

TENDER NOTICE

E-bids are invited from the Practicing Chartered Accountant Firms/Companies/Proprietorships for hiring of “Tax Consultant”. The Scope of work, detailed terms & conditions are available on www.jktender.gov.in and www.jktdc.co.in. E-bids are required to be submitted online on www.jktender.gov.in . The key dates are as under:

- | | | | |
|------|--|---|-------------------------------|
| i) | EMD in shape of Demand Draft | : | Rs. 30,000/- |
| ii) | Minimum fees proposed p.a
(As per Guideline No. 1-CA(7)/03/2016,
Notification dated 7 th April, 2016) | : | Rs. 1.50 Lacs (Plus GST) |
| iii) | Date of Downloading of Bidding Document | : | 12.08.2021 |
| iv) | Receipt of EMD in physical form | : | 31.08.2021 upto 4:00PM |
| v) | Last date of submission of E-bids | : | 31.08.2021 upto 4:00PM |
| vi) | Opening of Technical-Bids | : | 01.09.2021 at 11.00 A.M |
| vii) | Place of Opening of Bids | : | JKTDC, TRC, Srinagar - 190001 |

The financial e-bid of those firms, who qualify on the basis of technical criteria, would only be opened on 02.09.2021. E-bidding shall start on 12.08.2021.

Sd/-

**Company Secretary
JKTDC**

Appointment of a Chartered Accountant Firms/Company/Proprietorship

SCOPE OF WORK

1. Filing of Income tax, Goods and Service Tax Returns including revision, if any thereof, advice on GST/Income tax matters, Replies to GST/Income tax authorities on Memorandum/Notices for the Corporation.
2. Consultancy related to Compilation of Books of Accounts of all the Branches/Units of the Corporation and preparation of Annual Financial Statements of the Corporation (audited/unaudited as per requirement).
3. Assistance in conducting of statutory audit by the Statutory Auditors appointed by the CAG and preparation of reply of statutory auditor's observations.
4. Assistance in conducting of AG audit appointed by the CAG and preparation of replies of AG's observations.
5. Consultancy related to applicability and charging of TDS/TCS from time to time including Review of quarterly statements in respect of tax deducted/collected before filing return.
6. Consultancy related to applicability and charging of TDS under GST from time to time.
7. Consultancy related to Computation of monthly GST liability and GST Credits of the Corporation.
8. Computation of monthly GST liability for reverse tax mechanism.
9. Providing updates on statutory changes/amendments in GST/Income tax related matters.
10. Preparation, submission and follow up of replies against any notice issued by any tax authority from time to time.
11. Providing all the necessary documents/copies of acknowledgements, Certificates, ITR forms etc generated /received during performing the works.

12. Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to the corporation.
13. Consultancy related to Provident Fund related issues of the Corporation.
14. Consultation as and when required for any tax matters (Direct and Indirect taxes).

ELIGIBILITY

1. The Chartered Accountants “**Firms/Company/Proprietorship**” should be registered with the Institute of Chartered Accountants of India (ICAI).
2. The firm should have minimum five(5) year’s post qualification experience. However, minimum 3 years audit experience is mandatory (i.e. internal or statutory) of Government Corporation/s (State or Central).
3. The firm should have minimum average annual turnover of Rs 15.00 lakhs each for the last four financial years (FY 2017-18 to FY 2020-21).
4. The firms must have Registered Head Office/Branch Office within Union Territory of Jammu and Kashmir (Duly intimated to ICAI).
5. The firm should not be blacklisted/debarred from any Department/Board/Corporation etc.

TERMS & CONDITIONS

1. The competent authority of JKTDC does not bind itself to accept the lowest or any other tender and reserves to itself to reject any or all the tenders received without assigning any reason. **All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, the same shall be summarily rejected.**
2. In financial e-bid, the rates should be quoted in lump sum on per year basis along with applicable taxes as specified in the financial bid Performa.

3. The total period of contract is initially for 3 years only **but will be awarded on yearly performance basis. The performance of the agency will be reviewed after the end of the every year and if found unsatisfactory, the contract will be terminated without any compensation.**
4. The committee reserves the right to verify the particulars furnished by the applicant. If at any time, information is found incorrect/ false the e-bid/contract is liable to be cancelled.
5. Conditional e-bids shall not be entertained.
6. Financial bid shall be considered only those who qualify technical bid in full.
7. In-case of date of receiving of e-bids/opening of e-bids, declares/happens to be public holiday, e-bids shall be opened on next working day on the sametime.
8. In case of dispute between firm & JKTDC, the matter shall be referred to the sole Arbitrator who shall be Managing Director, JKTDC and the decision of the Arbitrator shall be final and binding on both the parties.
9. In case of any dispute, jurisdiction of courts of Union Territory of Jammu and Kashmir isapplicable.
10. The preparation of financial statements will be finalized within a period of 5 months from the closing of financial year except for the financial year 2020-21, failing which penalty @ Rs. 200/- per day or 10% of the total value of contract, whichever is less shall be imposed after the completion of time period till the default continues. However, the Managing Director in case of exceptional

Circumstances may extend the time period and waive the penalty whatsoever, on the justified reasons.

11. The earnest money shall be refunded to the unsuccessful e-bidders after finalization of the e-bid and earnest money to the successful e-bidder shall be refunded after successful completion of the contract.
12. The e-bids which are incomplete, conditional, and telegraphic or received late or without earnest money will not be entertained.
13. In case of failure to complete the work within the specified period or violation of any terms & conditions, the penalty as prescribed shall be imposed and earnest money shall also be forfeited.
14. In case of any force majeure, the selected firm will inform JKTDC authorities in writing explaining the cause and seek the extension in executing the work.
15. The decision of the Managing Director, JKTDC will be final, in awarding the contract.
16. The firm which has been debarred/black listed by any Department/Autonomous body of the Central/State Govt./Union Territories are not eligible to apply. In case this fact is established even after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality, the Earnest Money will stand forfeited.
17. The JKTDC shall provide access to information relevant as required for the task/assignment.
18. The EMD of the successful firm to whom the work is allotted will be forfeited in case the firm is reluctant / unwilling to accept/takeover the work at later stage. The firm will also be debarred from participating in the process of tendering the work.
19. The bidders are requested to ensure before submitting of e-tender the required correct documents have been uploaded/furnished as asked for in the tender documents.
20. Firms/Companies/Proprietorships are required to submit an Affidavit duly attested by the Magistrate/Notarized on the prescribed Proforma (Annexure C).
21. The successful e-bidder is required to sign the agreement with the corporation within a weeks' time after award of contract.

TERMS OF PAYMENT

- (1) 80% payment of the agreement amount for each year shall be paid in four equated quarterly instalments (20% each) after successful completion of entire work (as per Scope of work) on quarterly basis pertaining to each quarter.
 - (2) Remaining 20% payment shall be released at the end of each financial year.
1. **E-bid must be submitted online by 17.08.2021 upto 4.00 pm.**

2. **EARNEST MONEY:** The e-bidders shall require to furnish requisite Earnest Money of Rs. 30,000/- (Rs. Thirty thousand only) in the shape of Demand Draft in favour of Financial Advisor/Chief Accounts Officer, JKTDC **in ‘Envelop-A’ in physical form.**
3. The tender document will consists of two separate proposals. Which may be super scribed as **“Technical Proposal”** and **“Financial Proposal”**.
4. The **“Technical Proposal”** should consists of
 - i) Name of the Firm, Telephone and email address.
 - ii) Address of Registered/Head Office/Branch office
 - iii) Registration documents bearing registration no.
 - iv) Experience of last five years (Audited Financials).
 - v) Turnover of the firm as per defined criteria
 - vi) Affidavit from 1st Class Magistrate/Notary Public as per devised performs for non- debarment.
 - vii) Date of Constitution of firm.
 - viii) Pan No of the firm
 - ix) GST Registration no.
5. Bid document for this work, can be downloaded from e-tendering website of UT Administration <http://www.jktender.gov.in>

The Bid documents shall also available on the JKTDC website i.e. www.jktdc.co.in

6. The corporation reserves the right to reject any or all the prospective applications without assigning any reason and/or to restrict the list of qualified contractors to any number as deemed suitable by it, if too many bids satisfying the laid down criteria have been received.
7. The following are keydates:-
 - i) Date of publication of Tender : 11.08.2021
 - ii) EMD in shape of Demand Draft : Rs.30,000/-
 - iii) Receipt of EMD and other Documents in physical form : 31.08.2021 upto 4:00PM
 - iv) Last date of submission of E-bids : 31.08.2021 upto 4:00PM
 - v) Opening of Technical-Bids : 01.09.2021 at 11.00AM
 - vi) Place of Opening of Bids : JKTDC, TRC, Srinagar - 190001

TECHNICAL E- BID (PART"A")

<u>Sr. No.</u>	<u>Particulars</u>	
1.	Name of the firm (In Capital Letter)	
2.	Complete Postal Address	
3.	Telephone No.: (Off)	
4.	Fax No.	
5.	e-mail	
6.	Is the firm proprietary/Partnership/Pvt. Ltd/Others (specify)	
7.	CAG Empanelment Number	
8.	ICAI registration Number (Certificate along with practice and membership certificates enclosed herewith).	
9.	PAN Number	
10	Goods & Service Tax (GST) No	
11.	<p style="text-align: center;">EMD Details:</p> (Earnest money in the form of demand draft in favour of Financial Advisor/Chief Accounts Officer Jammu and Kashmir Tourism Development Corporation Ltd. payable at Tourist Reception Center Srinagar for Rs. 30,000/- (Rupees Fourty Thousand only).	<p style="text-align: center;">Demand Draft/Pay Order No. _____Date_____</p> <p style="text-align: center;">Drawn on (Bank Branch)</p>
12.	Affidavit as per Annexure-‘C’	
13.	Copies of experience certificate of five years in the relevant field. Certified Financial Statements of the last three financial years (FY 2017-18, 2018-19 & 2019-20). Turnover certificate of last four financial years (FY 2017-18 to 2020-21).	

**Name and signature of the
Authorized person with stamp**

FINANCIAL E-BID 'B'

1. Name _____

2. Address: _____

3. Telephone No./MobileNo. _____

Work to be performed	Proposed Rate (Amount in Rs.) (per annum)
As mentioned in the scope of work	
Taxes	
Grand Total	

*Rates should be quoted in lump sum on per year basis.

*Rates should be quoted in both words and figures.

Note:- This e-bid is required to be submitted online only.

Name and signature of
the Authorized person with
stamp

ANNEXURE - C

“ AFFIDAVIT”

I/We _____ being a
company/sole proprietor/firm (strike out which is not applicable) of (Name & Address
of Individual/ sole proprietor/firm)

_____ do hereby declare and solemnly affirm:

a) That the sole proprietor / firm / companies are not debarred or black-listed by any department of Union/State Governments / Union Territory of Jammu and Kashmir or any autonomous bodies /Institutes.

b) That e-bidder is duly competent to enter into contract/agreement as per applicable provisions of Law.

c) That all the terms and conditions and scope of work mentioned in the bid document of Jammu and Kashmir Tourism Development Corporation Ltd., are acceptable to me/us. I/we will abide by them in letter and spirit.

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date:

Place:

DEPONENT

(Note: To be furnished on non-judicial stamp paper worth Rs.15/- duly attested by Magistrate or Notary Public).