



JAMMU & KASHMIR TRADE PROMOTION ORGANISATION
(A J & K Govt. Undertaking)

Industries & Commerce Department

6th Floor, Jawaharlal Nehru Udyog Bhawan, Rail Head Complex, Jammu.

Website: www.jktpo.in Phone No: 0191-2479924 E-mail: contactjktpo@gmail.com

Advertisement For Hiring The Professional Services Of Chartered Accountant Firm
Floated vide Advertisement No. 019/2022 dated 08-08-2022

Jammu and Kashmir Trade Promotion Organization is intending to hire the services of Chartered Accountant/Firm for the Corporation on contractual basis for the work related to Financial Year 2022-23 and onwards. The interested firms shall submit their documents related to their field. The firm needs to submit the self attested copies of the relevant documents as stated below through Registered post/ Speed post/by hand to the office of Managing Director, JKTPO, 6th Floor, JLN Udyog Bhawan, Railhead Complex, Jammu-180012 on or before 24th August, 2022 (EOD). The selection criteria will be on QCBS basis (Technical: Financial = 60:40)

1. Eligibility (Technical Eligibility)/ Documents Required

S. No	Eligibility (Technical Eligibility)	Documents Required
1.	The firm should be registered with Institute of Chartered Accountants of India.	Registration Certificate; Pan of the firm; GST details of the firm (if any)
2.	The CA firm should be a firm with minimum experience of 06 years	Prior experience and work orders of working in same capacity with Government Organizations/Departments /PSUs/Banks (if any)
3.	At least 01 partners of the firm shall be from Jammu Division as the Head Office of the Organization is in Jammu with Post Qualification experience of 06 Years or more in practice	Details of all partners of the firm along with details of partners residing in J&K

2. Duration of Contract

The contract shall be for Financial Year 2022-23 in first instance which can be extended upto one (01) years or more years depending upon the performance and conduct of the selected firm. The contract can be terminated from either side with a prior notice of one month.

3. JOB PROFILE: The job profile shall include:

- Preparation of Financial Statements/Internal Audit.
- Income Tax matters consultancy and return filling ie. TDS returns and ITR filling for the company and registration u/s 12AA of the Income Tax Act.
- PF/ESIC Consultancy matters and return filling.
- GST Registration and Filing of Returns.

- e) Providing Consultation on Financial Matters
- f) Assistance in Audits viz. Statutory, Supplementary and Compliance Audit.
- g) Any other matter related to above as and when required by the Organization.
- h) The representative of the firm should be present and report at the Head Office in Jammu as and when required by the Organization.

4. Financial Bid:

The Financial bid should be quoted as Professional Charges per month (including taxes) in INR.

5. Selection Criteria

<u>S. No.</u>	<u>Parameters</u>	<u>Basis of Marks</u>	<u>Maximum Marks</u>
A. Technical Criteria			
1.	Years of Establishment	3 marks each for each year	30
2.	Working experience as Chartered Accountant Firm with Government/Semi – Government Departments /PSUs/JK Bank	02 marks for each assignment/ work order	20
3.	Number of Partners at Head Office	02 marks for each associate member	10
			60 marks
B. Financial Quote			40 marks

The bids received will be evaluated using Quality cum Cost Based Solution (QCBS) as under:

- a) After the Technical Evaluation, the committee will evaluate each of the Technically Qualified bidders' response on the basis of technical and financial parameters. The weightage of technical and financial parameters will be in the ratio of 60:40 respectively.
- b) The Bidder with lowest qualifying Financial Bid (L1) will be awarded 100% score. Financial Scores for other than L1 Bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) = {(Financial Bid of L1 / Financial Bid of Bidder) x 100} % (Adjusted to two decimal places)

- c) The Technical and Financial scores secured by each bidder will be added using weightage of 60% and 40% respectively to compute a Composite Bid Score.
- d) The Bidder securing the highest Composite Bid Score will be adjusted as the most responsive bidder for award of the Project. The overall score will be calculated as follows:

$$\langle B_n = 0.60 * T_n + 0.40 * F_n \rangle$$

Where

B_n = overall score of the bidder

Tn = Technical score of the bidder (out of maximum of 60 marks)

Fn = Normalized financial score of the bidder

Note:-

- The interested firms are advised to furnish their bid in two separate envelopes clearly indicating one as Technical Bid and the other as Financial Bid through Registered post/ Speed post/by hand in Jammu Office. The documents required for Technical Criteria (includes Annexure A) should be included in Technical Bid envelope.
- The interested firms are also advised to furnish any particulars or information, which cannot be supported by Documentary evidence.
- The Financial Bid of only those participants will be opened who qualifies the Technical Bid based on above mentioned eligibility criteria. The applicant/bidder scoring maximum marks will be selected.
- JKTPO reserves the right to modify/cancel the above notification at any stage without assigning any reason thereof.
- Corrigendum/modification/extension, if any granted, will be uploaded on www.jktpo.in only.
- **The bid Opening date is 25th August, 2022 at 3:00 PM in Head Office of JKTPO, 6th Floor, JLN Udhog Bhawan, Rail Head Complex, Jammu-180012. The Bidders are requested to be present at the time of opening of bids. Further, Tender will be opened on aforementioned date and time even if no bidder is present.**



**(Dr. Devansh Yadav) IAS
Managing Director
JKTPO**



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Annexure A- To justify the Technical Criteria Clause

S. No	Name of the Organization with the work has been executed	Length of contract	Documents Attached
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note: Documents attached as proof of experience should be Work Order or Agreement or Completion Certificate.