

**TENDER DOCUMENT
FOR
HIRING OF CHARTERED ACCOUNTANT (CA) FOR ACCOUNTING & TAX RELATED
SERVICES
FOR
JKPCL
for FY 2024-25**

TENDER NO.: CE/JKPCL/J/CA-01/2025-26 DATED: 20.06.2025

**OFFICE OF THE
CHIEF ENGINEER (TRADING),
J&K POWER CORPORATION LIMITED (JKPCL)
GLADNI GRID COMPLEX, NARWAL ,JAMMU**

e-mail :- cejkpcl2@gmail.com

This complete document consists of the following:

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|--|-----------------|
| 1. NOTICE INVITING TENDER (NIT) | Page 3-4 |
| 2. STANDARD BIDDING DOCUMENT | Page 5-9 |

It outlines the terms and conditions subject to which J&K Power Corporation Limited (JKPCL) is inviting offers for accounting & tax related services i.e. for hiring of Chartered Accountant firm.

Jammu & Kashmir Power Corporation Limited
(Public Sector Undertaking of Government of J&K UT)
SLDC Building Gladni Grid Complex, Narwal , Jammu

e-NIT No. CE/JKPCL/J/CA-01 of 2025-26 Dt. 20 -06-2025

For and on behalf of Lt. Governor of UT of Jammu & Kashmir, Managing Director, JKPCL, J&K, invites e-bids in the shape of Technical Bid & Financial Bid, from interested eligible Chartered Accountant (CA) firms for providing Accounting & Tax related services for JKPCL for FY 2024-25.

1. Interested bidders may view the e-Bid document, download the e-Bid document, seek clarification and submit their e-Bid online up to the date and time mentioned in the table below:-

Item Description	Notice inviting tender (e-NIT) for Hiring of Chartered Accountant (CA) firms for providing Accounting & Tax related services for JKPCL for FY 2024-25.
Date of issue of Tender Documents	20.06.2025
Availability of Tender Document	e-NIT is available on www.jktenders.gov.in
Tender System	The bids shall be submitted online on www.jktenders.gov.in
Cost of Tender Document and EMD	Rs. 500.00 (Rupees Five Hundred only) for Cost of Tender document and Rs. 10,000.00 (Rupees Ten thousand only) as Earnest Money Deposit to be submitted in the form of Demand Draft in favour of Chief Accounts Officer, JKPCL Jammu. Cost of Tenders document in the form of DD and EMD in the form of Bank guarantee/CDR/FDR shall reach the Chief Engineer Office, JKPCL, Gladni Complex, Narwal, Jammu by or before the last date of bid submission. However, scanned copy of cost of tender document and EMD shall be attached with the technical bid and uploaded on JK tenders.
Period of Assignment	3 months from the date of issue of Letter of Award
Pre-Bid Queries	Pre-Bid Queries can be submitted online up to 02.07.2025 (4:00 PM) through email at this ID: cejkpcl2@gmail.com .
Last date & Time for Tender submission	4:00 PM on 12/07/2025
Opening of Technical Bids	Technical bids on 14/07/2025 at 2:00 PM
Venue of Tender Opening	O/o Chief Engineer, JKPCL at SLDC Building Gladni Grid Complex, Narwal, Jammu
Contact Officer for correspondence and clarifications	Chief Accounts Officer, JKPCL Jammu Cell No.: 9419684855

2. No Interest would be payable on Earnest Money deposited with the Department.
3. Period of bid validity shall be 120 days from the date of scheduled bid opening date.
4. The bidders need to submit Affidavit affirmation that the Company/Firm has not been blacklisted in any Govt. Utility.
5. The mode of tendering shall be e-Tendering system with two cover having Cover-I Technical Bid, and Cover-II Financial Bid.

-Sd-
**Chief Engineer (Trading),
JKPCL, Jammu.**

No.:- CE/JKPCL/J/2025-26/463-65

DATED:- 20-06-2025

Copy to the:-

1. Managing Director , JKPCL, for information.
2. Joint Director, Information Department UT of J&K, Jammu for information with the request to publish the NIT in leading Newspapers .

Note:-

1. In case, the above referred dates of submission and opening of the tender happens to be a holiday, then the date of submission and opening of tenders will automatically get shifted to the next working day, but the scheduled timings will remain the same.
2. Tender specifications can be downloaded from the website <https://jktenders.gov.in>.
3. JKPCL reserves the right to reject any or all the tenders or to accept any tender in full or in part as may be considered advantageous to JKPCL, without assigning any reason whatsoever.
4. In case there is problem in enabling the macros of the BOQ Sheet , download the sheet and select properties option by right clicking on the BOQ file then in the general tab of the properties, click on the unblock option (i.e. check box) at the bottom of the properties window.

-Sd-
**Chief Engineer (Trading),
JKPCL, Jammu.**

STANDARD BIDDING DOCUMENT (SBD)

Jammu Kashmir Power Corporation Limited (JKPCL), a Public Sector Undertaking of Government of J&K UT, intends to hire Chartered Accountant (CA) Firm for Accounting & Tax related services. The Corporation is having 2 subsidiaries namely Jammu Power Distribution Company Limited and Kashmir Power Distribution Company Limited in addition to 6 no. accounting units/ subordinate offices, accounts of which are compiled and consolidated at Corporate Office level at Jammu/Kashmir.

SCOPE OF WORK

1. Double entry accounting in ERP Accounting software and Preparation / Compilation / Finalization of standalone and Consolidated Books of accounts in accordance with the Companies Act, 2013 and Accounting Standards for the year 2024-25
 - (i) Ledger/Cash Book
 - (ii) Trading Account
 - (iii) Profit & Loss (P&L) Statement
 - (iv) Balance Sheet
 - (v) Trial Balance
 - (vi) Any other allied accounts book/statement
2. Filing of Income Tax TDS Returns, GST TDS Returns, GST & Income Tax Appeals & GST & Income Tax Consultancy services for 2025-26 and assistance in implementation of centralized Income Tax TDS Deposits & Centralized Filing of the Income Tax TDS Returns against Managing Director, JKPCL (Corporate office) GST/TAN/PAN only.
3. Consolidation of Annual Accounts of the Corporation with its subsidiaries in schedule VI in compliance with the Accounting Standards along with Notes to Accounts after posting of manual, journal vouchers and consolidation entries and finalization of the same for the year 2024-25.
4. To assist the Corporation in making available all requisite information to the Internal Auditors as well as Statutory Auditors, for the assigned period and assisting in the conducting of CAG Audit for 2024-25.
5. Any other duty assigned by the Managing Director, JKPCL or Chief Engineer (Trading), JKPCL pertaining to Accounting MIS, Tax matters etc.

ELIGIBILITY CRITERIA

The Chartered Accountant Firm must possess/ qualify the following minimum eligibility criteria :

1. The firms must be registered with ICAI and with CAG for 2024-25.
2. The firms must have an average turnover of Rs. 40.00 Lakh (Rupees Forty Lakh) in the last three years.
3. The firm must have its registered office in Jammu & Kashmir, JK UT for last 5 years.
4. The firms should have experience of dealing with Government/Semi-Govt Departments/Corporations/Universities/Autonomous bodies etc. for last 5 years.

Technical Bid

The Chartered Accountant Firm shall submit supporting documents validating the information to be provided as required in eligibility criteria mentioned above along with the details mentioned in Technical Bids Format.

Financial Bid

Financial bids shall be submitted strictly as per BOQ. The Award of Contract shall be given to the Chartered Accountant firm on the basis of scores obtained in Techno-commercial & Financial weightages as per Selection Criteria detailed at Annexure “B” for providing the services mentioned in the table of the Financial Bid.

TERMS & CONDITIONS

1. The Chartered Accountants firms must be registered with ICAI.
2. The firms must have an average turnover of Rs.40.00 Lakh (Rupees Forty Lakh only) in the last three years.
3. The firms should be in existence for at least 5 years as per the ICAI certificate.
4. The firms should be empaneled with CAG for 2024-25.
5. The firms shall submit supporting documents along with technical proposal in support of the minimum eligibility criteria.
6. The tenderer shall enclose with the tender, the photocopies of the PAN No./GST Registration certificate/any other relevant certificate.
7. Minimum Fee for the tendered work is Rs. 1,50,000/- for one financial year (inclusive of all taxes)
8. If any of the information/documents furnished by the Chartered Accountant Firm is found to be incorrect at any later stage, the offer will automatically stand cancelled without entertaining any correspondence.
9. The appointment of Chartered Accountant Firms will be for a period of 01 year extendable on the same rates by a period of next 01 year subject to approval of Competent Authority and satisfactory performance, on mutually agreed terms & conditions.
10. The Managing Director, Jammu Kashmir Power Corporation Limited (JKPCL) shall have the absolute discretion in allotting the job, increasing fees, stipulating terms and conditions for the appointment like experience in the field and termination of the services of the empaneled Chartered Accountant firm after giving due notice at any point of time including during the pendency of the contract.
11. The Managing Director, Jammu Kashmir Power Corporation Limited (JKPCL) reserves the right to terminate Contract/Assignment at any stage, if Managing Director, Jammu Kashmir Power Corporation Limited (JKPCL) is convinced that firm is not performing as per assigned job.
12. The Earnest Money deposit of Rs. 10,000/- in the shape of CDR/FDR/Bank Guarantee pledged in favour of Chief Accounts Officer, Jammu Kashmir Power Corporation Limited (JKPCL) should be enclosed with the technical bid.
13. The bidder must quote the rates in figures as well as in words correctly in the financial bid.
14. The financial bids will be opened only of those bidders who qualify the technical bid.
15. In case two or more qualifying bidders quote identical lowest amounts in their financial bids, L-1 shall be decided on the basis of higher total score in respect of Part A of the Annexure “B”- “Selection Criteria Table”, given here under in this document.
16. In case two or more qualifying bidders have identical total scores in respect of Part A of the Annexure “B”- “Selection Criteria Table” given hereunder, along with identical lowest financial quotes in their financial bids, the L-1 Bidder shall be the one with higher total score in respect of items 1, 4, 5 & 7 of Part A of the said Annexure “B”- “Selection Criteria Table”.
17. Canvassing directly or indirectly in connection with the bid is strictly prohibited and bids

submitted by the firms who resort to canvassing, will be rejected.

18. The whole process of tendering can be called off without giving any prior notice or information by the Competent Authority.
19. A Non-refundable tender fee of Rs. 500/- by Demand Draft in favour of Chief Accounts Officer, Jammu Kashmir Power Corporation Limited (JKPCL), Jammu should be attached.

Termination : This hiring can be terminated

- i. By the Corporation-on grounds of indiscipline or under-performance or on account of redundancy/retrenchment as per the law with 2 weeks prior notice and with assigning reasons/justification thereof.
- ii. By the Applicant-by giving a prior 30 working days written notice, failure to which a compensation equivalent to a month's remuneration will be deducted.

Right retained by the Corporation: The Corporation retains the right to choose the next suitable firm from the applicants if H1 chooses not to accept the bid or if the hiring is terminated during its tenancy sum equivalent to 50% of the remuneration of the first month shall be retained by the Corporation as Security Deposit, which shall only be released upon the satisfactory completion of the subsequent hiring.

Amendment and Enforcement : Any alteration or amendment to this hiring shall be duly communicated in writing taking into consideration both Corporation's and applicant's views.

Disclaimer : Successful hiring of the Chartered Accountant Firm by JKPCL, shall not confer any overt or covert rights to the firm for future temporary or permanent engagement, in any type whatsoever.

Note:

1. The Managing Director, Jammu & Kashmir Power Corporation Limited (JKPCL) reserves the right to terminate Contract/Assignment at any stage, if Managing Director, Jammu & Kashmir Power Corporation Limited (JKPCL) is convinced that firm is not performing as per assigned job.
2. The Earnest Money Deposit of Rs. 10,000/- in the shape of CDR/FDR/Bank Guarantee pledged in favour of Chief Accounts Officer, Jammu & Kashmir Power Corporation Limited (JKPCL) should be enclosed with the technical bid.

-Sd-
Chief Engineer (Trading),
JKPCL, Jammu.

ANNEXURE “A”
FORMAT FOR TECHNICAL BID

SNo.	Particulars	Supporting Documents required to be submitted along with this form
1.	Name of the Firm	
2.	Address of the Firm	
	Head Office	
	Date of establishment of the Firm	
3.	Firm PAN No.	
4.	Firm GST Registration No.	
5.	Firm's Registration No. with ICAI	
6.	Empanelment No. with C&AG along-with empanelment order for the F.Y. 2024-25	
7.	Turnover of the Firm in last three years separately	
8.	Annual Average Turnover with break-up of fee towards Audit, Income Tax matters and others(Specify)	
9.	Number of Partners of the firm along-with names	
10.	Number of Partners at head office in JK UT	
11.	Number of Fellow Member(s) & Associate Member(s) in firm	
12.	Number of Semi-Qualified Assistant(s) (Inter Chartered Accountant) in firm	
13.	Firm provided Income Tax. Consultancy to Government Organization's/ PSU's in J&K during 2024-25	
14.	Firm provided GST Consultancy to Government Organizations' / PSU's in J&K during 2024-25	
15.	Firm provided Compilation of Financial Statement service to Government Organizations'/ PSU's in J&K during 2019-24	
16.	Firm provided compilation of Financial Statement of Power related PSU/ Organisation in J&K	
17.	J&K stationed Partner/ Partners of the firm having done post qualification Diploma in information System Audit by ICAI (DISA (ICAI)) /CISA	
18.	J&K stationed Partner / Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD(ICAI))	
19.	J&K stationed Partner/ partners of the firm having completed the Certificate Course on Public Finance and Government Accounting (ICAI)	

Note: The firm shall submit documentary evidence against above particulars.

ANNEXURE B”
SELECTION CRITERIA

S.No.	Parameters	Basis of Marks	Maximum Marks
A	Techno-Commercial Weightage (80%)		
1.	Years of establishment of Firm(s) in J&K beyond 5 years	2 marks per year	10 marks
2.	Number of Partners at head office in J&K	1 mark for Associate member and 2 marks for Fellow member	10 marks
3.	Number of Semi-Qualified (Inter Chartered Accountant) in firm	1 mark for each semi-qualified assistant	5 marks
4.	Firm provided Income Tax Consultancy to Government Organization/ Body/ PSU's in J&K during 2024-25	1 mark for each appointment/ empanelment	10 marks
5.	Firm provided GST Consultancy to Government Organizations/ Body/ PSU's in J&K during 2024-25	1 mark for each appointment / empanelment	10 marks
6.	Firm provided Compilation of Financial Statement service to Government Organizations/ Body/ PSU's in J&K for 2019-24	1 mark for each such Compilation during 2019-24	20 marks
7.	Firm having experience of compilation of Financial Statement of Power related PSU/ Organization in J&K	1 mark for each such Compilation	10 marks
8.	J&K stationed Partner/ Partners of the firm having done post qualification Diploma in information System Audit by ICAI (DISA (ICAI)) /CISA	1 mark for each Partner	2 marks
9.	J&K stationed Partner / Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD(ICAI))	1 mark for each Partner	2 marks
10.	J&K stationed Partner/ partners of the firm having completed the Certificate Course on Public Finance and Government Accounting (ICAI)	1 mark for each Partner	1 mark
	Sub-Total		80 marks
B	Financial Weightage (20%)		
1.	Fees inclusive of all taxes for the entire scope of work covered under the terms of the tender.		20 marks
	Sub-Total		20 marks
	Total		100 marks

*Experience considered in Point 7 will not be considered in point 6 during evaluation.

-Sd-
Chief Engineer (Trading),
JKPCL, Jammu.