



J&K KHADI AND VILLAGE INDUSTRIES BOARD

Udhyog Bhawan Jammu/Sanat Ghar Srinagar

e-mail-secretarykvib@gmail.com

Corrigendum
Expression of Interest

J&K Khadi & Village Industries board (J&K UT) invites the Tender from reputed C&AG empanelled Chartered Accountant Firms / LLPs having head office in J&K UT with proven expertise in the relevant filed for Audit of Financial Statements, compilation of Balance sheet, etc as per prescribed format contained in the Tender documents for the following works:-

1. **Audit in respect of J&K Khadi & Village Industries Board (J&K UT) for the financial year of 2022-23.**

2. **Compilation of Balance Sheets and other Financial Compliances.**

The Tenders along with the copy of Tender fee should be submitted on or before 28.04.2023 upto 03:00 Pm. The cost of Tender documents shall be Rs.1000/- (Rs. One Thousand) only as Non-refundable in the form of DD in favour of Financial Advisor & CAO J&K Khadi & Village Industries Board. The Tender may be submitted in the office of the Secretary/CEO J&K Khadi & Village Industries Board Udhyog Bhawan Jammu / Sanat Ghar, Srinagar. Other details and Terms & Conditions are contained in the RFP document and can be download from our websites: <https://jkkvib.in>.

The Technical bid shall be opened on 03.05.2023 at 11:00 AM or any other date convenient to J&K Khadi & Village Industries Board in the office of Tender Inviting Authority and Financial Bid shall be opened on 08.05.2023 at 11:00AM or any other date convenient to J&K KVIB.


19/04/23
Financial Advisor & CAO
J&K Khadi&Vill.Inds.Board

No:KVIB/Acctt./341
Dated:- 19.04.2023

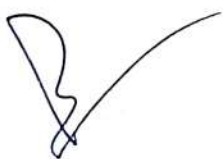
**REQUEST FOR FINANCIAL BID (RFB) C&AG EMPANELED
CHARTERED ACCOUNTANT FIRMS FOR PROVIDING THEIR
SERVICES FOR J&K KVIB (UT).**

Key Dates

Last Date for submitted Bids	28 th April 2023 upto 3:00 Pm
Due date for Opening of Technical / pre-qualification	03 rd May 2023 at 11:00 AM
Due date for opening of financial bid	08 th May 2023 at 11:00 AM

Instructions to Bidder regarding Tender Process:

1. Bid document can be seen at and download from the websites: www.jkkvib.in.
2. Bid document contain qualifying criteria for bid specification, conditions and other details.
3. The bidder can apply for both assignments "Audit in respect of J&K KVIB for the financial year 2022-23" and "Compilation of Balance Sheet and other Financial Compliances". However, a single Firm will be allotted only One (1) of the either assignment in accordance with ICIA guidelines where an auditor is not permitted to do accounting / compilation of book of Accounts of his auditee clients. In case a particular Firm comes L1 for both the assignments Tender than it shall be allotted only One (1) of those assignment and other One will be allotted to Technically Second Best L2 bidder for that tender on L1 rates.
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 fees shall also be paid.
5. Technical / Financial bids of bidders shall be opened in the office of the FA&CAO, J&K KVIB, Udhog Bhawan Rail head Road, Jammu.
6. The Tender may be submitted in the office of the Secretary/CEO J&K Khadi & Village Industries Board Udhog Bhawan Jammu / Sanat Ghar Srinagar.
7. The clarification or corrections for any omissions or typographical errors shall be sought from the office of the FA&CAO, J&K KVIB Udhog Bhawan, Rail Head Road Jammu.
8. Financial bid will be opened in the office of the FA&CAO, J&K KVIB Udhog Bhawan Jammu on 8th May 2023 or any other date convenient to J&K Khadi & Village Industries Board.
9. All the disputes shall be subject to the jurisdiction of the Courts with in the municipal limit of Jammu.



10. The Secretary , Khadi Village and Industries Board, 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 (10%) 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 KVIB, 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 Khadi Village and Industries Board 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**
Khadi Village and Industries Board 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. Khadi Village and Industries Board 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 Khadi Village and Industries Board J&K decides to terminate the contract.
- a. **Termination for Default:** KVIB 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:
- 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.
 - The qualified Agency fails to perform any other obligation (s) under the agreement.
 - If the Agency is in material breach of the representations and warranties contained in this agreement.
- b. **Termination for Insolvency, Dissolution etc.:** KVIB 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 KVIB J&K.
- c. **Termination for Convenience:** KVIB 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 KVIB'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. KVIB shall have the right to enter into an agreement with any third party. The security Deposit and / or performance Guarantee given to the KVIB J&K by the Agency shall be confiscated.

A handwritten signature in black ink, consisting of a stylized 'V' shape with a horizontal line extending to the right.

1. SCOPE OF WORK:-

For Audit in respect of Khadi Village and Industries Board, J&K for the financial Year 2022-23 "

1. Annual Audit of Accounts of FY 2022-23
2. Audit of System of Accounting
3. Audit of Internal Control System of Board
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 "Compilation of Balance Sheets and Other Financial Compliances"

- i. Guidance in maintenance of existing finance and accounting system, preparation of Financial Statements, necessary report and compilation of information as per requirement of KVIB J&K.
- ii. Finalization of Accounts and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountancy of India (ICAI) and guidelines.
- iii. Preparation of Balance Sheets, Receipt and Payment, Income Expenditure account along with their relevant schedules and notes to accounts.
- iv. Providing consultancy to KVIB in Income Tax, GST and other related matters like Financial Evaluation of Tenders / Contracts, etc. Filing of Monthly / Quarterly / Annual Returns under GST Act, 2017 and Income Tax Act.
- v. Monthly review of the system of book keeping & accounting.
- vi. 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.
- vii. 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.
- viii. Check adequacy of Internal Audit System.
- ix. Check System of Physical Verification of Inventory & Fixed Assets.
- x. Checking Regularity in Payment of Statutory Dues.

- xi. Checking of sanction wise submission of Utilization Certificate as per GFR 2017 dully tallied with the income & expenditure.
- xii. Preparation of Statement, payment, filing of return etc. of any other taxes levied by Government from time to time.
- xiii. Any other work assigned relating to accounts/statutory requirements etc.
- xiv. Providing opinion on the matters relating to Income tax, GST, etc. as per Government notification from time to time.

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

For Audit in respect of Khadi Village and Industries Board, J&K for the financial Year 2022-23 "

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

- I. The Chartered Accountant Firm should be empaneled with the office of C&AG of India for the Financial Year 2021-22.
- 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. 40 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 ~~Office~~ office located in the UT of Jammu & Kashmir for a consecutive period of five years as on 01.04.2023.
- IX. Khadi Village and Industries Board 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
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No. of CAs in Firm	3 Point for each FCA Partner and 2 Points for each ACA Partner	25
No. of Audit Assignments in J&K of Central Autonomous Bodies (CAB)/state government organization/ Public Sector Undertakings (PSUs)	2 Point for Each Assignment	40
Turnover	Turnover Up to Rs. 50 Lakhs (5 Points) Rs.50 Lakhs and above (10 Points)	10
Head Office in J&K	5 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 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 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 "Compilation of Balance Sheets and Other Financial 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 2021-22.
- 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. 40 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 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. Khadi Village and Industries Board 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 Assignments of Filing TDS(IT/GST) returns in J&K of Central Autonomous Bodies (CAB)/state government organization/ Public Sector Undertakings (PSUs)	2 Point for Each Assignment	45
No. of Assignments of Compilation of Balance Sheets in J&K of Central Autonomous Bodies (CAB)/state government organization/ Public Sector Undertakings (PSUs)	2 Point for Each Assignment	15
Turnover	Turnover Up to Rs. 50 Lakhs (5 Points) Rs.50 Lakhs and above (10 Points)	10

Head Office in J&K (UT)	5 points	5
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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 have maximum points shall be awarded Tender and in case Two or more Firms get 100 Points and are also L1 then Firm having maximum numbers of Return (IT/GST) assignments shall be awarded tender and in case there is tie in that as well than Firm having maximum number of Compilation of Balance Sheet assignments shall be awarded tender.

After 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 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 online in the Bill of Quantities as per Schedule I attached. In order to the fulfil the requirements of prescription of Minimum Fee in accordance with clause (1) of Part II of the Second Schedule to the Chartered Accountant Act. 1949, the minimum Fee (Including Taxes) for the **Audit Assignment** shall be Rs.35000/- per annum and in case **Compilation of Balance sheets and other Financial Compliance** Minimum Fees shall be Rs.3000/- per month for Filing of GST Returns, For nil GST Filing no payment will be made, Rs.7000/- per Quarter for filling of IT TDS returns, Rs.20000/- per annum for compilation of Balance Sheet. Professional fees for the financial Year 2022-23 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:-

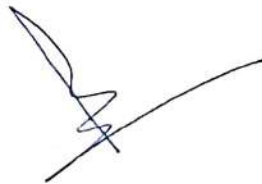
- Format of application must be completely filled in. Incomplete applications will be rejected outright.
- Please ensure that date of establishment of registered office, Branch Office, details of all partners in the firm should invariably be indicated in the application.
- All submitted documents should be signed by a partner with his name and under the seal of the firm.
- Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- CA Firm re requested to visit the officer of the undersigned for further clarification / query / exact scope of the work etc.
- No proposal shall be entertained in joint venture / consortium.



- VII. Period of appointment can be extendable upto two years subject to approval of the competent authority and satisfactory performance of the audit firm.
- VIII. Termination of Agreement / Contract. KVIB 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. KVIB 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 (2019-20, 2020-21, and 2021-22).
- 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.



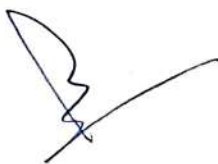
PRE- QUALIFICATION-CUM-TECHNICAL BID
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

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. KVIB 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 :-

S.No	Description of Service	(Figure in Rupees)
		Amount per Annum (Inclusive of GST)
1.	Audit of Annual Accounts of Financial year 2022-23 and other services as mentioned in Scope of work (Amount per Annum)	
	Total:-	

Note:-

- In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.
- The above fee is inclusive of out-of-pocket expenses, TA/DA including local travel.
- For the year 2022-23, minimum fees of the assignment as per ICAI Tendering requirements shall be Rs.35000/- per annum (Inclusive All Taxes)

Date:-

Signature:

Office Seal

Name:-

Designation:



Application Part B

FINANCIAL BID
(To be filled by bidder)

Name & Address of the Firm :-

S.No	Description of Service	Amount (Inclusive of GST)
1.	Compilation of Balance Sheet of Financial Year 2022-23 (Amount per Annum)	
2.	Filing of GST Returns (Amount per Month)	
3.	Filing of IT TDS Returns (Amount per Quarter)	
	Total:-	

Note:-

- In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.
- The above fee is inclusive of out-of-pocket expenses, TA/DA including local travel.
- For the year 2022-23, minimum fees of the assignment as per ICAI Tendering requirements shall be Rs.3000/- per month for Filing of GST Returns, Rs.7000/- per Quarter for filing of IT TDS Returns, Rs.20000/- per annum for Compilation of Balance Sheet. (as mentioned under payment terms), (Inclusive of all taxes)

Date:-

Signature:

Office Seal

Name:-

Designation:



ANNEXURE I

Self – Declaration – No Blacklisting

To,
Secretary
KVIB
J&K

In response to the tender for selecting Chartered Accountant Firm for audit/compilation of Financial Statements for the financial year 2022-23, 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)

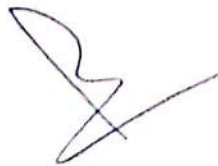
(Rupees in lakhs)

Particulars	Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-22
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					

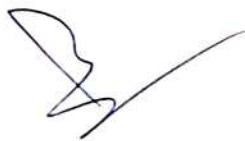
Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Please provide separate sheets for experience of Audit, TDS (IT/GST) Returns and Compilation of Balance Sheet assignments.

Date:
OFFICE SEAL

Signature:
Name:
Designation:



ANNEXURE IV

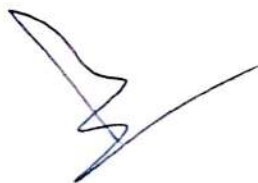
Details of CA Firm's Partners/ Proprietor

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 empaneled 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 31.03.2022	Copies of appointment letters / List of clienteles		
4	The bidder have a minimum average turnover of Rs. 40 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		