



**JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.**

***(Public Sector Undertaking of Govt. of Jammu & Kashmir)***

Corporate Head Office: Temp. Address Plot No. 58, Friends Colony Satyam Road Trikuta Nagar, Jammu

Corporate Office: Opposite State Motor Garage, near Haj House Bemina Srinagar

Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu); Telefax: 0194-2432008 (Srinagar)



**“TENDER DOCUMENT  
FOR  
OUTSOURCING ACCOUNTING SERVICES**

**(REFERENCE NO: NIT/JKMSCL /2024/Outsourcing Accounting Services /624**

**Dated: 04.04.2024**

**LAST DATE OF SUBMISSION OF ONLINE BIDS:**

**04 -2024 upto 1600 hrs**



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No. JKMSCL/2024/ **Outsourcing Accounting Services/624**

**Dated: 04.04.2024**

**NOTICE INVITING BID**

On Behalf of Jammu & Kashmir Medical Supplies Corporation Limited, e-bid under two cover system (Technical bid in cover 1 and Financial bid in cover-2) is invited for **“OUTSOURCING ACCOUNTING SERVICES”**. Detailed tender document may be downloaded at J&K Govt. Portal [www.jktenders.gov.in](http://www.jktenders.gov.in), [www.jkmsclbusiness.com](http://www.jkmsclbusiness.com). An amount of Rs. 5,000 (Rupees five thousand only), comprising of cost of Bid document @ Rs.1000.00 (Rupees one thousand only) & Bid Processing Charges @ Rs.4000/- (Rupees Nine thousand only) shall have to be paid either through NEFT in the Corporation's bank A/C No-**0373040500000032** maintained at J&K Bank Medical College Jammu, **IFSC Code JAKA0MEDJAM** or by depositing the amount directly into the above account number and EMD @ Rs. 25000.00 in the shape of FDR/TDR pledged to FA/CAO JKMSCL.

Sd/-

Managing Director

Jammu and Kashmir Medical Supplies Corporation Ltd.



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No. JKMSCL/2024/ Outsourcing Accounting Services/624

Dated: 04.04.2024

## **BID FORM FOR RATE CONTRACT OF “OUTSOURCING OF ACCOUNTING SERVICES”**

Date of publication of e-bid	:	04.04-2024
Start date and time for download of bid document	:	04.04-2024
Last date and time for download of bid document	:	22.04-2024 at 1600 hrs
Clarification start date		04.04-2024 at 1800 hrs
Clarification end date	:	13.04.2024-1600hrs
Date of pre bid conference		<b>15.04.2024-11.00 am</b>
Start date and time for submission of online bids	:	16.04.2024 at 1600 hrs
Date and time for closing of bid		26.04.2024-1600hrs
Date and time for online opening of technical bids	:	29.04-2024 at 1100hrs
Tender Charges	:	Rs. 1000/-
Tender Processing charges	:	Rs. 4000/-
EMD	:	Rs. 25,000/-

An amount of Rs. 5,000 (Rupees five thousand only), comprising of cost of Bid document @ Rs.1000.00 (Rupees one thousand only) (**MSME Bidder Exempted**) & Bid Processing Charges @ Rs.4000/- (Rupees Nine thousand only) shall have to be paid either through NEFT in the Corporation's bank A/C **No-0373040500000032** maintained at J&K Bank Medical College Jammu, **IFSC Code JAKA0MEDJAM** or by depositing the amount directly into the above account number and EMD @ Rs. 25 000.00 in the shape of FDR/TDR pledged to FA/CAO JKMSCL. (**MSME Bidder Exempted**)

1. **ADDRESS FOR COMMUNICATION:** **Managing Director or General Manager,**  
**J&K Medical Supplies Corporation Ltd,**  
Temp. Address- Plot No. 58, Friends Colony  
Satyam Road Trikuta Nagar, Jammu  
Bemina Near Haj House- Srinagar (Kashmir) .

**NIT for Outsourcing Accounting Services for maintaining Books of Accounts of JKMSCL covering for the period from to (years).**

**1. The brief details of Job Profile (Scope of work):**

The scope of Accounting Services includes following:

a. **Merging and Consolidation of Account (Receipts, Payments etc.):** The basic Data is generated on busy software at the various Drug Warehouses level. The data so generated at Drug house level, is synchronized at Corporate Office, Jammu. Only Sales and purchases are being recorded on day-to-day basis at all the drug ware house level. Besides Payments are being recorded on day-to-day basis at the Corporate Office, Jammu. Some indicative assignment in this regard may be briefed as under:

- Compilation of all ledger Account like Sales/Purchase, Bank.
- Compilation of Cash Book/Journal on day-to-day basis
- Accounting for cash vouchers, bank vouchers, ledger postings.
- Preparation and finalization of trial balance, monthly, quarterly and annual accounts as required under Company Act, 1956. And Income Tax Act. Further they have to provide all the data to Tax Auditor and Statutory Auditor as appointed by CAG
- Compiling of all kinds receipt and payment of the Corporation.
- Preparation of accounting notes and policies, maintaining of fixed asset register.
- The accounting shall be done on regular basis.
- It is clarified that though the corporation is compiling books of accounts on day-to-day basis, but it will be responsibility of the Chartered Accountant firm to compile the books of accounts as per the laid down Accounting Standards.
- Reconciling of Purchases with GSTR 2A/2B or monthly basis and discrepancy if any may be pointed out.
- Filing of the monthly GST returns and Annual GST Return as required by law.
- Moreover, the firm will also facilitate with statutory auditor, Internal Auditor and Tax auditor for smooth functioning of the Statutory Audit, Internal Audit and Tax Audit.
- Attending to any legal proceedings relating to GST and Income Tax for the concern year.
- The assignment relating to the financial year covering all aspects viz consolidation and finalization of accounts, bank reconciliation, filling of return etc. should be completed by 30<sup>th</sup> of June of the following year.

**b. Bank Reconciliation:**

- The bank reconciliation statement is to be prepared on monthly basis. The non-reconciled entries may be brought out data wise, instrument wise to

the notice of Head Office and the missing entries at the end of month need to be identified, and needs to be traced during the subsequent month.

**c. Preparation and e-filing of TDS and other Returns:**

- The rate of TDS on various contractor/Sub Contractor as applied by JKMSCL while releasing payment to be checked & if inconsistency is found in applied rate, it is the onus of CA firm to suggest the correct rate and recover the outstanding if any remains in process.
- TDS returns have to be prepared and filed periodically. Vouchers relating to TDS deducted of various service providers/contractors are available at Head Office, Jammu/Srinagar. It shall be made available by Corporation for the preparation and filling of TDS return.

**2. Eligibility Criteria:**

- a. The firm must be registered with ICAI and empanelled with the Comptroller General of India .
- b. Chartered Accountant firm having its corporate/registered office at Jammu with at least 2 partners stationed at Jammu are eligible to participate.
- c. The firm should be in existence for at least 6 years and should have experience of dealing with Govt/Semi-Govt Departments/Corporations /Universities /Autonomous Bodies.
- d. Experience detail of audit and accounts work at least of one PSU of the UT of J&K/Central Government in the last five years requires to be enclosed order/certificate issued by concerned PSU needs to be enclosed.
- e. Staff of more than five qualified personnel, of which two should be qualified Chartered Accountants, Experience and complete details of all personnel should be provided.
- f. The receipt of CA firm should be over 15.00 lac per annum. The necessary documentation (Profit/Loss Account, Balance Sheet (be enclosed).
- g. The CA Firm must not have any relation in Tax Auditor or Statutory Auditor and internal auditor

**3. Terms and Conditions:**

- The tenderer should quote professional fees/value with CST/GST inclusive of all transport and visiting charges etc.
- The successful tenderer shall have to deposit 5% out of the quoted value as security deposit in the shape of CDR/Bank guarantee pledged to FA/CAO JKMSCL Ltd.
- The tender documents can be downloaded from [www.jktenders.gov.in](http://www.jktenders.gov.in) by depositing Rs. 5000 as cost of tender fees by credit to SB account number 0373040500000032 in J&K Bank GMC Jammu through NEFT.
- 75 % Fee shall be released for each financial year to the satisfaction of JKMSCL 25% of the fee will be released after completing of Tax and Statutory Audit.
- The successful firm shall have to start the work within 07 days from the date of issuance of letter of intent.
- The tender document is to be submitted in full with clear and complete details and duly supported by documentary evidence.
- Minimum fee for each year is Rs. 300000/- (Three Lakh only)

4. **Technical and Financial Bids**

- On behalf of JKMSCL, e-bid under two cover system (Technical Bid consists of EMD of Rs. 25000.00 in the form of DD favoring FA/CAO, JKMSCL, details of the firm regarding eligibility etc, tender fee and demand draft of EMD.

5. The financial Bid as per **Annexure “A”**

6. **Right of Acceptance and Rejection of Tender**

- Managing Director, JKMSCL reserves the right to reject or accept any tender without assigning any reason.

7. **Agreement and Contract Period:**

- The successful firm will have to execute an agreement within 03 days from the date of acceptance on non-judicial stamp of Rs. 100/-. The duration of outsourcing initially will be for the financial year 2023-24 to 2025-26 which may be further be extended by another one year on mutual consent basis.

8. **Payment Terms:**

- On monthly/ Quarterly basis, if assignment is carried out satisfactorily as per the agreed and stipulated terms. Payment will be subject to the statutory deduction of taxes of UT/Central Govt.
- If the work is not carried out as per the time schedule given by Corporation shall be free to levy Liquidated Damages. Any Penalty/interest for late filing of returns because of delay in compilation of Accounts shall be borne by the bidder.

9. **Scoring Criteria:**

	<b>Criteria</b>	<b>Basis of Marks</b>	<b>Max. Marks</b>
	Average Annual Turnover of the firm during the last three Financial Year	15 Lakh: 14 marks Every additional 15 lakh turnover: 3 marks	20
1	Number of Full Time Partners in the firm	2 Partners: 5 marks Every additional member : 2 marks	5
3	Number of Full Time Fellow Members (Partners) having FCA	3 FCA: 11 marks <b>Every additional FCA: 2 marks</b>	15
4	The firms having the experience of working for Govt. Departments, Corporations, Boards, Trusts, PSU	7 Years: 14 marks <b>Every additional year: 2 marks</b>	25
5	The firm having office Jammu.	Office in Jammu: 15 Marks	15
6	Number of years of existence of Firm	10 years: 14 marks <b>Every additional year: 1 marks</b>	20
	<b>Total</b>		<b>100</b>

**Evaluation:**

The Chartered Accountant Firms whose Technical & Financial Criteria Proposals score 70 marks or more out of 100 shall be eligible for financial evaluation.

- A. Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the Quality is 70(seventy) and the weight age for the 'Quoted' price is 30(thirty).
- B. A bid shall have to meet the Minimum Qualifying Marks of 70(Seventy) marks in 'Quality' Criteria. Bids not meeting the minimum qualifying marks in 'Quality' Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called 'Qualified Bids' and shall be eligible for financial evaluation of the bid.
- C. 'Qualified Bids' (meeting the minimum Qualifying Marks of in Quality Criteria) and conforming to the technical specifications, terms & conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation.
- D. To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted.
  - i) An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 70 (sixty) in "Quality" Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the quality of each bid:

B		$(C_{low}/C) * 100 * X + (T/Thigh) * 100 * Y$
Where,		
C		
$C_{low} =$		The lowest of the evaluated bid priced among the responsive bids.
$T =$		The Total Technical Score awarded to the bid.
$Thigh = X$		The technical score achieved by the Bid that was scored best among all responsive bids. 0.3 (The Weight age for "Quoted price" is 30%)
Y		0.7 (The Weight age for "Quality" is 70%)

**ANTI-COLLUSION CERTIFICATE**

(On the Letterhead of the Bidder )

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not, before the award of any contract for work.

1. Communicate to any person (outside this consortium, its professional and financial advisors, proposed financing banks and their professional and financial advisors) other than JKMSCL any commercial information.
2. Enter into any agreement or arrangement with any person (outside this consortium) that they shall restrain from bidding, that they shall withdraw and bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside this consortium for doing or having done or casting or having caused to be done in relation to any other Bid or proposed Bid or the Work, any act or thing of the sort described at (i) (a) or (b) above.

Dated

Name of the prospective Agency Person

Signature of the Designated



**Expression of Interest**

**(to be submitted on the bidder's letter head) (Format of Covering letter)**

**To  
Financial Advisor/CAO  
JKMSCL**

**Dear Sir,**

**Subject: "Compilation of Balance Sheets for the year 2023-24 and 2024-25 Ensuring Financial Compliance in JKMSCL".**

In response to your e-NIT published in (name of the newspaper/source) dated (date) we wish to express out interest in the above task and hereby submit our proposal.

We confirm that we have read the E-NIT document and are fully eligible to submit this proposal. In particular we confirm that:

(a) We have the capacity to mobilize dedicated personnel to perform the obligations under the contract within the stipulated time-frame.

We have paid the E-NIT Document charges of Rs. 1000/- (Rupees One Thousand only)

Vide \_\_\_\_\_

Declaration:

We hereby declare that:

- (1) Any information provided and statements made by us in this proposal are true and correct to the best of our knowledge and belief.
- (2) This proposal shall remain valid for a period of 90 days from the last date for submission.

I confirm that I have authority of **[insert Name of the CA firm]** to submit the proposal and to negotiate on its behalf

Yours Faithfully

Authorized Signatory

Name, Seal and Designation

**FORMAT FOR LETTER OF AUTHORISATION**

To,  
Financial Advisor/CAO,  
JKMSCL  
Friends Colony, Trikuta Nagar,  
Satyam Road, Jammu

Shri \_\_\_\_\_domiciled at \_\_\_\_\_

(Address), acting as \_\_\_\_\_

(Designation and name of the firm), and whose signature is attested below, is hereby authorized on behalf of to negotiate and settle terms and conditions, finalize, approve, sign and execute Agreements, Documents, Endorsements, Writings etc. as may be required by JKMSCL or any Governmental authority for the work of appointment of Chartered Accountants for "Compilation of Balance Sheets for the financial years 2023-24 and 2024-25 and Ensuring Financial Compliance in JKMSCL".

(Attested Signature of Shri \_\_\_\_\_

\_\_\_\_\_  
Name of the Designated Person

\_\_\_\_\_  
Signature of the authorized Person

\_\_\_\_\_  
Name of the Prospective Agency

**Format for Affidavit/ Undertaking**

To,  
Financial Advisor/CAO,  
JKMSCL  
Friends Colony, Trikuta Nagar,  
Satyam Road, Jammu

I/We \_\_\_\_\_ (Name and Designation) of  
\_\_\_\_\_ (Name of firm company) do solemnly affirm and  
certify that all the statements made in the annexure hereto are true and correct.

I, hereby undertake to provide / furnish any other information / particulars as may be  
required by JKMSCL

I, the undersigned, further agree and undertake to arrange and / or assist JKMSCL and/or  
its authorized representative in all respects, whatsoever, in conducting any enquiry or investigations  
for verification / authentication of the statements, documents submitted by us in connection with  
this application and to seek clarification from our bankers and clients regarding and financial,  
technical and managerial aspects).

I, further agree and undertake to authorize an individual or authorized representative of  
any institution referred to in the supporting information, to provide such information as may be  
deemed necessary and requested by you to verify the statement and information furnished in this  
application together with all Annexure or with regard to the resources, experience and competence  
of the Agency herein.

Signature (Authorized Signatory)

**Registration, Professional Experience & Financial Capacity**

1. Name of the Firm:
2. Reg. No of the Firm with ICAI:  
(Attach Copy of Firm Constitution Certificate as on 01.01.2022 by ICAI)
3. Reg. No of the Firm with CAG:  
(Attach Copy of Latest Empanelment Status)
4. Reg. No of the Firm with RBI (UCN):  
(Attach Copy of Registration Letter)
5. Year of Establishment of the Firm:
6. Details of Head Office & Branch Office(s)

**Head Office**

Address	Date of Establishment	Contact No(s)	E-mail

**Branch Offices**

S.no	Address	Date of Establishment	Contact No(s)	E-mail

(Attach Copy of Firm Card by ICAI)

## 7. Details of Experience

S.no	Name of the Project/ Govt. Deptt.	Year of work

Attach requisite Certificate/Orders

## 8. Details of Turnover of the Firm

S.no	Financial Year	Turnover	Average Turnover for 3 Years

(Attach Turnover Certificates)

## 9. Details of Government Assignments Executed / Received in Jammu and Kashmir during 01.01.2019 to 31.12.2022:

S.no	Name of the Government Deptt.	Nature of the Assignment	Awarded Value (Without Taxes)

Attach requisite Certificate/Orders

## 10. PAN of the firm:

(Attach Copy)

## 11. GSTIN of the firm:

(Attach latest Copy of Registration certificate and GSTR 3B for October, November and December)

## 12. Bank details of the firm:

Bank Name	
Branch and Address	

<b>Account Number</b>	
<b>IFSC of the branch</b>	
<b>Type of Account</b>	

13. We confirm that our firm is not blacklisted by the RBI / CAG / any Government Company or Department.
14. We confirm that the partners in the firm or their immediate relatives are not associated / related with the Councilors / employees of JKMSCL.
15. We confirm that we have not taken any deviation from the specified terms & conditions of the NIT documents. A copy of the complete NIT document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.

**Signature of Partner with  
Name & Seal of the audit firm**

**BID FORM**

Agencies are required to fill up all the blank spaces in this Bid Form.

To,  
Financial Advisor/CAO,  
JKMSCL  
Friends Colony, Trikuta Nagar,  
Satyam Road, Jammu.

Sub: - Invitation Letter No

Dear Sir,

The complete set of Tender Document, Pre Bid Minutes, Clarification, amendments, addendum etc. for the execution of the above contract, we the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the e. NIT

I/We agree that

The officer in-charge will be at liberty to take any action including termination of agreement and impose at his absolute discretion any penalties and/or reject the work.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (90 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, we agree to enter into formed contract agreement incorporation the conditions of contract there to annexed but until such agreement is prepared this together with JKMSCL written acceptance there and shall constitute a binding contract between us.

We understand that we have to follow the instruction of JKMSCL & their designated officers. If any during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**Signature of Authorized  
Signatory with Seal**

Details of partners of the firm

<b>S.no</b>	<b>Name of incumbent</b>	<b>Age</b>	<b>Professional Qualification (FCA/ACA/CISA/DISA)</b>	<b>Experience</b>	<b>Date since partner with the firm</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>2</b>					
<b>3</b>					
<b>4</b>					

**Annexure -8**

S.No	Description of Job	Price/Year	Tax %	GST Amt	Total Amount
1	2	3	4	5	6
1	Outsourcing of Accounting Services				
2	Filing of Monthly GST1, GSTR3B, GSTR7 and Income Tax TDS Returns in Form 24Q & 26Q, Filing of Annual GST Returns				
	Total 1+2				

**Note:** 1. Taxes have to be quoted specifically.  
2. In case rates in column 3 & 6 are same the bid shall be treated in valid and rejected.