



# **The Jammu & Kashmir Board of School Education**

Rehari Colony, Jammu-Tawi, 0191-2952684

Bemina Bye-Pass, Srinagar, 0194-2495106

## **Tender Document Invitation**

**of e-Proposal for**

**“Compilation of Balance Sheets for the Financial Years 2024-2025 to 2025-2026**

**AND**

**Ensuring Financial Compliance in J&K BOSE for the Financial Years 2025-2026 to 2026-2027**

**AND**

**Implementation of Double Entry Accounting System in J&K BOSE”**

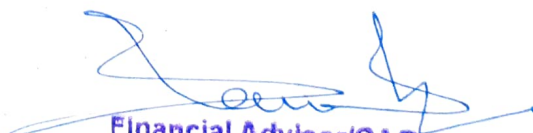
**Issued by:**

**JAMMU & KASHMIR BOARD OF SCHOOL EDUCATION**

**Rehari Colony, Jammu/Bemina Bye-Pass, Srinagar**

**Telephone: 0191-2952684, 0194-2495106**

***e-mail: [chiefaccountsofficer@jkbose.co.in](mailto:chiefaccountsofficer@jkbose.co.in)***

  
**Financial Advisor/CAO**  
**J&K Board of School Education**  
**Jammu/Srinagar**



# **The Jammu & Kashmir Board of School Education**

Rehari Colony, Jammu-Tawi, 0191-2952684

Bemina Bye-Pass, Srinagar, 0194-2495106

## Notice inviting e-tender

**e-NIT No. 08 of 2025**

For and on behalf of the J&K BOSE through its Secretary, Online tenders/bids from the registered Chartered Accountant/Cost Accounting Firms as per prescribed formats contained in the tender document for the following works are invited:-

1. **"Compilation of Balance Sheets for the Financial Years 2024-2025 & 2025-2026**  
**AND**
2. **Ensuring Financial Compliance in J&K BOSE for the Financial Years 2025-2026 to 2026-2027**  
**AND**
3. **Implementation of Double Entry Accounting System in J&K BOSE"**

### Critical Dates

Bid Publish Date	04-08-2025
Document Download Start Date	04-08-2025
EMD Payment Start Date	05-08-2025
Bid Submission Start Date	05-08-2025
EMD payment end date	26-08-2025
Bid Submission End Date	26-08-2025

Note: The EMD and Tender fees in original must reach the office of the Chief Accounts Officer, J&K Board of School Education Rehari Colony Jammu/ Bemina Srinagar by or before the EMD payment end date.

The online tenders along with the scanned copy of tender fee should be uploaded on or before 26-08-2025, 17:00 Hrs. The cost of tender documents shall be **Rs. 1180/- (One Thousand One Hundred and Eighty Only) which includes GST@18% (Non-refundable)** in the form of Demand Draft in favour of Chairman, J&K Board of School Education Jammu, payable at Srinagar/Jammu. The original instruments may be submitted in the office of Secretary, BOSE, Jammu by L-1 bidder only after opening of financial bid. The tender fee shall be pledged to the Chairman, J&K BOSE, Jammu/Srinagar. Other details and terms/conditions are contained in the e-NIT document and can be downloaded from the [www.jktenders.gov.in](http://www.jktenders.gov.in) or can also be viewed on [www.jkbose.nic.in](http://www.jkbose.nic.in).

1. Cost of Tender of **Rs. 1180/- (One Thousand One Hundred and Eighty Only) which includes GST@18% (Non-refundable)**. Proof of Payment is to be submitted along with the Technical Bid.
2. Last date for uploading of bids in Electronic Format as well as submission of Hard Copy of the Tender Document will be 26-08-2025.
3. The original bid instruments along with original documents (those have been uploaded online)

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and **Tender Document Fee** in the shape of **Demand Draft** & **Earnest Money Deposit** in the shape of CDR/FDR pledged to **Chairman, J&K Board of School Education** must be submitted in the office of the **Secretary, J&K BoSE at Jammu** by registered post/speed post/courier/by hand so as to reach this office by or before the specified date and time, failing which the bid shall be treated as non-responsive out rightly.

4. The technical bid shall be opened on 28-08-2025 at **2:00 PM** or any other date convenient to J&K BOSE in the office of Tender Inviting Authority in presence of Tenderer or any other person authorized by them who may like to be present.
5. All queries relating to tender may be sent by email to [secretary@jkbose.co.in](mailto:secretary@jkbose.co.in)

**No: 08/CAO/J&K BoSE of 2025**

**Dated: 04-08-2025**

**Chief Accounts Officer  
J&K BoSE**

## **Copy to the:**

1. *Chairman, J&K Board of School Education for inf.*
2. *Joint Secretary (P&P), J&K Board of School Education for inf.*
3. *Financial Advisor/CAO, J&K Board of School Education for inf. and n/a.*
4. *Accounts Officer JD/KD, J&K Board of School Education for information.*

**Financial Advisor/CAO  
J&K Board of School Education  
Jammu/Srinagar**





## **INTRODUCTION**

The Jammu and Kashmir Board of School Education is an autonomous body with one Central Office, two Divisional Offices at Srinagar & Jammu, 20 Sub-offices at District Headquarters besides 24 Branch Offices too. The J&K BoSE intends to reform the present Accounting System by introducing Double Entry Accounting System (DEAS).

The new accounting system will conform to the standard practices being followed in Autonomous bodies and adhering to parameters laid down in organization, besides complying with the provisions of General Financial Rules for Autonomous Institutions so as to have a robust mechanism. It is mandatory to maintain accounting system as per DEAS, as such there is a need to update and extend the DEAS in normal course of its accounting process. There is also need to provide comprehensive training especially on the job training to J&K BOSE staff, so that the new Accounting System is adopted.

However, it has been revealed from the past experience that until the entire Accounting System does not shift to computerized accounting with the help of J&K BoSE's own staff, same cannot be sustained. The manual accounting is required to stop from the day of finalization of the contract. In this contest, J&K BOSE has called for this RFP for selection of suitable Firm of Chartered Accountants/Cost Accountants, (here in after called as agency) who can compile the existing accounting transactions in the form of Annual Financial Statements, document the Accounting process of the J&K BOSE, design the road map for computerization of its Accounting process and implement automated double entry accounting system with complete integration and ensuring financial compliance to relevant statutes/ provisions of law (more specifically taxation laws).

Further, as the existing accounting system is not in a good shape, the agency will be required to support the existing finance and accounting system and support the existing team in day-to-day accounting and reporting mechanism. The agency will have to analyze all functions related to Routine accounting and Finance Management under the overall supervision of the Secretary of the J&K Board of School Education.

The selected Chartered Accountant/Cost Accounting firm shall also consolidate, finalize and audit the Annual Accounts of J&K BoSE besides ensuring financial compliances by way of filing of GST and Income Tax returns on behalf of J&K BoSE.

  
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**Scope of Work:**

- The Agency(s) shall be responsible for monitoring of timely preparation and scrutiny of financial Accounts. The agency has to get prepared final balance sheet of the years mentioned above along with the Reports and necessary Schedules. The agency/Firm has to visit J&K BOSE offices situated at Srinagar and Jammu & if need be also at the sub-offices in accordance with the Agreement/Scope of Work. The detailed scope of work & Term of Reference as specified at in the bid document.

The role and scope of Firm/Agency is to ensure that all transaction accounting process, period end procedures are being complied; along with maintenance of subsidiary registers and books of accounts. Scope has been bifurcated further as below: Guidance in maintenance of existing finance and accounting system, preparation of Financial Statements, necessary report and compilation of information as per requirement of J&K BOSE and as per the Standard Accounting Principles of GFR. The indicative area is as follows:

- I. Preparation, Compilation and Finalization of Accounts and timely preparation of Financial Statements for the Financial Years 2024-25 and 2025-26 and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountancy of India (ICAI) and guidelines, as also in compliance to GFR, 2017.
- II. To conduct internal Audit of all Offices of J&K BoSE and compile, consolidate and finalize their Accounts for above mentioned years and submit the Audited report with finding and due recommendations for future compliance.
- III. To conduct the Internal Audit, the record of Branch/Sub-Offices of Jammu Division shall be provided to the Firm at Divisional Office, Jammu and Branch/Sub-Offices of Kashmir Division shall be provided to the Firm at Divisional Office, Srinagar. However where-ever necessary the Chartered/Cost Accountant shall have to personally visit the Sub/Branch office only after due authorization and approval from the Secretary/Chairman. For such visits, the travelling expenses shall be paid as per SRO-458 dated: 24-10-2013 as applicable in respect of Class-III Officer (Grade Pay Rs 5400/- to Rs 6600/-).
- IV. Preparation of Balance Sheets, Receipt and Payment Accounts, Income & Expenditure account along with their relevant schedules and notes to accounts.
- V. The Audit report and Balance Sheet of Financial year 2024-25 along with compiled, reconciled and finalized Accounts shall be submitted by or before 31<sup>st</sup> of July, 2025 whereas Balance sheet along with Audit Report for F.Y 2025-26 shall be submitted by or before 31<sup>st</sup> July, 2026. Same



procedure shall be followed in case of extension of the Agreement.

- VI. Filing of Monthly/Quarterly/Annual Returns under GST Act, 2017 and Income Tax Act, 1961 and ensuring Financial Compliances.
- VII. Consultancy in Finance and Accounts for implementing Double Entry Accounting System by J&K BOSE, complete digitization of record and time bound implementation/shift to Double Entry Accounting System.
- a) *Developing and suggesting a suitable mechanism for J&K BOSE keeping in view the nature of work and size of the organization.*
- b) *Providing guidance to the J&K BOSE teams to work on Tally/or any other accounting software independently or customized to specific requirement of BOSE.*
- c) *Financial Evaluation of Tenders/Contracts etc.*
- VIII. Appearance before Tax Authorities and filing of replies in connection with the notices/appellate proceedings or any other legal matters on behalf of Jammu & Kashmir Board of School Education.
- IX. Based on performance of the selected firm, the term could be considered for extension by another one year, with the approval of the Chairman and Secretary, J&K BoSE.

  
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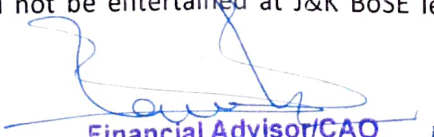
 





**Instructions to Bidder Regarding e-Tender Process:**

1. The interested bidder can download e-NIT/bidding document from the website <http://iktenders.gov.in>. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online bidding. The bidders, who already possess valid (DSC) "Digital Signature Certificate", need not to procure new DSC.
2. The bids shall be deposited in electronic format on the website from 05-08-2025 to 26-08-2025. The bids received will be opened at 2 PM on 28-08-2025 online.
3. Technical/Financial bids of bidders shall be opened online in the office of the Secretary, J&K BOSE, Jammu.
4. The hard copy of the original instruments in respect of technical bid documents must be delivered in the office of the Secretary, J&K BOSE, Jammu on or before 26-08-2025.
5. The Technical proposal/bids shall be opened on 28-08-2025 at 2 PM (if possible) in the presence of the Agency(s), who may like to be present in J&K BoSE office.
6. The bid for the work shall remain open for acceptance for a period of 90 days from the date of opening of bids.
7. The proposal document envelop shall be accompanied by ***Earnest Money Deposit in the form of CDR/FDR pledged to Chairman, J&K BoSE for Rs. 20,000/- (Rupees Twenty Thousand only). The Agency will pay Earnest Money Deposit only in the form of CDR/FDR issued in favour of Chairman, J&K Board of School Education, Jammu. Earnest money in any other form other than specified above shall not be accepted.***
8. Firm Constitution Certificate issued by ICAI (Institute of Chartered Accountancy of India), PAN Card, GST Registration shall be attached with the bid document.
9. List of proforma as copies of concerned prior experience (if any). Attested copies of work orders issued by Government Agencies/Departments/Corporations, shall be attached as supporting documents. ***Orders by private Individuals/organizations shall not be accepted.***
10. Agency shall show his financial capability with required documents. The details of which shall be declared in the Annexure. The Agency failing to submit/furnish these details may be outrightly disqualified and no dispute there of shall be entertained at any time. Any telephonic call or personal meeting will not be entertained at J&K BoSE level other than the concern nominated authority.

  
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11. Submission of a proposal document by an Agency shall mean that he/she has read this notice and proposal documents and has made himself/herself aware of the scope and terms and conditions of the work to be done etc. that may be required by him in carrying out the work, local conditions, laws and regulations of J&K BoSE and other factors influence on the execution of the service so proposed.
12. The proposal shall be prima-facie rejected if the Agency DOES NOT:
  - a) Upload and submit the tender by or before the stipulated date and time.
  - b) Attach the required documents.
  - c) Put the signatures/initials on all pages of Tender Documents.
13. The successful agency shall be required to enter into agreement with J&K BoSE after the letter of intent is issued & work order will follow after execution of agreement. The expenditure on formulation/paperwork for agreement shall be borne by the agency.
14. Financial bid will be opened in the office of Secretary, J&K BoSE, Jammu. If the office happens to be closed on the date of bid as specified, the bid will be opened on the next working day at the same time and venue.
15. The rates to be quoted should be inclusive of all taxes.
16. All the disputed shall be subject to the jurisdiction of the Courts within the Courts situated in the J&K only.
17. Other details can be seen in the bidding documents from the "Downloads" option as well as "Bidder Manual Kit" on website: <http://jktenders.gov.in>
18. Bidders are advised to use "My Documents" area in their users on e-tendering portal to store important documents.
19. Bidders are advised to scan their documents at 100 DPI (Dots Per Inch) resolution with black and white, JPEG's can properly convert scanned images to PDF.
20. Penalty: Failure of successful tenderer on account of improper specifications/non-sticking to time limit & non-adherence to terms & conditions shall render him liable to action under laws in addition to penalties imposed by the J&K BoSE.
21. The Central Purchase Committee (CPC) or designated Authority reserves the right to open or not to open all tender documents or reject all tenders without assigning any reason thereof.
22. The Central Purchase Committee (CPC) or designated Authority, may nominate any person/persons to evaluate the tender documents submitted by the agencies.
23. The successful bidder shall have to deposit/submit performance security @10% of the

*[Signature]*  
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financial quote so quoted by the bidder. The performance security is to be furnished before the execution of the contract and immediately (within seven days of the issuance of Letter of Intent/Award).

### **Minimum Quote for Professional Fee:-**

The professional fee for the assignment shall be as quoted by the Bidder online in the Bill of Quantities as per Annexure 1 attached.

S. No.	Description of Work	Minimum Fee (Inclusive of Taxes)
1	Compilation of Balance Sheet For Financial Year: 2024-25 and 2025-26 and Internal Audit.	Rs.1,00,000/- per Financial year
2	Ensuing Financial Compliance in J&K BOSE for Financial Year: 2025-26, 2026-27	Rs 15,000 per QTR
3	Implementation of Double Accounting Systems and periodical review /assessment after every three months	Shall be payable to the Agency after successful implementation and shift to Double Accounting System Rs. 50,000 Lump sum till 2026-27.

### **Qualification Criteria and Evaluation**

Agency's eligibility for qualifying the bid requirement will be evaluated based on the following parameters and marking pattern.

1. Financial Criteria and 2) Technical Criteria

#### **Financial Criteria**

1. The average annual turnover of last three years should not be less than Rs. 25.00 Lakhs. For removal of doubts, the amounts appearing at the Credit side of the Profit & Loss / Income & Expenditure Account, except Interest Income, shall be considered for calculation of Annual Turnover.
2. The Firm should have executed/received Government Assignments (Except Banks) with their place of execution in Jammu and Kashmir aggregating not less than Rs. 10/-Lakhs during the Financial year 2021-22 to 2024-25. For removal of doubts, the Basic Value of the Awarded Amount (Excluding Taxes) shall be considered for evaluation of the Criteria.

or

A Firm should have Registered Head Office in J&K.

  
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## **Technical Criteria:**


The Chartered Accountant/Cost Accounting firm should fulfill the following eligibility criteria:-

1. Firm should be a partnership firm/LLP and in continuous existence for a period of at least 10 years as on 1st January 2025 since its registration with the Institute of Chartered Accountants of India (ICAI), New Delhi.
2. Firm should be empanelled with Comptroller and Auditor General of India and Reserve Bank of India.
3. Firm should have at least 2 Chartered Accountant Partners, one of whom should be CA/FCA should have a standing of 5 years or more in practice and 10 audit assistants/audit staff including minimum number of articled assistants (if any) as given by the Institute of Chartered Accountants.
4. Firm must have experience of working for Govt. Departments, Govt. aided Projects and Educational Institutions of Government.
5. The firm should have their functional office either in Srinagar or Jammu jurisdiction.
6. Firm's average annual turnover for the last 3 financial years should be Rs. 25.00 lakhs or more.
7. Firm should not have been debarred by RBI or any other Statutory/Regulatory Authority. A self-declaration to this effect shall be submitted by the tenderer on non-Juridical Stamp Paper (e-Stamp) of Rs.100 along with tender documents.
8. No disciplinary action should have been taken or pending with the Institute of Chartered Accountants of India, against the firm or any of its partners or employees.
9. The Agency should have the qualified staff to work on Tally Software/any customize software for Accounting. Agency has to submit the details of staff with their qualification.
10. Firm/Agency must have an office situated within the vicinity of Jammu District/Srinagar District for a continuous period of 3 years as on 01.01.2025. This is for coordination and successful completion of the Assignment in time bound manner (**Confirmatory document in the form of Rent Deed /Utility Bill /Tax Registration to be attached without fail**)

## **Evaluation:**

The Chartered Accountant/Cost Accounting Firms meeting the Financial and Technical criteria shall be evaluated for financial bid. In case of tie in Financial bid, preference would be given to:-

1. Firm having maximum number of years of similar assignments of Compilation of Financial Statements for Govt. aided Projects/Departments/Corporations.
2. Firm having maximum number of years of similar assignments of Financial Compliance in Government Departments/projects/Corporations.

  
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**Terms & Conditions:**

**1. Dispute Resolutions (Arbitration):**

Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to CPC or Designated Officer. After referring to CPC or Designated Officer, the decision of CPC/Designated Officer if not acceptable to any party shall be placed before the Chairman, J&K BoSE who shall act as an Arbitrator to sort out the dispute. If the decision of the Arbitrator is not acceptable to any of the party, the same shall be referred to the court subject to Jurisdiction of Jammu/Srinagar only.

**2. Indemnification:**

Agency shall indemnify J&K BoSE against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the agency in connection with the performance of its obligations under this contract.

**3. Confidentiality:**

The Firm shall ensure and undertake that the record of the J&K BoSE, and any information generated from the records provided shall not be used for any other purposes. The firms will not leak any data/information. If found so, all payments will be withheld and firm will be blacklisted. Besides that legal action as warranted under rules will be initiated against the firm.

**4. Bar on Transfer/Sub-letting:**

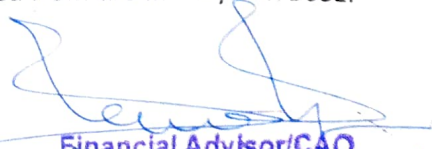
The successful bidder shall not sublet, transfer or assign the contract or any part thereof to any other person/firm/consultant company/organization at any cost.

**5. Availability of Record:**

The JKBoSE shall provide the Budget estimates for the financial year for which balance sheet is to be prepared. Additional record, if any required for Audit or for other references can be seen during office hours on any working day.

**6. Penalty Provision:**

If there is an unjustified delay in successful completion of the assigned job by the firm, then the penalty @ Rs. 100/- per day will be imposed upon the firm by J&K BoSE. Besides that, fine or late fee deposited by the JKBoSE to any Authority/Agency due to delay attributed to the Firm shall be deducted or charged from the firm by J&K BoSE.

  
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**7. Organizational set-up:**

Agency shall have the requisite organizational set up for carry out the work. The agency has to perform the work as per the scope of work specified in this bid document.

**8. TERMINATION:**

- a) The J&K BoSE is at liberty to terminate the contract at their sole discretion by giving **ONE MONTH** prior notice to the opposite party/firm in advance and in such a situation, the contract between the parties shall be deemed to have come to an end.
- b) If the firm performance is evaluated as improper and not confirming to expected standards and expectations, the J&K BoSE reserves its right to terminate the contract without any notice and also forfeiting all payments including Performance Security.
- c) If the firm is found to violate any term and condition laid down in contract, e-NIT, the J&K BoSE reserves the right to terminate the contract forthwith without notice.

**Self Declaration that the firm is not Blacklisted and no Criminal proceedings are there.**

  
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## **FORM FOR QUOTING FINANCIAL BID**

Agency should submit the FINANCIAL BID ONLINE ONLY

FINANCIAL BID

BOQ

### **Annexure-1**


Compilation of Balance Sheet for Financial Years 2024-2025 & 2025-26 and Financial Compliance for the Financial Years 2025-26 & 2026-27 in J&K Board of School Education, Jammu/Srinagar

Description	Total Quoted rates for the assignment (to be quoted online only, which shall be Inclusive of all Taxes)
Compilation of Balance Sheet for Financial Year 2024-25 & 2025-26	
Ensuring Financial Compliance In J&K BOSE for Year 2025-26 & 2026-27	
Double Entry Accounting System Implementation including training to about 25 persons at Division Office Jammu and Srinagar each	
Total Rate in Figures	
Total Rate in Words	

The rates are inclusive of all expenses & overhead and Taxes.

**Name & Signatures of Authorized Person:**

*Note: The agency shall submit the financial bid/rates through online mode only in the BOQ which shall be available online on the said portal ([www.jktenders.gov.in](http://www.jktenders.gov.in)).*

  
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Annexure-2

## **Expression of Interest**

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

To

The Secretary  
J&K Board of School Education

Dear Sir,

**Sub: Compilation of Balance Sheets for the year 2024-2025 and 2025-2026 Ensuring Financial Compliance in J&K Board of School Education.**

In response to your e-NIT published in (name of the news paper/source) dated (date) we wish to express our 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 mobilized educated personnel to perform the obligations under the contract within the stipulated time-frame.

We have paid the E-NIT Document charges of Rs.1180/- (Rupees One Thousand one hundred & eighty Only) vide\_\_\_\_\_.

In respect of the above, EMD for Rs. 20,000/- (Rupees Twenty Thousand Only) in the shape of CDR/FDR enclosed, which has been detailed as follows:

Name of the Bank	CDR/FDR	Date	Amount in Rs.

### **Declaration:**

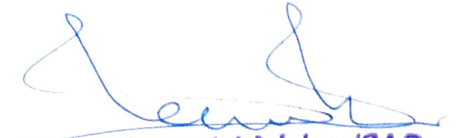
We hereby declare that:

- (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

  
Financial Advisor/CAO  
J&K Board of School Education  
Jammu/Srinagar





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## **ANNEXURE-3**

### **FORMAT FOR LETTER OF AUTHORISATION**

To

The Secretary,  
J&K Board of School Education  
Rehari Colony, 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 J&K BOSE or any Governmental authority for the work of appointment of Chartered  
Accountants for Compilation of Balance Sheets for the financial years 2024-2025 & 2025-2026 and  
Ensuring Financial Compliance in J&K Board of School Education.

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

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

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

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

  
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## **ANNEXURE-4**

### **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 01.01.2021 by ICAI)
3. Reg. No of the Firm with CAG:  
(Attach Copy of Latest Empanelment Status)
4. Reg. No of the Firm with RB(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)

  
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1. Details of Experience of Compilation of Balance Sheets of Govt. Aided Projects /Departments/Autonomous Bodies: (If Any)

S. No	Name of the Project/Municipal Corporation /Government Department	Year of Work

(Attach Letter of Award/Appointment Letter /Work Order from Project/Government Department/Municipal Corporation)

2. Details of Experience of Financial Compliance in Govt. Aided Projects/Departments/Municipal Corporations: (If Any)

S. No	Name of the Project/Municipal Corporation /Government Department	Year of Assignment

(Attach Letter of Award/Appointment Letter/Work Order from Project/Government Department/Municipal Corporation)

3. Details of Turnover of the Firm:

S. No	Financial Year	Turnover	Average Turnover for 3 Years
	2021-22		
	2022-23		
	2023-24		

(Attach Audited Financial Statements)

- 4.Details of Government Assignments Executed/Received in Jammu and Kashmir during the following financial years:

S. No	Financial year	Name of the Government Department	Nature of the Assignment	Awarded Value (Without Taxes)
1.	2021-22			
2.	2022-23			
3.	2023-24			

  
Financial Advisor/CAO  
J&K Board of School Education  
Jammu/Srinagar





## **The Jammu & Kashmir Board of School Education**

Rehari Colony, Jammu-Tawi, 0191-2952684

Bemina Bye-Pass, Srinagar, 0194-2495106

5. PAN of the firm:

(Attach Copy)

6. GSTIN of the firm:

(Attach Copy of Registration certificate and GSTR3B for October, November and December, 2024)

7. Bank details of the firm:

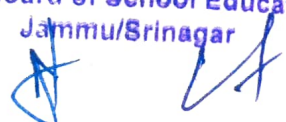
Bank Name	
Branch and Address	
Account Number	
IFSC of the branch	
Type of Account	

8. We confirm that our firm is not blacklisted by the RBI/CAG/any Government Company or Department.

9. We confirm that the partners in the firm or their immediate relatives are not associated / related with the Councilors/employees of J&K Board of School Education.

10. 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**

  
**Financial Advisor/CAO**  
**J&K Board of School Education**  
**Jammu/Srinagar**  




# **The Jammu & Kashmir Board of School Education**

Rehari Colony, Jammu-Tawi, 0191-2952684

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## **ANNEXURE-5**

### **BID FORM**

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

To

The Secretary,  
J&K Board of School Education

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 above set of documents for the EOI in separate sealed Envelope. 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 form contract agreement incorporating the conditions of contract there to annexed but until such agreement is prepared this together with J&K BOSE written acceptance here and shall constitute a binding contract between us.

We understand that we have to follow the instruction of J&K BOSE & 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 of the Firm**

  
Financial Advisor/CAO  
J&K Board of School Education  
Jammu/Srinagar



# **The Jammu & Kashmir Board of School Education**

Rehari Colony, Jammu-Tawi, 0191-2952684

Bemina Bye-Pass, Srinagar, 0194-2495106

## **ANNEXURE-6**

### **(A) DETAILS OF PARTNERS IN THE FIRM:**


S.No	Name of incumbent	Age	Professional Qualifications (FCA/ACA) (CISA/DISA)	Experience	Date Since Partner with the Firm
	1	2	3	4	5
1					
2					
3					
4					
5					

### **(B) DETAILS OF FULL TIME CA EMPLOYEES IN THE FIRM:**

S.No	Name of incumbent	Age	Professional Qualifications (FCA/ACA) (CISA/DISA)	Experience	Date Since Employed with the Firm
	1	2	3	4	5
1					
2					
3					
4					
5					

### **(C) DETAILS OF KEY PERSONNEL PROPOSED FOR THE PROJECT**

S.No	Name of incumbent	Age	Professional Qualification	Total Experience	Date Since associated with the Firm	Training
	1	2	3	4	5	6
1						
2						
3						

  
Financial Advisor/CAO  
JSK Board of School Education  
Jammu/Srinagar