



## **J&K KHADI AND VILLAGE INDUSTRIES BOARD**

**SANAT GHAR BEMINA, SRINAGAR, KASHMIR/**

**JAWAHARLAL NEHRU UDYOG BHAWAN JAMMU.**

**e-mail-secretarykvib@gmail.com**

**www.jkkvib.in**

## **Expression of Interest**

J & K Khadi & Village Industries Board (J&K UT) seeks expression of interest from experienced and reputed Chartered Accountancy Firms/ LLPs having head office in J&K UT with proven expertise in the relevant field for compilation of Financial Statements, etc for the Financial Year 2020-21 and onwards.

For detailed eligibility conditions, scope of working, i.e, (i) to make and review of the system of book keeping and accounting, (ii) Audit of accounts, (iii) to compile the balance sheet and related financials for the financial year 2020-21 and onwards, (iv) Income Tax, SGST and CSGST filing of returns and other terms & conditions, the interested agencies can log into the official website of J&K Khadi & Village Industries Board [www.jkkvib.in](http://www.jkkvib.in).

The interested agencies must submit their proposals through registered post/ speed post/ courier or by hand to Financial Advisor/Chief Accounts Officer, J&K KVIB, Sanat Ghar Bemina, Srinagar/ Udyog Bhawan Panama Chowk Rail Head Jammu by or before 12<sup>th</sup> November 2021.

  
**Financial Advisor/ Chief Accounts Officer,  
J&K Khadi & Village Industries Board.**

**Request for proposal (RFP) from chartered Accountant Firms/LLPs for  
compilation of Financial Statements**

**KVIB J&K UT intended to compilation of financial Statements under the contract for which this request for proposal (RFP) is being issued KVIB,J&K UT invites proposal for experienced chartered Accountants Firms/LLPs having head office in J&K UT for compilation of Financial Statements for the financial Year 2020-21 onwards scope and eligibility conditions of this assignment will be available from 3<sup>rd</sup> of November 2021 on the link mentioned in the notification. The interested firms /LLP's are requested to submit their RFP through registered post/speed post/courier or by hand upto 5:30 PM to Financial Advisor/CAO J&K KVIB Sanat Ghar Bemina Srinagar/Udhyoug Bhawan Panama Chowk Rail Head Jammu by or before 12<sup>th</sup> of November 2021.**

### **1. Scope of works.**

- i. To make review of the system of book keeping and accounting.
- ii. Audit of accounts.
- iii. Compile the balance sheet and related financials for the financial year 2020-21 and onwards.
- iv. Income Tax, SGST and CGST filing of returns and other terms and conditions.

### **2. Qualification criteria of the C A firm.**

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

- i. The chartered accountant firms should be empanelled with the office of C&AG of India for the financial year 2020-21.
- ii. The firm should have minimum 3. No of partners in full time association with the firm and out of these; minimum 2 partners should be FCA.
- iii. The chartered accountant firm must have head office in J&K UT. Minimum two partners should be stationed at Head office since 01-04-2019.
- iv. Partner/ Partners of the firm should have completed the certificate course on Public Finance & Government Accounting (ICAI) (The copy of the Certificate should be enclosed with the application).
- v. The firm or any partner of the firm should not be blacklisted by any Government Department, 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.
- vi. The CA firm should submit their turnover for the last three years in the format as per Annexure-II. Minimum turnover requirement for each year is Rs.12 Lakhs.
- vii. The CA firms should have been in operation for minimum 7 years. The firm should have undertaken and completed at least two assignments (of different organizations) in last two years related to audit of Annual Accounts of Central Autonomous Bodies (CAB)/ other State Government Organization or Office/ Public Sector Undertaking (PSUs). firms should submit details of experience required as per Annexure-III.

### **3. Payment Terms**

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Fees payment shall be made on completion and submission of Compiles Financials.
- ii) Statutory Taxes will be paid at prescribed rate during the contract period.
- iii) TDS will be deducted as per prevailing rates prescribed in the income Tax Act from all payment.

#### 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 into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- v) CA Firms are requested to visit the office of the undersigned for further clarification/ query/ exact scope of the work etc.
- vi) No proposal shall be entertained in joint venture/Consortium.
- vii) Period of appointment can be extended upto two years subject to approval of competent authority and satisfactory performance of the audit firm.
- viii) Office reserves the right to select the application for award of tender in case of same financial bid on the basis of following preferences:
  - Firm having two or more partners stationed in the UT of J&K
  - Partner/ Partners of the firm having done post qualification Diploma in Information Systems Audit by ICAI [DISA(ICAI)]/ CISA.
  - Partner/ Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI [FAFD(ICAI)].

#### 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) as on 01.04.2021.
- ii) Copy of Firm Card issued by ICAI.
- iii) Copies of appointment orders for Audit of Annual Accounts of Central Autonomous bodies (CAB) / other state government organization or office/ Public Sector Undertakings (PSUs) (to support certificate as per Annexure III).
- iv) Copy of PAN card of the CA Firm.
- v) Copy of GST Registration of the Firm, if applicable.
- vi) Copy of empanelment letter of C&AG for the financial year 2020-21.
- vii) Copy of the Certificate of Certificate Course on Public Finance & Government Accounting (ICAI)
- viii) Copies of Balance sheet and Profit & Loss Account of last three years (2018-19, 2019-20 and 2020-21)
- ix) Certificate of No Blacklisting as per Annexure I.
- x) Certificate of Turnover as per Annexure II.
- xi) Certificate of Experience as per Annexure III.
- xii) Copy of the COP of each partner and related details as per Annexure IV.
- xiii) Partner's certificate of DISA(ICAI)/ CISA.
- xiv) Partner's certificate of FAFD (ICAI).

## 6. Submission and Evaluation of the RFP

Interested firms meeting all the pre-qualification criteria as mentioned in point-2 above may submit their offer in the prescribed Technical and Financial bid form and Annexures of the RFP.

- i) **Application Part A** duly filled pre-qualification cum technical Bid along with all supporting documents duly signed with seal of the authorised partner and should be submitted in a sealed envelope superscribed as "Pre-qualification and Technical Bid".
- ii) **Application Part B** duly filled Financial Bid should be submitted separately in a separate sealed cover superscribed as "Financial Bid".
- iii) The above two envelopes containing **Application Part A and Part B** should be placed in one covering envelop and sealed superscribed as Request For Proposal (RFP) FOR APPOINTMENT OF AUDITORS.
- iv) The Technical Bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The RFP should reach at the following address latest by 5:30 PM hours of 12<sup>th</sup> of November 2021.

*Sd/-*

*Secretary/ Chief Executive Officer,  
J&K Khadi & Village Industries Board.*

**Application Part A**

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

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

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

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

**Application Part B**

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

Name & address of the firm:-

(Figures in Rupees)

S.No	Description of Service	Fees (Exclusive of GST)
I	Compilation of Financial Statements and Other related works (as mentioned in Scope of audit)	

(Amount in words \_\_\_\_\_ only)

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 including local travel.

## Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,  
FA & CAO, JKKVIB,  
Udyog Bhawan, Jammu, J&K (180016) .

In response to the Request For Proposal (RFP) for selecting Chartered Accountants firm for Compilation of Financial Statements for the financial year 2020-21, We hereby declare that presently our Chartered Accountants (CA)..... are having unblemished record and are 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, our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**ANNEXURE II**

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

(Rupees in lakhs)

Particulars	Financial Year (2018-19)	Financial Year (2019-20)	Financial Year (2020-21)
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 two years)

S.N.	Name of the assignment	Name of 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.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

**ANNEXURE IV****Details of CA Firm's Partners**

S.N.	Name of the Member	Designation	Membership No.	Stationed City	Stationed Since	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