-21, 2021-22 & 2022-23).
- VIII. Certificate of No Blacklisting as per Annexure I.
- IX. Certificate of Turnover as per Annexure II.
- X. Certificate of Experience as per Annexure III.
- XI. Partners details as per Annexure IV.

**PRE- QUALIFICATION-CUM-TECHNICAL BID**  
**(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)**

Sl. No.	Particulars	
1.	Name & address of the firm	
2.	Name & Address of authorized partners.	
3.	Telephone Number with STD code.	
4.	Mobile No. of Partner/ Proprietor	
5.	e-mail ID	
6.	(Submit copy of Firm constitution document regarding address of the firm)	
7.	PAN of the firm (Submit Copy also)	
8.	GSTIN (if applicable) (Submit Copy also)	
9.	Empanelment Number with C&AG (Submit copy of Evidence)	
10.	The year-wise gross professional fee received/earned (Turnover) by the firm in last three financial years.	
11.	Experience in Audit of Annual Accounts of Central Autonomous bodies / other state or central organization / Public Sector Undertakings for last three years	
12.	Details of Proprietor/ Partners	
13.	Numbers of Article Clerk/ Staff and other staff on payroll of firm	
14.	Other Experience of the firm if any	

**Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. J&K SACS J&K is at liberty to reject the proposal/work awarded to this CA Firm.**

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation

**FINANCIAL BID**  
**(To be filled by bidder)**

Name & address of the firm: -

(Figures in Rupees)

<b>S.No</b>	<b>Description of Service</b>	<b>Amount per annum (Inclusive of GST)</b>
I	Statutory Audit of Annual Accounts of Financial Year 2023-24 and other services as mentioned in Scope of Work(Amount per annum)	
	<b>Total</b>	

Note:

a) Bid inclusive of GST has to be quoted.

b) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.

c) The above fee is inclusive of out-of-pocket expenses, TA/DA including local travel.

d) For the year 2023-24 minimum fees of the assignment as per ICAI Tendering requirements shall be Rs. 2,00,000/-p.a.(as mentioned under payment terms) (Inclusive of GST).

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

**FINANCIAL BID**  
**(To be filled by bidder)**

Name & address of the firm: -

(Figures in Rupees)

<b>S.No</b>	<b>Description of Service</b>	<b>Amount per annum per NGO(Inclusive of GST)</b>
1	Internal Audit of Financial Year 2023-24 (Amount per annum per NGO)	
	<b>Total</b>	

Note:

- a) GST shall be paid extra as per prevailing rates prescribed in the Act.
- b) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.
- c) The above fee is inclusive of out-of-pocket expenses, TA/DA including local travel.
- d) For the year 2023-24 minimum fees of the assignment as per ICAI Tendering requirements shall be Rs. 5000 per annum per NGO (inclusive of GST).

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

**ANNEXURE I**

**Self – Declaration – No Blacklisting**

**To,  
Project Director  
J&K SACS  
J&K**

In response to the tender for selecting Chartered Accountant Firm for statutory audit/internal audit of Financial Statements for the financial year 2023-24 I/ We hereby declare that presently our Chartered Accountant (CA) firm ..... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm ..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

## ANNEXURE II

### Details of CA Firm's professional income (Gross professional Fees received/earned)

*(Rupees in lakhs)*

Particulars	Financial Year 2020-21	Financial Year 2021-22	Financial Year 2022-23
Gross Professional fees received/ Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

### ANNEXURE III

#### Details of CA Firm's Experience of Similar Services as per details in RFP Document (last five years)

S.No	Name of the assignment	(Start date/ end date)	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1					
2					
3					
4					
5					
6					
7					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Please provide separate sheets for experience of Statutory Audit, Internal Audit and other compliances assignments.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

**ANNEXURE IV**

**Details of CA Firm's Partners/ Proprietor**

S.No	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the firm constitution certificate in support of the information provided above.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation

## Technical Bid Pre-qualification Criteria

### Checklist for Technical Bid

S.No	Pre-qualification criteria	Documents to be provided	Attached Yes/No	Page No
1	The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI)	Copy of CA registration Certificate		
2	The Chartered Accountant firm should have been empanelled with the comptroller and Auditor General of India (C&AG)	Attested copy of empanelment with C & AG with period of empanelment		
3	The bidder should be satisfactorily provided similar services of Auditing and Accounting at State Government / Autonomous Bodies / universities /PSU's etc. in India for not less than three years before 31.03.2023	Copies of appointment letters / List of clientele		
4	The bidder have a minimum average turnover of Rs. 60 lakhs for the last three years exclusively from providing similar services	To be certified & validated by Chartered Accountant (CA) of the bidder's organization with name of CA, registration number, signature and stamp		
5	Bidder should be registered with Income Tax and Goods & Service Tax department (if applicable)	1. Attested copy of PAN Card 2. II. Attested copy of GST registration certificate		
6	The bidder should have a registered Office for similar services at Jammu/Srinagar.	Relevant document verifying address of CA Firm		
7	Tender Fees Demand Draft	Attached with technical bid		
8	Application Part -A On the letterhead of the Bidder	Bidder's Details		
9	Application Part-B On the letterhead of the Bidder	Financial Bid		
10	Annexure I On the letterhead of the Bidder	Declaration		
11	Annexure-II On the letterhead of the Bidder	Professional fee details		
12	Annexure-III On the letterhead of the Bidder	Experience details		
13	Annexure IV On the letterhead of the Bidder	Details of CA Firm's partners		