

**J&K FOREST CORPORATION**  
**SHORT TERM NOTICE INVITING E-TENDER**  
**FOR APPOINTMENT OF STATUTORY AND GST AUDITOR**  
**FOR THE FINANCIAL YEAR 2017-18, 2018-19 & 2019-20**  
**e-NIT No. 01/2019-20/FIN Dated 07-03-2020**

**DECLARATION OF INTENT:**

The Jammu & Kashmir Forest Corporation, intends to appoint Statutory Auditors for conducting Yearly Statutory Audit and GST audit of the accounts of Corporation including its Divisions spreading all over Jammu & Kashmir for the financial years 2017-18, 2018-19 & 2019-20. In this connection short term e-Tenders are therefore invited from bona-fide Chartered Accountants firms fulfilling the following Pre-Qualification Criteria to carry out the Statutory Audit and GST audit for the financial years 2017-18, 2018-19 & 2019-20 of the Corporation.

**1.1. PRE-QUALIFICATION CRITERIA:**

- a. The firm must be empanelled with C&AG, without which the application of the firm would not be considered.
- b. The applicant firm is Independent of the entity to be audited.
- c. No partner of the audit firm or any qualified employee of the firm has any association with J&K Forest Corporation.
- d. Neither the firm nor its Partners or Associates have any interest in the business of J&K Forest Corporation.
- e. Preference will be given to the CA firm having Head office/ Branch office at Jammu/Srinagar.
- f. Chartered Accountants Firms should have more than 5years' experience.
- g. A minimum of three Full Time Fellow Chartered Accountants(Partners) associated with the firm with at least two being a Fellow CA having more than 4 years experience and association with the firm (As per Certificate of ICAI)
- h. Firms having Average Annual Turnover not less than Rs. 20.00 Lakhs for the preceding three Financial Years.
- i. Experience as Statutory Auditor in Government Organization, PSU on PAN INDIA basis. Minimum of 3 or more assignments in last 3 years.
- j. No Consortium Firms whatsoever shall be entertained.
- k. The firm should comply with the guidelines for e-tendering if any issued by the Institute of Chartered Accountants.

**1.2. IMPORTANT POINTS OF REFERENCE:**

Tender Inviting Authority	Managing Director, J & K Forest Corporation
Contact Details	Phone No : +911912490065 (Fax) : +911912490067

	Mail ID : <b>jksfc.kmr@gmail.com</b>
Name of the Work	Conducting Statutory Audit and GST audit of accounts of the Corporation including its Divisions spreading all over J&K for the Financial Years 2017-18, 2018-19 & 2019-20.
Tender Notice No.	<b>NIT NO: - e-NIT No. 01/ 2019-20/FIN</b>
Date of publication of Tender	07.03.2020
Last date and time for submission of Bids	18.03.2020 at 1800 Hrs
Opening of Technical Bids	19.03.2020 at 1100 Hrs
Place of Opening of Technical Bids	Office of the Managing Director, J & K Forest Corporation. Forest Complex, Gladni Transport Nagar, Narwal, Jammu
Declaration of the results of Evaluation of Technical Bids	To be notified later
Opening of Financial Bids	To be notified later
Earnest Money Deposit (Original instrument)	Within two working days after declaration of successful bidder.
Communication Appellate Authority	Managing Director, J & K Forest Corporation. Forest Complex, Gladni, Transport Nagar, Narwal, Jammu

## 2. NATURE OF WORK:

To conduct Statutory Audit and GST audit of accounts of Corporation and its Divisions spreading all over Jammu & Kashmir for the financial years 2017-18, 2018-19 and 2019-20.

## 3. IMPORTANT DETAILS OF THE TENDER:

### 3.1 Detail Scope of Work

The illustrative (but not exhaustive) scope of work for Statutory Audit and GST audit by the bidders shall be as follows:

1. GST audit of all the accounts of the corporation for 2017-18, 2018-19 & 2019-20 as mandated by the GST Act.
2. Verification of accounting entries of these years including Journal Entries.
3. Verification of Bank Accounts, Bank Reconciliation, Bank Confirmation, Interest Accrued and Fixed Deposits and Sweeping Accounts.
4. Verification and age-wise analysis of Ledger Balances including Opening Balances as to its correctness in the way of confirmation and suggestions for writing off, as necessary.
5. Verification of adjustment of sale proceeds of Timber Auction as per relevant provisions.

6. Verification of application of Statutory Provisions like VAT, Service Tax, GST Act etc.
7. Verification of application of Employees Provident Fund as to its deduction, deposit and standing balances and mismatch between Divisions and Head Office.
8. Verification of application of Income Tax Payment, Submission of Return, Refund, Penalty, Interest and adjustment in Accounts.
9. Verification of Fixed Asset Register in Divisions as well as Head Office.
10. Verification of Inventory Valuation and Physical checking by Management.
11. Reconciliation of Inter Division transfer, Balances and suggestions for rectification, as necessary.

### **3.2.e-Tendering Website:**

Intending Bidders desirous of participating in the e-tender should log on to the website <http://jktenders.gov.in> and submit the tender online.

### **4. REGISTRATION OF BIDDERS:**

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) with Organization name from any authorized Certifying Authority (CA) under CCA, Govt. of India. After obtaining the Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

### **5. ELIGIBILITY FOR PARTICIPATION:**

Bona-fide registered firms only satisfying criteria set in para 8 are eligible for participating in the tender.



### **6. COLLECTION OF TENDER DOCUMENTS:**

Tenders are to be submitted online and intending Bidders have to download the tender documents from the website given in clause 3.2 above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

### **7. SUBMISSION OF TENDER:**

#### **7.1. General process of submission**

Tenders are to be submitted online through the website stated in Clause 3.2. All the documents uploaded by the Tender Inviting Authority (TIA) form an integral part of the bid. Intending bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the designated website within the stipulated date and time as given in the tender notice. Tenders are to be submitted in two folders at a time – Technical Proposal



and Financial Proposal. The intending bidder shall carefully go through the notice, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates to conduct Statutory Audit and GST audit of accounts of the Corporation including its Divisions spreading all over Jammu & Kashmir for the Financial Year 2017-18, 2018-19 & 2019-20 which **should be indicated in gross amount for the whole year, exclusive of all taxes etc.**, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Intending bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

#### **7.1.1. Site inspection before submission of tender**

Before submitting any tender, the intending Bidders should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved, if any, and no claim, whatsoever, will be entertained on these accounts afterwards

#### **7.1.2. Clarifications**

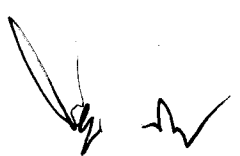
If intending bidder requires any clarification with regard to the tender clauses or the assignment, he may contact the Tender Inviting Authority.

#### **7.2. Technical Proposal (Form folder/my documents)**

The Technical Proposal should contain scanned copies and/or declarations in the following sub-folders under Form folder.

##### **A. Technical Sub-folder 1 containing,**

- i. Copy of the GSTR-1 for the quarter ending December, 2019.
- ii. CAG empanelment certificate.
- iii. Scanned copy of IT Return Acknowledgement Receipt for the Assessment years 2016-17, 2017-18 and 2018-19.
- iv. Scanned copy of Earnest Money Deposit (EMD) – as **FDR / CDR** as prescribed in the NIT, pledged in favor of **the Managing Director, J&K Forest Corporation, payable at Jammu.**
- v. Scanned copy of partnership deed of Partnership firm.
- vi. Scanned copy of Balance Sheet and Statement of Profit and Loss for the Financial Years 2016-17, 2017-18 and 2018-19 duly certified by practicing Chartered Accountants.
- vii. Scanned copies of Certificate of Practice (COP) issued by the Institute of Chartered Accountants of India for the all the partners and qualified employees of the firms.
- viii. Firm's Constitution Certificate.



**B. Technical Sub-folder 2 containing,**

- i. Application for Tender - (Vide **FORM 1**).
- ii. Average annual turnover of the firms-copy of Summary statement of annual turnover from business for a period of last three Financial Years, i.e.; 2016-17, 2017-18 and 2018-19(Vide **FORM 2**).
- iii. Declaration of not having common interest (Vide **FORM 3**).
- iv. General Information about the bidding firm (vide **FORM 4**).
- v. Detail of partners (Vide **FORM 5**)

**Addenda / Corrigenda: if published.**

Bidders are to keep track of all the Addendum / Corrigendum issued with a particular NIT and upload the downloaded copies of the above documents and merge the Addenda / Corrigenda with respective NIT in the NIT folder.

Others: Any other documents considered necessary by the bidder

***[Note: Failure of submission of any of the abovementioned mandatory documents against paragraphs A and B above will render the tender liable for summary rejection.]***

**7.3. Financial Proposal.**

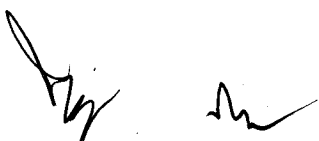
The financial proposal should contain the following document in one cover ("BOQ folder").

**Financial Quote:** The intending Bidder should quote the financial bid in the space marked for quoting bid. The financial quote, i.e.; financial consideration to conduct Statutory Audit and GST audit of accounts of the Corporation including its Divisions for the Financial Years 2017-18, 2018-19 and 2019-20 which should be indicated in **gross amount** for the three years (for which Services is intended to be provided).

**It is important to note that the financial quote should be the total for all units.**

***The financial quote in Annexure 1, against each unit to be audited, should be comprehensive, i.e; the cost of audit should be inclusive of travelling cost, lodging, and any out of pocket expenses but exclusive of the Service tax, other statutory levy / cess, as may be applicable.***

**The Estimated Rate is Rs. 2,00,000/- (Rs. Two Lakh) only.**

Two handwritten signatures in black ink, one on the left and one on the right, located at the bottom left of the page.

#### 7.4. Submission of Earnest Money Deposit.

Earnest Money Deposit (EMD) is Rs. 20,000/- (Rupees Twenty Thousand) only, to be deposited as per Mode of Payment described below.

- a. A CDR/FDR pledged in favor of **Managing Director J&K State Forest Corporation**, payable at Jammu. The FDR/CDR pledged towards cost of Earnest Money Deposit should be submitted in original by the successful bidder, to the **Managing Director, J&K Forest Corporation** within two working days after declaration of successful bidder. The FDR / CDR may be drawn on any scheduled Bank of India. The CDR/FDR of the successful bidder shall be treated as **Security deposit** and shall be released only after completion of the assignment.

#### 8. ELIGIBILITY CRITERIA:

Only firms meeting **ALL** the following criteria should apply.

**Note: Please note that the documents as indicated in the table below have to be submitted.**

#	Criteria	Details	Document to be Submitted
1.	Age of the Firm	Must have been formed on or before 1st January, 2015	Firm Constitution Certificate issued by Institute of Chartered Accountant of India
2.	C A G Empanelment	Empanelment No.	Issued by CAG
3.	Minimum Partners	3 (Three) Full Time Fellow Chartered Accountants with 2(two) partners having association with the firm for at least four years	Firm Constitution Certificate issued by Institute of Chartered of India
4.	Minimum Qualified Chartered Accountants	At-least 3(three) Full Time Qualified Chartered Accountants.	
5.	Location of Head Office	Any Where in India	
6.	Turnover	Minimum Average Turnover in the last 3 Financial years (2016-17, 2017-18 & 2018-19) must be Rs.20.00 lakhs	Audited and Balance Sheet of the Last 3 Financial Years

#### 9. DELIVERABLES:

The consultant shall provide the following reports:

The Auditors will carry out Statutory audit and GST audit of the following offices of J&K Forest Corporation as per agreed plan and timelines:-

Offices / Units	No. of Units	Location	Remarks
Divisions / DDOs	19	Jammu Region	As per Annexure - 2

Divisions / DDOs	20	Kashmir Region	As per Annexure - 3
Division / DDO	1	Ladkash Region	
Division / DDO	1	Pathankot	

#### **Time Line.**

#	Work	Time Line
1.	Statutory & GST Audit for the year 2017-18 and 2018-19.	By 20 <sup>th</sup> April, 2020
2.	Statutory & GST Audit for the year 2019-20.	By 31 <sup>st</sup> May , 2020

### **10. OPENING OF BIDS:**

#### **10.1 Opening of Technical Proposal**

1. Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated in Clause 3.2
2. Intending Bidders may remain present if they so desire in the office of the Corporation at Forest Complex, Gladni, Transport Nagar, Narwal, Jammu for opening of Technical Proposal, to be held on the date and time declared in the Schedule of dates in clause 19, or any subsequent modifications announced through the website.
3. Cover (Folder) for Statutory Documents (vide Clause 7.2.A) will be opened First and if found in order, Cover (Folder) for Non-Statutory Documents (vide Clause 7.2.B) will be opened. If there is any Deficiency in the Statutory Documents, the tender will summarily be rejected.
4. Decrypted(transformed into readable formats) documents of the Non-Statutory Cover will be downloaded, by the Tender Accepting Authority and evaluated as per the norms laid down in clause 11.
5. The technically qualified Bidders, i.e; Bidder who qualifies in the assessment of the technical proposal, shall be eligible for competing the Financial bid. Accordingly, the Financial bids of only those Bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

#### **10.2. Provision for appeal and its disposal**

1. Intending Bidder not satisfied with the decision of the Tender Opening Committee may prefer an appeal to the Managing Director, J&K State Forest Corporation, Forest Complex, Gladni, Transport Nagar, Narwal, Jammu in writing (through speed post) within two working days after the date of uploading of the summary list of the successful bidders.
2. The Appellate Authority will dispose of such appeals by hearing the aggrieved Bidders as well as consulting with the Tender Opening Committee within a reasonable time and the Bidder will be informed accordingly.

## **11. OPENING AND EVALUATION OF FINANCIAL PROPOSAL:**

- i. Financial proposals of the only those Bidders declared technically eligible by the Tender opening Committee, will be opened electronically from the web portal stated in Clause 3.2 on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders present at that time.
- iii. The Tender Accepting Authority, if required, may ask any of the Bidders to submit analysis to justify the rate quoted by that Bidder and the Bidder has to satisfy the Tender Accepting Authority within the time frame allowed. **In case it is not received within the stipulated time, the tender will be liable for rejection.**
- iv. In case of tie in the financial proposal of two or more bidders, the bidder/firm having head office / branch office in Jammu/Srinagar shall be preferred. In case there is still tie after having head office / branch office at Jammu/Srinagar, the firm having highest turnover in last three years shall be preferred.

## **12. NORMS FOR FINALISATION OF THE BIDS:**

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned, or are incomplete (i.e. when the required bid formats and/ or supporting documents have not been submitted), will be summarily rejected as non responsive.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up as described in clause 12.2.



### **12.1. Evaluation of Technical bids**

The Technical Bid will be examined by a Committee to be constituted by the Managing Director, J&K State Forest Corporation.

**12.1.1.** The Committee may seek clarifications from the bidders if necessary. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the bid documents. The Committee may seek inputs from professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any, have to be provided from documents already submitted.

### **12.2. Evaluation of Financial bids:**

The Financial Bids of the technically qualified bidders will be evaluated.





### **13. AWARD OF CONTRACT:**

#### **13.1. Letter of Acceptance**

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority.

#### **13.2. Signing of Agreement**

- a. The successful bidder should execute an agreement for the fulfillment of the contract with the Corporation at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender may be held as non responsive and the work shall be allotted to the next eligible person.
- b. The expenses incidental to the execution of the agreement should be borne by the successful bidder.
- c. **The contract agreement for completion of statutory audit will be for two months from the date of signing, which in extraordinary circumstances would be extendable under the same terms and conditions depending upon completion of work and performance.**

#### **13.3. Security Deposit**



- a. The EMD of the successful bidder shall be treated as refundable security deposit.
- b. The Security Deposit furnished by the successful bidder in respect of his tender will be refunded to him at the end of the contract period subject to submission of all deliverables in required norms and subject to satisfactory performance.
- c. Security Deposit will be released after 90 days (3 months) from the date of final payment to the successful Bidder. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

#### **13.4. Issue of Work Order**

After the execution of the agreements and after receipt of the Security Deposit, the Tender Inviting Authority will issue the formal Work Order to the successful bidder.

#### **13.5. Execution of Work Order**

The successful bidder should nominate and intimate to the Tender Inviting Authority the name of a Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is/are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines and is competent to handle the work.



### 13.6. Assigning of Tender in whole or in part

The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons, organization or firm. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

### 14. RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):

For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to the **Managing Director, J&K Forest Corporation, Forest Complex Gladni Transport Nagar Narwal Jammu**, giving the reference to the work, NIT No., date of tender, amount and with detail of the CDR/FDR. The Earnest Money of all bidders other than the successful bidder may be refunded, after expiry of fifteen days from the date of issue of work order to the successful bidder.

### 15. PAYMENT:

**15.1.** The quantum of work and the time schedule indicated in the NIT should be strictly followed otherwise no payment will be released.

#### 15.2. Schedule of payment



The Tender Inviting Authority shall pay to the successful bidder as remuneration for the services in stages.

The schedule of payment shall be as follows:

#	Stage	Payment	Remarks
1.	On Submission of preliminary audit report of each Drawing & Disbursing Unit after clearance of Audit paras.	30% of the amount quoted.	To submit report for each FY.
2.	On Submission of preliminary audit report for each year of all DDO Units.	30% of the amount quoted.	To submit report for each FY
3.	Submission of final Audit Reports of all DDO Units.	40% of the amount quoted.	To submit report for each FY.

#### 15.3. Payment in case of termination

In case the agreement is terminated earlier, fees shall be paid to the successful bidder for the actual services rendered and accepted by the Tender Inviting Authority as per stages referred to in para 15.2, provided that in such case the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.



## **16. TERMINATION OF SERVICES:**

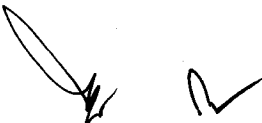
The Tender Inviting Authority reserves the right to terminate the services of the bidder, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

## **17. FORCE MAJEURE:**

The Bidder appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as natural calamities, civil wars, fire, strike, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the Tender Inviting Authority, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Corporation.

## **18. OTHER IMPORTANT CONDITIONS:**

1. The Bidder shall not make any deviation, alteration, addition or omission from the approved TOR without the prior written consent of the Tender Inviting Authority.
2. The Bidder shall not assign, sublet or transfer his interest in the work.
3. **Bid Validity:** The work order will be issued within 90 days from the declaration of the final results during which the bid shall remain valid.
4. **Penalty for suppression /distortion of facts:** If the successful bidder fails to produce the original hard copies of the documents (especially FDR/CDR), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies with the information submitted in electronic format, or if there is any suppression of relevant fact or facts, the bidder will be suspended from participating in the tenders on e-Tender platform of the J&K Forest Corporation for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the Tender Inviting Authority may take appropriate legal action against such defaulting bidder.
5. **Summary rejection of tender:** Conditional and incomplete tender, and tenders received after due date are liable for summary rejection.
6. **Power to accept or reject tenders:** The Managing Director, J&K Forest Corporation or his authorized representative, being the Tender Inviting Authority reserves the right to accept/reject any or all the offers or cancel the Tender without assigning any reason thereof, in the best interests of the Corporation.



7. All expenses in preparation and submission of the offer and visit to the site, attending the tender procedure or otherwise shall be borne by the bidders.
8. **Legal disputes – Jurisdiction:** Disputes if any, arising out of the Tender shall be within the jurisdiction of the courts situated in Jammu & Kashmir.
9. No mobilization/secured advance bill will be allowed.
10. In case any clarification is required, the interpretation of the Managing Director, J&K Forest Corporation or his authorized representative will be final.

**19. SCHEDULE OF DATES FOR E-TENDERING:**

#.	Activity	Date & Time
1.	Publishing Date	07.03.2020 at 1800 Hrs
2.	Document Download start date	07.03.2020 from 1800 Hrs
3.	Document Download End date	18.03.2020 upto 1800 Hrs
4.	Bid submission start date	12.03.2020 from 0900 Hrs.
5.	Bid submission end date	18.03.2020 at 1800 Hrs
6.	EMD physical submission end date	19.03.2020 upto 1100 Hrs.
7.	Technical Bid opening date	19.03.2020 at 1100 Hrs
8.	Uploading of Technical Bid Evaluation Sheet	To be notified later
9.	Financial Bid opening date	To be notified later
10.	Uploading of Financial Bid evaluation Sheet	To be notified later
11.	Declaration of the Successful Bidder	To be notified later

*07.03.2020*  
 Financial Advisor & CAO,  
 J&K Forest Corporation

No. 343-47/PS/MD/FC/J

Dated 07/03/2020.

Copy to the:

1. Commissioner Secretary to Govt. (J&K), Forest Department, Civil Secretariat (J&K) Jammu for information.
2. Managing Director, J&K Forest Corporation.
3. Rajesh Goswami, JAO– He is directed to create and publish the e-Tender Notice on my behalf using his DSC.
4. Incharge Website - He is requested to ensure uploading of NIT at official website of SFC.
5. Notice Board.

*07.03.2020*  
 Financial Advisor & CAO,  
 J&K Forest Corporation

**APPLICATION FOR TENDER**

To  
The Managing Director,  
J&K Forest Corporation.  
Forest Complex, Gladni,  
Transport Nagar, Jammu.

NIT No: - .....

**Subject: - Appointment of Statutory Auditor and GST auditor for Financial  
Year 2017-18, 2018-19 & 2019-20.**

Dear Sir,

Having examined the Statutory, Non-statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no. and Serial no. stated above.

We also agree to remedy the defects, after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address: \_\_\_\_\_

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

Date .....

Signature of the Authorized  
Signatory On behalf of the bidder

**Certificate regarding Summary Statement of Yearly Turn-over**

This is to certify that the following summary statement has been prepared from the Balance Sheet for the past three years (2016-17, 2017-18 & 2018-19).

#	Financial		Remarks
	Year	Turn-over in Rs. lakh (two digit after decimal)	
1.	2016-17		
2.	2017-18		
3.	2018-19		
	<b>Total</b>		

**Average Turnover: In Rs.**

**Note:**

- (i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- (ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0.
- (iii) **Please annex the certified Balance Sheet of the last three FY (2016-17, 2017-18 and 2018-19)**

Date .....

**Signature of the Authorized  
Signatory On behalf of the bidder**

**Declaration against Common Interest**

I/We, Shri/Smt. .... the authorized signatory of  
..... (name of Firm) do hereby affirm that,  
we / I / any of the member of ..... bidding against NIT  
No..... do not have any common interest with  
the J&K Forest Corporation, as a partner on any partnership firm/joint venture of any  
other firm in the same work. I / We want to participate.

Date:

.....  
Signature of the Authorized  
Signatory On behalf of the bidder

**General Information about the Firm**

1.	Name of the Firm	
2.	ICAI Registration No with region and code no	
3.	CAG Empanelment No.	
4.	Date of constitution of firm	
5.	Head Office Address	
	Landline No	
	Mobile No	
	Email ID	
6.	Branch offices address in Jammu & Kashmir	
	Landline No	
	Mobile No	
	Email address	
7.	Partner Incharge	
	i) Name	
	ii) Address	
	iii) e-mail	
	iv) Mobile	
6)	GSTIN	
7)	Number of Full Time qualified Chartered Accountants Employees	

I \_\_\_\_\_ authorized partner of the firm certify that the above information is true & genuine. If appointed as Statutory Auditor, my firm will abide by the rules of the company in respect of maintaining secrecy of data /information.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name/ Membership No: \_\_\_\_\_



**(On Firms Letter Head) Undertaking**

I/We the following partners of M/s \_\_\_\_\_, Chartered Accountants do hereby jointly and severally verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;

2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);

3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;

4. that the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

S.No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

**Details of Full Time Partners of the Firm**

S.No	Name of the Partner	Membership No.	Whether FCA / ACA	Date Joining Firm time	of the (full	Station & Region where Residing at Present

Date: \_\_\_\_\_

Signature of the authorized person with seal of the firm: \_\_\_\_\_

Place: \_\_\_\_\_

7. All expenses in preparation and submission of the offer and visit to the site, attending the tender procedure or otherwise shall be borne by the bidders.
8. **Legal disputes – Jurisdiction:** Disputes if any, arising out of the Tender shall be within the jurisdiction of the courts situated in Jammu & Kashmir.
9. No mobilization/secured advance bill will be allowed.
10. In case any clarification is required, the interpretation of the Managing Director, J&K Forest Corporation or his authorized representative will be final.

**19. SCHEDULE OF DATES FOR E-TENDERING:**

#.	Activity	Date & Time
1.	Publishing Date	07.03.2020 at 1800 Hrs
2.	Document Download start date	07.03.2020 from 1800 Hrs
3.	Document Download End date	18.03.2020 upto 1800 Hrs
4.	Bid submission start date	12.03.2020 from 0900 Hrs.
5.	Bid submission end date	18.03.2020 at 1800 Hrs
6.	EMD physical submission end date	19.03.2020 upto 1100 Hrs.
7.	Technical Bid opening date	19.03.2020 at 1100 Hrs
8.	Uploading of Technical Bid Evaluation Sheet	To be notified later
9.	Financial Bid opening date	To be notified later
10.	Uploading of Financial Bid evaluation Sheet	To be notified later
11.	Declaration of the Successful Bidder	To be notified later

*Sd/-*  
Financial Advisor & CAO,  
J&K Forest Corporation

No. 343-47/PS/MD/FC/J

Dated 07/03/2020.

Copy to the:

1. Commissioner Secretary to Govt. (J&K), Forest Department, Civil Secretariat (J&K) Jammu for information.
2. Managing Director, J&K Forest Corporation.
3. Rajesh Goswami, JAO– He is directed to create and publish the e-Tender Notice on my behalf using his DSC.
4. Incharge Website - He is requested to ensure uploading of NIT at official website of SFC.
5. Notice Board.

*[Signature]*  
07.03.2020  
Financial Advisor & CAO,  
J&K Forest Corporation

Annexure-1

## Item Rate BoQ

Validate

Print

Help

Tender Inviting Authority: Managing Director, J&K State Forest Corporation

Name of Work: Statutory Audit of accounts of Corporation including its Division.

Contract No: e-NIT No. 01 of 2019-20/Fin dated 07/03/2020

Bidder Name :

### PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the rele rejected for this tender. Bidders are allowed to enter the Bidder Name and Values

NUMBER	TEXT #	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Estimated Rate	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
1	2	6	13	53
1	To conduct Statutory Audit for the financial year 2017-18, 2018-19 & 2019-20.			
1.01	To conduct Statutory Audit and GST audit of accounts of the Corporation including its Division (As per Annexure to NIT) for the financial year 2017, 18, 2018-19 & 2019-20. the financial quote should be comprehensive i.e inclusive of travelling cost, lodging and any out of pocket expenses but exclusive of the Service Tax, other statutory levy / cess as may be applicable.	200000.00		0.00
Total in Figures				0.00

List of DDOs of Jammu Region			
S.No.	2017-18	2018-19	2019-20
1	C G M East Circle Doda	C G M East Circle Doda	D M Finance Jammu
2	C G M S&M Jammu	C G M S&M Jammu	D M West Mkting Jammu
3	G M West Circle Jammu	G M West Circle Jammu	D M East Mkting Jammu
4	D M Finance Jammu	D M Finance Jammu	D M Fair Price Jammu
5	D M West Mkting Jammu	D M West Mkting Jammu	D M Workshop Jammu
6	D M East Mkting Jammu	D M East Mkting Jammu	D M Estates Jammu
7	D M Fair Price Jammu	D M Fair Price Jammu	D M Extraction Jammu
8	D M Workshop Jammu	D M Workshop Jammu	D M Extraction Rajouri
9	D M Estates Jammu	D M Estates Jammu	D M Extraction Udhampur
10	D M Vigilance Jammu	D M Vigilance Jammu	D M Extraction Ramban
11	D M Extraction Jammu	D M Extraction Jammu	D M Extraction Doda
12	D M Extraction Rajouri	D M Extraction Rajouri	D M Extraction Bhaderwah
13	D M Extraction Udhampur	D M Extraction Udhampur	D M Extraction Kishtwar
14	D M Extraction Ramban	D M Extraction Ramban	D M Civil Jammu
15	D M Extraction Doda	D M Extraction Doda	
16	D M Extraction Bhaderwah	D M Extraction Bhaderwah	
17	D M Extraction Kishtwar East	D M Extraction Kishtwar East	
18	D M Extraction Kishtwar West	D M Extraction Kishtwar West	
19	D M Civil Jammu	D M Civil Jammu	

List of DDOs of Kashmir Region			
S.No.	2017-18	2018-19	2019-20
1	D.M.Finance H Q Srinagar	D.M.Finance Srinagar	D.M.Finance Srinagar
2	D M Timber Utilization Shalteng	D M Timber Utilization Shalteng	D M P P West Budgam
3	D M P P West Budgam	D M P P West Budgam	D M Estates Srinagar
4	D M Estates Srinagar	D M Estates Srinagar	DM Fin (HQ) Srinagar
5	DFA (HQ) Srinagar	DM Fin (HQ) Srinagar	D M Sales North Srinagar
6	G M (S&M) Srinagar	G M (S&M) Srinagar	D M Sales South Srinagar
7	D M Sales North Srinagar	D M Sales North Srinagar	D M Workshop Shalteng
8	D M Sales South Srinagar	D M Sales South Srinagar	D M Fair Price Shalteng
9	G M North Circle Sopore	G M North Circle Sopore	D M Ext. Ganderbal
10	G M Fair Price Shalteng	G M Fair Price Shalteng	D M P P East Pulwama
11	D M Workshop Shalteng	D M Workshop Shalteng	D M Ext. Anantnag
12	D M Fair Price Shalteng	D M Fair Price Shalteng	D M Ext. Baramulla
13	D M Ext. Ganderbal	D M Ext. Ganderbal	D M Zangli Kupwara
14	D M P P East Pulwama	D M P P East Pulwama	
15	D M Ext. Anantnag	D M Ext. Anantnag	
16	D M Ext. Baramulla	D M Ext. Baramulla	
17	D M Kehmil Kralpora	D M Kehmil Kralpora	
18	D M Zangli Kupwara	D M Zangli Kupwara	
19	D M Ext. Handwara	D M Ext. Handwara	
20	G M South Circle Bijbehara	G M South Circle Bijbehara	

**J&K FOREST CORPORATION**  
**ABBREVATED SHORT TERM NOTICE INVITING E-TENDER**  
**FOR APPOINTMENT OF STATUTORY and GST AUDITOR**  
**FOR THE FINANCIAL YEAR 2017-18, 2018-19 & 2019-20**

**e-NIT No. 01/2019-20/FIN Dated 07-03-2020**

The Jammu & Kashmir Forest Corporation intends to appoint Statutory Auditors for conducting Yearly Statutory Audit and GST audit of the accounts of Corporation including its Divisions spreading all over Jammu & Kashmir for the financial years 2017-18, 2018-19 & 2019-20. In this connection short term e-Tenders are therefore invited from bona-fide Chartered Accountants firms fulfilling the following Pre-Qualification Criteria to carry out the Statutory Audit and GST audit for the financial years 2017-18, 2018-19 & 2019-20 of the Corporation as per details given in the General Tender Notice (SBD & BOQ) issued vide this office e-NIT endorsed vide No: 343-47/PS/MD/FC/J dt: 07.03.2020. The tenders shall be submitted online on J&K e-Procurement portal [www.jktenders.gov.in](http://www.jktenders.gov.in).

#.	Activity	Date & Time
1.	Publishing Date	07.03.2020 at 1800 Hrs
2.	Document Download start date	07.03.2020 from 1800 Hrs
3.	Pre Bid Meeting	10.03.2020 at 1300 Hrs
4.	Bid submission start date	12.03.2020 from 0900 Hrs.
5.	Document Download End date	18.03.2020 at 1800 Hrs
6.	Bid submission end date	18.03.2020 at 1800 Hrs
7.	Technical Bid opening date	19.03.2020 at 1100 Hrs
8.	Uploading of Technical Bid Evaluation Sheet	To be notified later
9.	Financial Bid opening date	Immediately after the completion of technical evaluation
10.	Uploading of Financial Bid evaluation Sheet	Immediately after the completion of financial evaluation
11.	Declaration of the Successful Bidder	To be notified later

The technical bids will be opened online, in the office Managing Director, J&K Forest Corporation, Forest Complex, Gladni Transport Nagar, Narwal, Jammu. In case of un-foreseen circumstances, the date of opening will be next working day or else notified separately. The detailed tender documents (SBD) with terms and conditions are available on [www.jktenders.gov.in](http://www.jktenders.gov.in).

*Sd/*  
**Financial Advisor & CAO**  
**J&K Forest Corporation**

No. 348-90/PS/MD/FC/J

Dated: 07/03/2020

Copy to the:

1. Commissioner Secretary to Govt. (J&K), Forest Department, Civil Secretariat Jammu for information.
2. Managing Director, J&K Forest Corporation – for information.
3. Joint Director J&K Information Department, Jammu for publication of the notice in three leading English Newspapers (National as well as State level) and one Urdu Newspaper of State for its wide publicity.

4. All Chief General Managers / General Managers, J&K FC – For similar necessary action with respect to the financial as well as physical records for the said period.
5. All Divisional Managers of Finance wing– They will get reconciled the Funds released / remitted by the divisions as well as consolidated trail balances for the said period.
6. Regional I/C Audit J&K FC, Jammu – He is also requested to get reconcile the Funds released / remitted by the divisions of the said period as well as consolidated trail balances for the said period.
7. All Divisional Managers J&K FC – They will keep ready the books of accounts as well as trail balances of the said period.
8. Rajesh Goswami, JAO– He is directed to create and publish the e-Tender Notice on my behalf using his DSC.
9. In charge Website - He is requested to ensure uploading of NIT at official website of J&K FC.
10. Notice Board.
11. Copy to M/s \_\_\_\_\_

  
07.03.2020.  
**Financial Advisor & CAO**  
**J&K Forest Corporation**