



STANDARD BIDDING DOCUMENT (SBD)

FOR

"Appointment/Empanelment of Chartered Accountant Firm for carrying out the Tax Audit of JPDCL in accordance with the provisions of section 44AB of the Income Tax Act, 1961 for the Assessment Years relevant to the Financial Years 2019-20 to 2023-24, which may be further extended for a period of 1 year based on satisfactory performance"

e-NIT NO: 04 of 2024-25 DATED: - 23-11-2024

INSTRUCTION to BIDDERS

GENERAL

JPDCL was incorporated in the year 2013 under the Companies Act, 2013. The Objective of the Corporation is to undertake the business of distribution of energy and allied activities.

OBJECTIVE

JPDCL intends to Tender Bids and engage the services of a Chartered Accountant firm to carry out the Tax Audit of JPDCL in accordance with the provisions of section 44AB of the Income Tax Act, 1961.

SCOPE OF WORK

The Firm to be engaged will perform all audit and analysis and prepare necessary Audit reports and forms, including but not limited to Form 3CA/3CB and 3CD, to achieve satisfactorily the desired objective. The activities shall be carried out in due consultation with the office of the Financial Advisor & CAO, JPDCL who shall act as the Liaison / Nodal officers for facilitating the assignment in accordance with the foregoing requirements, the Scope/ Terms of Reference.

ELIGIBILITY CRITERIA:

Partnership Firms of Chartered Accountants, empaneled with CAG, and with past experience and Certificate of Practice from the Institute of Chartered Accountants of India (ICAI) scoring a minimum of 30 Marks as per the Technical Scoring Parameters shall be eligible.

SCORING PARAMETERS:

The Bidders would be evaluated on the following Technical Parameters (**60% Weightage**):

S No.	Parameters	Basis of Marks	Maximum Marks	Supporting Documents to be furnished
A	Techno - Commercial Weightage (60%)			
1	Completed years of Existence of CA Firm as on 31.03.2024	3 Mark for each year of existence.	21 Marks	ICAI Certificate
2	Number of Partners in CA Firm	3 Marks for Each FCA Partner and 2 Marks for Each ACA Partner.	10 Marks	ICAI Certificate
3	Firm having experience with Power Sector Companies	3 Marks for Each Assignment.	09 Marks	Letter of Appointment
4	Firm having provided Tax Consultancy to Government Organizations / PSUs in J&K	2 Marks for Each Assignment.	10 Marks	Letter of Appointment
5	Head Office / Branch Office of the CA Firm	10 Marks for Jammu District	10 Marks	Electricity Bill / Bank Statement with Address
	SUB-TOTAL "A"		60 Marks	
B	Financial Weightage (40%)			
1	Indicative Fee in Rs. _____ per annum as per Financial Bid		40 Marks	
	SUB-TOTAL "B"		40 Marks	
	G. TOTAL		100 Marks	

Bidders scoring a minimum of 30 Marks as per the Scoring Parameters in Techno-Commercial Weightage shall be considered eligible for opening of Financial Bid.

SELECTION OF SUCCESSFUL BIDDER

The CA firm found eligible as per the Scoring Parameters shall be declared eligible for opening of Financial Bids.

The Award of Contract shall be given to the Chartered Accountant firm scoring the highest **QCBS** Bid Score determined on the basis of scores obtained in Technical Parameters & the Financial Bid quoted by the CA Firm after assigning weightages of 60% to Technical Score and 40% to the Financial Bid for 1 year.

The CA firm found eligible as per the Scoring Parameters and scoring the maximum QCBS Bid Score shall be declared as the successful bidder. In case of tie for the Highest Score (H1), the successful bidder shall be selected among the H1 bidders in the following order of precedence:

- 1) Firm scoring the higher marks as per technical Scoring Parameters.
- 2) Firm having higher number of assignments of Power Sector in last 10 years
- 3) Firm having the higher number of years of existence.

QCBS EVALUATION

To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

- a. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 30 (thirty) in 'Technical Parameters', using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{low} / C) \times 100 \times X + (T / T_{high}) \times 100 \times Y$$

where

C = Evaluated Bid Price of the bidder

C_{low} = The lowest of the evaluated bid prices among the technically qualified bids

T = The total marks obtained by the bidder against Technical Parameters

T_{high} = The highest mark scored against Technical Parameters

X = 0.4 (The weightage for 'Quoted price' is 40 %)

Y = 0.6 (The weightage for 'Technical Parameters' is 60 %)

PRICE BASIS AND PAYMENTS

The rates Quoted by the bidder shall be as per Annexure-I inclusive of all charges and taxes, except GST if applicable, to carry out the work for each Financial Year and complete the assignment as per Scope of Work. The price basis shall be firm, with no escalation provision whatsoever for the 5 Financial Years from 2019-20 to 2023-24, or for the extended period of 1 more year.

The selected bidder shall not be paid anything over and above the quoted rates. The quoted rate shall be inclusive of all Travelling and Boarding charges towards execution of the assignment at the JPDCL office in Jammu.

In accordance with the Minimum Recommended Scale of Fees issued by the Institute of Chartered Accountants of India, an amount of **Rs. 30,000/- (Rupees Thirty thousand only)** shall be considered as the Minimum Fee for each Financial Year as required to be notified by the Institute of Chartered Accountants of India. Bidders quoting less than this amount shall be disqualified as per norms of ICAI and their Bids shall be considered unsuccessful.

The scope of work shall also include any services, which are required for completion of the assignment but are not specifically mentioned in the Terms of Reference, in order to ensure completeness of deliverables.

The Payment of the quoted price shall be released on the submission of the Deliverables, including the Form 3CD and the report thereon, on a Yearly basis.

PERFORMANCE SECURITY

The Successful Bidder shall be required to enter into an agreement with JPDCL towards time bound completion of the assignment. Cost of Agreement shall have to be borne by the successful bidder. Performance Security in the form of Bank Guarantee / Term Deposit pledged to the Managing Director, JPDCL, equivalent to 10% of the aggregate Fee for all the 5 Financial Years of the initial

engagement period shall have to be furnished upon execution of the agreement. The Performance Security shall be released within 30 days of the successful acceptance of the Deliverables for the last Financial Year of the engagement period.

COMPENSATION FOR DELAY

In the event of the Agency failing to adhere to the deliverables & timelines, JPDCL may without prejudice to any other right or remedy available may recover damages for breach of contract as follows:

- 1) An amount of 2% of the fee for 1 Financial Year shall be deducted for each week of delayed submission of the report at each instance.
- 2) The overall compensation for delay against delayed completion of work shall be limited to 10% of the total contract value.

OTHER TERMS OF APPOINTMENT

Confidentiality and non-disclosure:

The engaged firm shall maintain the confidentiality of the work being undertaken and shall not disclose any information to any other person other than the Authorized person at JPDCL Office;

The Firm shall ensure that the employees of his organization shall follow the policy of confidentiality and non-disclosure of information. The appointed bidder shall not sub-contract the work to any other firm or organization but shall carry out the work itself; Consortium bids will not be allowed;

The appointed bidder shall commence the Tax Audit work after the appointment procedure is completed by the Chairman Tender Opening Committee.

The bidder shall provide the undertakings that it is not blacklisted and no investigation is pending in any forum or no litigations is pending against the firm in any court of law or quasi-judicial body for non-performance of contract satisfactory.

Submission of Tax Audit Report:

The appointed bidder shall Collect information and conduct due diligence of records and finalize the methodology before the start of work. The work shall have to be undertaken at the JPDCL Office in Jammu.

The appointed bidder will be responsible for generating a draft Tax Audit report and making detailed deliberations on the subject matter as may be required. The final deliverable shall be the submission of the Tax Audit report on the Income Tax Portal, incorporating the change/modifications.

Deliverables and Timelines:

Post the date of the Letter of Award (LoA) to be issued by the MD, JPDCL, the Bidder shall be required to adhere to timelines and deliverables as per the following schedule:

Activity	Timeline
Tax Audit for FY 2019-20	Within 30 days of L.O.A
Tax Audit for FY 2020-21	Within 50 days of L.O.A
Tax Audit for FY 2021-22	Within 70 days of L.O.A
Tax Audit for FY 2022-23	Within 90 days of L.O.A
Tax Audit for FY 2023-24	Within 110 days of L.O.A

SUBMISSION OF BID

Bids are to be submitted through JKtenders.gov.in on or before 03.12.2024 up to at 1200hrs.

BID OPENING AND EVALUATION OF PROPOSALS

The bids will be opened online at JPDCL Office in Jammu. The "Technical Bid" will be opened online on 03.11.2024 at 1400 hrs. in the Office of Technical Officer to Managing Director, JPDCL in the presence of the authorized representatives of the agencies, who wish to be present.

The assignment will be awarded to the eligible bidder as per the scoring parameter in accordance with the Selection Process elaborated above.

JPDCL shall have the right to award the assignment to any bidder (at the price which is L-1) at its own discretion, which shall be binding on the bidders.

MANDATORY DOCUMENTS BE SUBMITTED THROUGH JKTENDERS.GOV.IN:

- 1) Certificate of Empanelment with CAG.
- 2) Certificate of Institute of Chartered Accountants of India with details of offices and Partners in CA firm.
- 3) Proof of Address of the Firm in Jammu Province, if present.
- 4) Letter of Appointments for Assignments in Power Sector of Government Departments / Corporations in the last 10 years (issued after 01.04.2014).
- 5) Letter of Appointments for Assignments of Tax Consultancy to Government Organizations / PSUs in J&K.
- 6) PAN of the Firm
- 7) GST Registration Certificate, if registered
- 8) Details of Bank Account of the Firm (Cancelled Cheque / Bank Statement)
- 9) Declaration for No Conflict of Interest (As per Annexure-II)

ANNEXURE-I

FINANCIAL BID PROPOSAL
(TO BE SUBMITTED ONLINE ONLY)

(40% Weightage)

<u>S. No.</u>	<u>Particulars</u>	<u>Fee Payable for each Financial Year* (In INR)</u>
1	Tax Audit of JPDCL in accordance with the provisions of section 44AB of the Income Tax Act, 1961 for the Assessment Years relevant to the Financial Years 2019-20 to 2023-24, which may be further extended for a period of 1 year based on satisfactory performance.	

* Amount to be quoted as Fee for One Financial Year inclusive of all expenses, charges and taxes, except for GST, if applicable.

ANNEXURE-II

DECLARATION FOR NO CONFLICT OF INTEREST

I, _____, in my capacity as _____, certify on behalf of _____ that as on date, no conflict of interest exists between the Partners of the firm or their immediate relatives with JPDCL or the parent department of JPDCL with respect to the nature of work we (CA Firm) are applying for and that during the assignment we will not undertake any assignment/work/job which may affect the interest of JPDCL.

Signature

Name

Designation

Stamp

Date

Place