

DIRECTORATE OF SAMAGRA SHIKSHA

(Winter) 1st Floor, Dolphin Motors opposite Gurdwara, Channi Rama, National Highway Road, Jammu.

(Summer) Rawatpora, Bhaghat-e-Barzulla, Srinagar

Phone/Fax No: - 0194-2438731-2435895(Srinagar) 0191-2467170 (Jammu)

E-mail- jksamagrashiksha@gmail.com

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vii	Past Experience in similar assignment i.e. Statutory Audit	Completed at least 2 but less than 4 Statutory Audit assignments of Centrally Sponsored Schemes in preceding 4 years.	3	6
		Completed 4 or more Statutory Audit assignments of CSS in preceding 4 years.	6	
Maximum points				60

2. The Bidding documents Consisting of qualifying information, eligibility criteria, specifications, terms of reference and conditions of contract and other details can be seen/downloaded from the departmental website www.jktenders.gov.in as per schedule of dates given below:

S.No.	Item	Dates on EoI
1.	Date of issue of Tender Notice	01/07/2021
2.	Period of downloading of bidding documents.	From 01/07/2021 to 15/07/2021 up to 04:00 PM
3.	Bid submission Start Date	01/07/2021.
4.	Bid submission End Date	15/07/2021 upto 04 PM
5.	Date & Time of opening of Bids(Online)	16/07/2021 at 01:00 PM in Office of Samagra Shiksha

1. The date and time of opening of Bids shall be notified on Web-site www.jktenders.gov.in and conveyed to the bidders automatically through an e-mail message on their e-mail address. The bids of Responsive bidders shall be opened online on same Web Site in the Office of the **Samagra Shiksha (tender receiving authority)/other competent authority to do so.**

2. Instruction to bidders regarding e-tendering process.

3.1. Bidders are advised to download bid submission manual from the "Downloads" option as well as from "Bidders Manual Kit" on website www.jktenders.gov.in to acquaint bid submission process.

3.2. To participate in bidding process, bidders have to get 'Digital Signature Certificate (DSC) as per Information

Technology Act-2000. Bidders can get digital certificate from any approved tenderer.

3.3. The bidders have to submit their bids online in electronic format with digital Signature. No bid will be accepted in physical form.

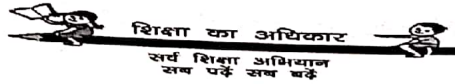
3.4. Bids will be opened online as per time schedule mentioned in **Para-1.**

3.5. Bidders must ensure to upload scanned copy of all necessary documents with the bid. Besides, original/Photocopies of documents related to the bid are submitted physically by (L1) first lowest bidder within five days of opening of bid. **Note: - Scan all the documents on 100 dpi with black and white option.**

4. **Only Chartered Accountant firms having place of registration and principal place of business in the UT of Jammu and Kashmir shall submit bid.**

5. **The department will not be responsible for delay in online submission due to any reasons.**

6. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should



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be used for filling the item rate inclusive of all taxes and it should be saved with the same name as it contains.

7. **Price escalation and all taxes:** - The unit rates and prices shall be quoted by the bidder entirely in **Indian Rupees** and the rates quoted shall be deemed to include **price escalation and all taxes upto** completion of the work Deduction on account of taxes and other services as levied by the government time to time shall be made from the bills of the contractor on gross amount of the bill as per rates prevailing at the time of recovery.

8. Bidders are advised to use "**My Documents**" area in their user on R&B e-Tendering portal to store such documents as are required.

Instructions to Bidder (ITB)

All bidders shall include the following information and documents with their bids:-

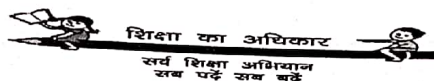
- a) Scanned Copies of original documents defining constitution/legal status, place of registration and principal place of Business with registered E-mail address and Mobile No. of the bidder / Firm/SHG.

- b) Valid PAN No.

- c) GST registration acknowledgement receipt along with latest GST (3B) and GST (R1) shall be furnished in soft copies of ending previous month & quarterly respectively.

5. The term full-time Chartered Accountants (FCA) does not include those persons [Partner/Sole] who are:

- Partners in other firms.
 - Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949.
 - Partners who have earned more professional income from other sources than their income from the firm.
 - Partner/s in other firms or employed elsewhere or otherwise engaged in any other business/activity as mentioned above. (A person who is a partner/employee in another firm can not apply in his capacity as Sole Proprietor).
6. The "Expression of Interest" must be uploaded in the prescribed format given in the attachment. Only such EoI as are in the prescribed format and accompanied by all requisite documents will be considered.
7. All firms are required to enclose the following documents alongwith the "Expression of Interest".
- A copy of constitution certificates of the firm issued by the ICAI containing inter-alia:-
 - Date of formation of the firms with a full-time Chartered Accountant (FCA).
 - Details of partners/Sole Proprietor/CA Employees as on 1st January of the relevant year, date of joining the firm, date of becoming FCA, their other interest, if any.
 - A copy of the latest partnership deed in the case of partnership firm.



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- c. A copy of the acknowledgement of the IT return of the firm and of all full-time partners / the Sole proprietor for the relevant Assessment Year and a copy of computation of income of full-time partners / Sole proprietor.

Note: Full time partners joining the firm on or after 1st January of the relevant year and firms constituted on or after this period should submit their latest available acknowledgement of IT return / computation statement.

- d. A copy of financial statement of the firm alongwith schedules for the preceding financial year.

- e. Details of court cases / arbitration cases / or any other case pending against the firm.

8. Details of audit experience of the firm for the last five years in the following proforma.
(Only assignments which carry a fee of Rs. 1,00,000/-and above should be mentioned).

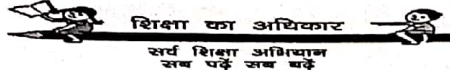
Name of the area / sector	Name of the company / body audited	Years of audit e.g.	Fees charged for each of the assignment in each year.	Nature of audit assignment viz.	Nature of Special assignment.	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm.
	(a) Society/PSU/ autonomous body	(a) 2015-16		Statutory audit / or Branch Audit.		
	(b) Companies in private sector	(b) 2016-17				
	(c) Banks	(c) 2017-18				
	(d) Social Sector Programmes / Projects	(d) 2018-19				
	(e) Externally aided social sector projects	(e) 2019-20				
	(f) Education Projects / Programmes					

9. MINIMUM AUDIT FEES FOR UNDERTAKING THE AUDIT IS RS. 1,00,000/-.

10. Suitable weightage will be given to firms which are implementing quality control policies and procedures as provided in statements on Standard Auditing Practices (SAP 17). A brief note on the procedures adopted is to be given by the applicant firms for this purpose.

11. The applicant firm may also indicate: the particulars of specialization gained by the firm in audit of Centrally Sponsored Schemes in the following format:-

S.No.	Description of specialization	Specify nature of assignment, if other than audit	Name of the organization	Name of the partner / sole proprietor who handled this assignment	Whether partner / sole proprietor mentioned in is still with the firm (Y/N)



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12. All full-time partners / sole proprietor should invariably sign the Undertaking. Similarly, all the full-time Chartered Accountant employees of the firm should sign the undertaking.
13. Bidder shall deposit EMD @5% of the minimum audit fees.
14. The successful bidder / firm shall conduct the audit of 20 Chief Education Offices, 188 Zonal Education Offices & schools, 02 Directors of School Education, 02 SCERTs, 20 DIETs, 11 SEs, 02 Chief Engineers, JAKEDA, JAKEGA, NIELIT, 04 Construction Divisions, and 01 Project Directorate.
15. The auditors will express a professional opinion on the true and fair view of the project operations. The project financial statement should include: Sources of funds: opening bank balance and funds received, from GoI & counterpart funds (State/UT Govt contribution). Uses of funds: A summary of expenditures shown under the main project. Components/Activities/sub-activities both for the financial year 2020-21 and closing bank balance.
16. Period of appointment: The auditor will be initially appointed for a period of one year (F.Y 2020-21) and may be extended up to another year on satisfactory performance.
17. ***In case any complaint is received during the course of audit against the selected audit firm, the firm shall be got black listed/de-recognized.***
18. ***In case audit left half way, the firm shall be got black listed besides EMD will be forfeited.***

Sd/-

(Deep Raj)KAS,
Project Director,
Samagra Shiksha,
Jammu.

Dated: - 01/07/2021.

No.: Edu/SPD/Sms/ 2002-03/21

Copy for information to the: -

- Principal Secretary to Government Education Department, Civil Secretariat J & K, Jammu.

(Mohammad Farid Chowdhary)KAS,
Chief Accounts Officer,
Samagra Shiksha,
Jammu.

01/7/2021