

**Government of Jammu & Kashmir**  
**Office of the Mission Directorate, Jal Jeevan Mission, J&K**

Civil Secretariat, Jammu/Srinagar email id: [mdjjmjk@gmail.com](mailto:mdjjmjk@gmail.com)/

[jaljeevanmissionac@gmail.com](mailto:jaljeevanmissionac@gmail.com)

**E - Tender Notice: No. 04 of 08/2025**

**Dated 12-08-2025**

For and on behalf of the Lieutenant Governor of Union Territory of Jammu & Kashmir, online bid(s) in double cover system are invited from reputed and experienced CAG empanelled Chartered Accountant Firms to undertake Internal Audit and Financial Consultancy services of Mission Directorate and PHE Divisions of Jal Shakti Department, Govt of J&K under Jal Jeevan Mission for the financial year 2024-25. The objective is to ensure proper financial management, accountability, and transparency in the implementation of the Jal Jeevan Mission at various levels in the Union Territory of Jammu and Kashmir as per detailed Scope of Work and Terms & Conditions mentioned in the Standard Bid Document (SBD) for the period of one year.

S. No.	Name of Job/work	Cost of EMD	Cost of Tender document (in Rs)	Remarks
1.	Selection of CAG Empanelled chartered Accountant Firm for engagement as Statutory Auditor of Mission Directorate and PHE Divisions (Civil/Mechanical) of Jal Shakti Department, Implementing Jal Jeevan Mission in the UT of J&K for the Financial Year 2024-25	25000/=	500/=	Earnest Money Deposit is exempted for Micro and Small Enterprises. However, in support of the same, they shall upload UDYAM Registration Certificate as a proof of being MSE, otherwise their bids shall be rejected.

Instruction/ Terms & Conditions:

**a. Evaluation of Proposal - Eligibility Criteria**

The Bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/ information as specified below.

S. No.	Eligibility Criteria	Documents to be furnished along with the pre-qualification proposal
<b>1</b>	The Bidder must be registered with The Institute of Chartered Accountants of India (ICAI) having certificate of practice to work as Chartered Accountant for the year being audited.	Registration Certificate of ICAI / Firm Registration Certificate/ Empanelment certificate for the year being audited. <b>(Details to be furnished in Form 1).</b>
<b>2</b>	The Bidders must be empaneled with Comptroller & Auditor General (CAG) of India for FY 2024-25 & 2025-26.	Copy of CAG empaneled Certificate for the years 2024-25 & 2025-26.
<b>3</b>	The average annual turnover of last 3 (three) Financial Years of the Bidder i.e. 2021-22, 2022-23 and 2023-24 must be more than <b>Rs 40.00 Lacs</b> .	Details to be furnished in <b>FORM - 2</b> with copies of Audited Balance Sheet / Profit Loss Account for the relevant Financial Years.
<b>4</b>	The Bidder should have minimum work experience of more than 5 years as on the 31.03.2025	Details to be furnished in <b>FORM - 3</b> with copies of concerned work order from the client
<b>5</b>	The Bidder should have at least a Head/Branch Office in J&K.	Proof of existence of Head/Branch Office with its Registration with ICAI to be submitted.

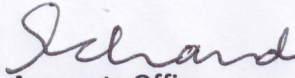
1. The bidder must possess a valid GST Registration, PAN etc
2. The bidding documents consisting of qualifying information, eligibility criteria, technical specifications, bill of quantities [B.O.Q.] set of terms and conditions of contract and other details can be seen/downloaded from the website [jktenders.gov.in](http://jktenders.gov.in) as per schedule of dates given hereunder:



1. <b>Date of Issue of Tender Notice</b>	13-08-2025
2. <b>Date of Publishing</b>	13-08-2025
3. <b>Period of downloading of bidding documents</b>	14-08-2025
4. <b>Bid Submission Start date</b>	14-08-2025
5. <b>Bid Submission End date</b>	03-09-2025 (06:00 pm)
6. <b>Date and time of opening of bids [online]</b>	04-09-2025(11:00 am)

3. Bid must be accompanied with cost of tender documents in shape of **TREASURY CHALLAN against Govt. account under Major Head 0215** favouring Accounts Officer, Mission Directorate, Jal Jeevan Mission J&K.
4. All Bidders have to upload scanned copy of Earnest money deposit (EMD) in shape of CDR/FDR/BG pledged to Accounts Officer, Mission Directorate, Jal Jeevan Mission J&K. (except Micro and Small Enterprises). Bidders who fall under Micro and Small Enterprises shall upload UDYAM Registration Certificate)
5. The date and time of opening of Financial Bid shall be notified on website [jktenders.gov.in](http://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 on-line in the office of Accounts Officer, Mission Directorate, Jal Jeevan Mission J&K.
6. The department reserves the right to accept or reject any or all tenders without assigning any reason thereof.
7. No conditional tenders shall be accepted and such tenders are liable to be rejected even if rates quoted are the lowest.
8. 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 Vendor.
9. The bidder should not have got blacklisted by any Govt agency and shall furnish an undertaking regarding the same.
10. The bidder must furnish an undertaking that he has never been bankrupt.
11. All other terms, conditions are as per the PWD form-25 (Double agreement form)/ Master NIT.

No. TA/JJM-J/2025-26/427-433  
Dated: 12 /08/2025

  
Accounts Officer  
Jal Jeevan Mission  
J&K

**Copy to the:**

1. Technical Advisor, Jal Jeevan Mission Jammu/ Kashmir, for information.
2. The Joint Director Information Department, Jammu/ Srinagar, for inf. and necessary action. It is requested that the gist of this Tender Notice may kindly be got published in at least two leading newspapers/broadcasted in Air, for its wide publicity.
3. SDEO Jal Jeevan Mission for information.
4. PA to Mission Director Jal Jeevan Mission J&K UT for information of the MD JJM.
5. Office file.

# BID DOCUMENT

Selection of CAG Empanelled Chartered Accountant Firm for engagement as Statutory Auditor of Mission Directorate and PHE Divisions (Civil/Mechanical) of Jal Shakti Department, Implementing Jeevan Mission in the UT of J&K for the financial Year 2024-25

Jal Jeevan Mission, J&K (JJM, J&K)

Jal Bhawan, Narwal, Jammu - 180001



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## 1. Invitation for Proposal

### 1.1 Background:

The Government of UT of J&K has set up a Mission Directorate, in the Jal Shakti Department for the purpose of implementation of Jal Jeevan Mission in the Union Territory.

### 1.2 Requirement & Status of Books of Accounts of Jal Jeevan Mission (JJM), J&K

#### 1.2.1 Books of Accounts of JJM

Status of Books of Accounts for the Financial Year 2024-25:

The Books of Accounts for F.Y: 2024-25 are maintained on a daily basis both manually and in SNA-PFMS. The Statutory Audit has been completed up to Financial Year 2023-24.

### 1.3 Invitation for Requests for Proposal (RFP):

Mission Directorate, Jal Jeevan Mission, J&K, proposes to engage CAG empaneled Chartered Accountant (CA) firms as Statutory Auditors to examine the Books of Accounts and related documents and records of JJM, J&K for the Financial Year 2024-25, the details of which are available at **Annexure-A** of this RFP. Under this assignment, this directorate now invites proposals, complete in all respect, from the CAG empaneled CA firms to accomplish the above assignment. The Audit shall be physically conducted in the office premises of the respective Divisions and audit of Mission Directorate shall be conducted in its office premises at Jammu/Srinagar.

### 1.4 The Audit Fees:

The budget for the Audit Fees to be paid to the successful Bidder on completion of Audit of JJM, is as follows:

- Mission Directorate: Rs. 18000/- (Rupees Eighteen Thousand only)
- Each PHE Division (Civil/Mechanical): Rs. 18000/- (Rupees Eighteen Thousand only)

This amount is Inclusive of all taxes.

## 1.5 DISCLAIMER

1.5.1 The information contained in this Request for Proposal Document (hereinafter known as "BID DOCUMENT Document") or subsequently provided to Bidders in documentary form by or on behalf of Jal Jeevan Mission, J&K or any of their representatives, employees, or advisors (collectively referred to as "Representatives"), is provided to Bidder(s) on the terms and conditions set out in this BID Document and any other terms and conditions subject to which such information is provided.

1.5.2 This BID Document is not an agreement and is not an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal ("Bid"). The purpose of this BID Document is to provide the Bidder with information to assist the formulation of their Proposal. This BID Document does not purport to contain all the information each Bidder may require. This BID Document may not be appropriate for all persons, and it is not possible for JJM, J&K Representatives to consider the investment objectives, financial situation and needs of each party who reads or uses this BID Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this BID Document and wherever necessary, obtain independent advice from appropriate sources.

1.5.3 The Representatives make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the BID Document.

1.5.4 The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this BID Document.

## 2. Instructions to Bidders

### 2.1 Definitions

- i. **"Applicable Laws" means** all laws, promulgated or brought into force and effect by the Government of UT of J&K or the Government of India including rules and regulations made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement.
- ii. **"Accounting Year" means** the Financial Year commencing from 1st April of any calendar year and ending on 31st March of the next calendar year.
- iii. **"C & A G" means** Comptroller and Auditor of General of India.
- iv. **"Chartered Accountants" means** Firm of Chartered Accountants as under the Chartered Accountants Act, 1949 (Act No. XXXVI 11 of 1949) registered with the ICAI (Institute of Chartered Accountants of India)
- v. **"Firm" means** Firm of Chartered Accountants.
- vi. **"PHE Divisions" means** the field divisions executing JJM works.
- vii. **"JJM" means** Jal Jeevan Mission
- viii. **"RFP" Request for Proposal.**

## 2.2 General Instructions to the Bidder:

1. This enquiry is in the nature of Request for Proposal intended to hire services of CAG empanelled Firms of Chartered Accountants to appoint as Statutory Auditor to examine the Books of Accounts of JJM, J&K Funds released to various PHE Divisions. The details of division whose audit is to be conducted is given at Annexure A of this RFP.
2. The Chartered Accountant Firm shall be required to undertake the assignments as mentioned in Section 4: Scope of Work of this RFP
3. The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidders own risk and may be liable for rejection.
4. No Bidder is allowed to modify, substitute or withdraw the proposal after its submission.

## 2.3 Disqualification:

JJM, J&K may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the Bidder has:

- Made misleading or false representations in the forms, statements and attachment submitted in proof of the eligibility requirements
- Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to forfeiture of the Bid Security.
- Declared as ineligible by GoI/State/UT for corrupt, fraudulent practices or has been blacklisted.
- A Bidder's proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
- Firm shall submit the RFP which does not satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
- Does not submit the Bid before the stipulated timeline to the Inviting Authority
- Does not attach the required documents along with the RFP.



#### 2.4 Right to Accept or Reject Proposals:

Mission Directorate, JJM, J&K reserves the right to annul the RFP process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the Bidders.

#### 2.5 Validity of Bid:

The Bid submitted by the Bidders shall remain valid for a period of **90 days** from the last date of submission of RFP.

#### 2.6 For Clarification:

If the Bidders require any clarification in the bid document he is required to submit the queries by E-mail to : [mdjjmjk@gmail.com](mailto:mdjjmjk@gmail.com), [Jaljeevanmissionac@gmail.com](mailto:Jaljeevanmissionac@gmail.com) or may call **Accounts Officer, JJM, J&K** at

**+91-9622120979.**

#### 2.7 Amendments and Clarification for RFP:

Mission Directorate JJM, J&K during the process of evaluation of Proposals may at its discretion ask Bidders for clarifications on their proposals and the Bidders shall respond within the time frame as may be mentioned. Further Mission Directorate JJM, J&K reserves the right to modify/amend the contents of the RFP before the last date of submission under due intimation to the Bidders to whom this RFP is issued and the Bidders may be asked to amend their proposal due to such amendments. In order to provide the prospective Bidders reasonable time to take the amendment into account in preparing the Bids, JJM, J&K may, at its discretion extend the last date for receipt of Bid. Any such amendments will be uploaded on its website.

#### 2.8 General instructions for the Bidders for the submission of proposal:

The Bidders can download this BID DOCUMENT from the website: [ejalshakti.gov.in](http://ejalshakti.gov.in) Subsequently, bid has to be prepared and submitted **ONLINE ONLY** as per the Bid Schedule as more particularly specified in Clause 2 of this BID DOCUMENT.

**Definitions and Abbreviations:** The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

2.8.1. "Purchaser" means the organization purchasing services as incorporated in this document i.e., Jal Jeevan Mission, J&K (JJM, J&K).

2.8.2. "Bid" (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer-to-offer services in accordance with the terms and conditions set out in this BID Document.

2.8.3. "Agency", "Firm", "Company", "Bidder", "Consultant", "Service Provider" means any registered entity or person or associations of persons who submit their proposals for providing Services in accordance with this BID DOCUMENT.

2.8.4. "Services" means services as mentioned in this document and other such obligations of the supplier covered under the contract.

2.8.5. Terms of Reference (TOR) means the document included in the BID DOCUMENT which explains the scope of work, activities, and tasks to be performed.

2.8.6. "Notification of Award" or "NOA" means the letter issued by the purchaser to the Successful Bidder to undertake and execute the project in conformity with the terms and conditions set forth in the BID DOCUMENT and any subsequent amendments thereof.

2.8.7. "Contract" means the written agreement entered between the purchaser and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc., therein.

2.8.8 "Party" means the Client or the Bidder, as the case may be, and "Parties" means both of them.

2.8.9. "BID DOCUMENT" means this Request for Proposal issued by Jal Jeevan Mission, J&K for the purpose as mentioned in this document.

2.8.10. "Performance Security" means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as interest free Security Deposit.

### 3. Evaluation of Proposal

#### 3.1 Evaluation of Proposal - Eligibility Criteria

The Bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/ information as specified below.

Sl. No.	Eligibility Criteria	Documents to be furnished/uploaded along with the per-qualification proposal
1	The Bidder must be registered with The Institute of Chartered Accountants of India (ICAI) having certificate of practice to work as Chartered Accountant for the year being audited.	Registration Certificate of ICAI / Firm Registration Certificate/ Empanelment certificate for the year being audited. <b>(Details as per Form-1)</b>
2	The Bidders must be empaneled with Comptroller & Auditor General (CAG) of India for FY 2024-25 & 2025-26.	Copy of CAG empaneled Certificate for F Y 2024-25 & 2025-26.
3	The average annual turnover of last 3 (three) Financial Years of the Bidder i.e. 2021-22, 2022-23 and 2023-24 must be more than <b>Rs 40.00 Lacs.</b>	Details to be furnished in <b>FORM-2</b> with copies of Audited Balance Sheet / Profit Loss Account for the relevant Financial Years.
4	The Bidder should have minimum work experience of more than 5 years as on the 31.03.2025	Details to be furnished in <b>FORM -3</b> with copies of concerned work order from the client
5	The Bidder should have at least a Head/Branch Office in J&K.	Proof of existence of Head/Branch Office with its Registration with ICAI to be submitted.

In addition to the above the Bidders have to furnish/upload the following documents along with the proposal:

- GST Registration Certificate
- PAN Number
- Covering letter
- Registration with ICAI / Firm Constitution Certificate (FORM-1)

***Non-submission of any one of the above documents along with pre-qualification proposal will lead to rejection of the proposal.***

#### 3.2 Evaluation for Selection of Successful Bidder.

The selection of the bids shall be on the basis of **Quality and Cost Based Selection (QCBS)** method.

a. **Technical Evaluation**, Total Marks = 100, the details of weightage to different parameters shall be as under.

Sl. No.	Criteria	Maximum Marks	Supporting documents to be furnished in proof of claim
1	<b>No. of years in Profession Note:</b> Marking will be based on total no. of years in profession. Bidder having maximum year will get full mark and others will get marks on pro rata basis.	25	Firm Constitution Certificate from ICAI
2	<b>Financial Strength of the Bidder (Turnover)</b> <b>Note:</b> Marking will be based on average turnover of last 3 years of the CA firm. Bidder having maximum turnover will get marks on pro rata basis.	25	Attach copies of Audited Balance Sheets and P & L Accounts of the last three years i.e. 2021- 22, 2022-23 and 2023-24.
3	<b>Similar Experience in Audit in last 5 years i.e. from April 2019 to March 2024 (5 best Assignments under each category)</b> i) Govt. Dept., Development Authorities, Govt. Trusts & Societies, ULBs etc. - 15 marks ii. <b>In Concurrent Audit of Banks, Financial Institutions - 10 marks</b>  <b>(Note:</b> Marking will be based on total value of Consultancy / Audit Fees of the Projects. Bidder having maximum value will get full marks and others will get marks on pro rata basis)	25 (for i, maximum marks are 15 and for ii, maximum marks are 10)	The Bidders are required to submit the work order indicating the value of the assignment for marking purpose, otherwise, it will not be considered for marking purpose.
4	<b>Number of Personnel in the Firm: Total No of Chartered Accountants in Firm</b> <b>Note:</b>	10	Firm Constitution Certificate from ICAI
5	<b>Presentation before Committee Topic: Company Profile, Experience of Firm in relevant field, work plan, details of tasks handled, Availability of Associate Chartered Accountants and Fellow Chartered Accountants,</b>	15	The bidders will be given 15 Minutes time to present themselves before the committee with power point presentation. The Presentation should be precise and to the point and all the points/presentation related to the Topic/ job as specified in the Tender Document should be completed in the prescribed time limit of 15 minutes
	<b>TOTAL MARKS (for technical evaluation)</b>	<b>100</b>	

Bidders who score **70% or more than 70% of total marks allotted for Technical Evaluation** shall be considered as technically qualified and Bids of those bidders who score less than **70% Marks** out of total Marks for technical evaluation shall be rejected.

Financial bid of bidders who are technically qualified as per above criteria shall be evaluated based on **Quality and Cost Based Selection Method (QCBS)** for Financial Evaluation, the technically qualified bidder who quotes lowest bid amount shall be given 100 Marks and his **Financial Score shall be 100.**



For other technically qualified bidders, Financial Score shall be calculated as under

**Lowest Bid Amount**

$$= \frac{\text{Lowest Bid Amount}}{100} \times$$

**(Bid Amount of L2/L3/L4/.....)**

The Bidder who achieves /scores highest combined **Technical Score and Financial Score** will be awarded the work as successful bidder.

\*Combined Technical Score and Financial Score shall be calculated as following:

**Combined Technical Score & Financial Score = (0.70x Technical Score obtained by bidder + 0.3 x Financial Score obtained by bidder.)**

**In case more than one bidder scores the equal highest combined technical and financial score, the successful bidder shall be discovered through draw of lots. Bidders shall be free to be present during such draw of lots process.**

### 3.3 Award of Contract:

The successful bidder shall produce all the relevant documents in original for verification within 03 days of being notified as successful bidder and thereafter shall sign the agreement as per **Annexure-2 within 07 days**. After signing of the Contract Agreement, no variation in or modification of the Terms of the Contract shall be made except by written amendment signed by the Parties. The Selected Bidder have to start the work within 7 days from Award of Contract.

### 3.4 Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Civil Courts of J&K only.

### 3.5 Responsibility & Support by JJM, J&K

- The Accounts Officer of JJM, J&K will designate a staff member to prepare or arrange to prepare and provide all the required necessary details / documents / records / statements / information / explanations etc. to the selected Bidder which will help him for Statutory Audit.
- JJM, J&K will provide access to the Books of Accounts under JJM, J&K Funds.

### 3.6 Responsibility of Selected Bidder

- Selected Bidder shall arrange for its own Laptop and related accessories for its Audit Personnel and printing and stationery for preparation and submission of Audit Reports and related Documents.
- All other costs and expenses related and incidental to the conducting of Statutory Audit and preparation and submission of the Statutory Audit Reports shall be borne by the Selected Bidder.

## 4. Objectives and Scope of Work of Statutory Audit

### 4.1 Objectives of Statutory Audit

1. Enable the Statutory Auditor to provide a professional opinion on the Books of Accounts and Financial Statements of JJM, J&K Funds. These would include Receipt and Payment, Income and Expenditure, Balance Sheet, Bank Reconciliation Statement, Statement of Expenditure and Utilization Certificates etc.
2. Enable the Statutory Auditor to make specific observation  
Enable the Statutory Auditor to make specific observations on the effectiveness of the overall Financial Management Arrangements including the system of Statutory Controls as documented in the Fund Management Guidelines, MOU's and various Guidelines for specific funding, especially Guidelines provided by NJJM, JJM, J&K and Govt. of India.

### 4.2 Scope of Work

The Chartered Accountant Firms selected for Statutory Audit of JJM, J&K Accounts and Field Divisions, shall take into consideration the following aspects with respect to the Financial Year under review:

- i. All the required Books of Accounts and necessary supporting Documents (vouchers, bills, receipt and registers) have been kept both manually and digitally in respect of all transactions JJM, J&K Funds & that clear synchronization exists between Accounting Records, Accounts Books and the Financial Reports.
- ii. The Financial Reports and Utilization Certificates (UCs) submitted by JJM, J&K to the Government of India are in agreement with the Funds received for JJM, J&K and the UC Register and Books of Accounts.

- iii. Verification of all vouchers and supporting documents with respect to the proper sanction and approval by Competent Authority according to the Delegation of Financial Powers and compliance to Laws and prescribed Guidelines.
- iv. Verification of entries in the Books of Accounts (Cash Book, General Ledger, Cheque Issue Register, Grants Received Register, Salary Register, Attendance Register, etc.) in respect of Receipts and Expenditure of JJM, J&K. Where ever required the auditor may suggest to JJM, J&K to pass the rectification entries if any.
- v. To provide recommendations for strengthening of Statutory Controls and other Financial Accounting and Reporting Practices in accordance with Best Practices.
- vi. Examination of Utilization of Funds received from Government of J&K during the Financial Year under review.
- vii. Examination of category-wise Income Accrued, Income Received and Receivables Reconciliation.
- viii. Examinations of Statutory Payments are made within the scheduled period , reconciliations and compliances viz.
  - a. Tax Deducted at Source with appropriate rate on payments made by JJM, J&K and deposit of the same within the scheduled period
  - b. Filling of monthly/quarterly/yearly taxes/levies Statement within the due date.
  - c. Timely deduction and deposit of Royalty and Cess, if any
- ix. Examine whether there is any outstanding demands from any Competent Authority against JJM, J&K as on the Balance Sheet.
- x. Tax Audit for the Assessment Year relevant to the Financial Year 2024-25.
- xi. Filling of Income Tax Return for the respective Financial Years.

#### 4.3 Reports to be submitted by the Statutory Auditor

The Statutory Auditor is required to submit the following Reports for the relevant Financial Year for JJM, J&K Funds:

- a) Bank Reconciliation Statements for all the Bank Accounts
- b) Trial Balance
- c) Receipt and Payment Statement
- d) Income and Component-wise Expenditure Account
- e) Balance Sheet
- f) Relevant Schedules & Annexure as per requirement

#### 4.4 Deliverables, Timelines and Payment Scheduling:

	<b>Deliverable/ output</b>	<b>Timeline for Submission of Report</b>	<b>Fees Payable</b>
Financial Year 2024-25	1. Audit Report of Financial Year 2024-25 based on the Scope of Work along with Draft Financial Statements of JJM, J&K Funds.	<ul style="list-style-type: none"> <li>Audit Reports for JJM, J&amp;K to be submitted within 60 days from the allotment of contract.</li> </ul>	Within 90 days from acceptance of relevant Deliverable by JJM, J&K, subject to availability of funds.

For Unjustified default / delay from the due date to deliver the outputs as specified above, Penalty @ 01 percent per 15 days of delay or part thereof of (remuneration / fees payable for the respective deliverable / output) shall be imposed subject to the maximum penalty of 05 Percent. If the delay is not attributable to the CA Firms, then penalty can be waived off on the recommendation/ approval of the competent authority.



## 5. Technical PROPOSAL

(Annexure-1)

### 5.1 Format for Covering Letter

**(On the letterhead of  
the Firm)**

[Location, Date]

**From:**

[Name of Bidder with Complete Address of Communication]

To,  
The Mission Director, JJM, J&K, Govt. of J&K  
Jal Bhawan, Narwal Jammu-180001

**Sub: RFP Notice No.** \_\_\_\_\_, **Dated:**

\_\_\_\_\_ **Dear Sir,**

We refer to your Notice no for Hiring Services of CAG Empaneled  
Chartered

Accountant Firms for Appointment as Statutory Auditors for Jal Jeevan  
Mission (JJM, J&K).

Having fully studied and understood the Tender Document and its  
Accompaniments and the details therein, I / We hereby submit the  
application for qualification for the above assignment.

We hereby confirm that:

1. All information provided in the Technical Qualification  
Statement and in the attachments are true and correct.
2. We offer to provide the service within the Fees quoted by us in the  
Financial Quote of the Proposal.

We understand that the Final Bids by Firm(s) will be subject to  
verification of any and all information submitted in the Tender. We also  
understand that JJM, J&K reserves the right to amend, alter or vary the scope  
and terms of the Bid.

We hereby irrevocably waive any right at any stage at law or howsoever  
otherwise arising to challenge, question or delay in any decision taken by  
JJM, J&K in selection process.

Yours sincerely,

Signature

For and on behalf of  
I remain,

Yours sincerely,

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the  
Signatory:\_\_\_\_\_

**Enclosure:** We are enclosing the following Forms &  
Supporting Documents for our Technical Evaluation

**Form-1:** Full Postal Address, Telephone Nos. or Fax, e-Mail Address etc.

**Form-2:** Financial Turnover of the CA Firm for the last three Financial  
Years

**Form-3:** Similar Assignments undertaken for the last 5 (five) years  
indicating only 5 best Assignments in each category

## 5.2 FORM - 1

(On the Letterhead of the Firm of Chartered Accountants)  
(On the Letterhead of the Firm: Lead Partner of the Firm, Full Postal  
Address,

Telephone Nos. or Fax, e-Mail Address etc.)

- A. Year of Registration with ICAI:
- B. Firm Registration Number with ICAI
- C. CAG Registration Number:
- D. Location of HO with Address:
- E. Branch in J&K with Address:
- F. Total Number of Chartered Accountant in Firm as per ICAI:

(Copy of Registration Certificate, PAN Card, Service Tax Registration  
Certificate, Empanelment No with CAG, Certificate of Practice for the audit year shall be  
attached)



**5.3 FORM - 2**

**Financial Turnover of the CA Firm during the last three years (Amount in INR)**

Sl. No.	Year	Turn Over
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover for last three Years		

*(Please provide the copies of the Balance Sheet and Profit Loss Statement for the corresponding period along with the pre-qualification proposal)*

Authorized Signatory *[In full and initials]:*

With Seal and date

### 5.4 FORM - 3

- G. Similar Assignments Undertaken for the last 5 (five) years with only 5 Best Projects in each Category

Experience in Statutory Audit of Govt. Dept. Development  
Authorities. Govt. Trusts  
 & Societies, ULBs etc.

Sl. No.	Name of the Assignment	No. & date of Work Order	Name of the Client	Professional Fees	Copy of Work Order / Client Certificate placed at Page No.
A	B	C	D	E	F
1					
2					
3					
4					
5					

- H. *Other Organization Experience* (Concurrent Audit of Banks /Financial Institutions, PSUs)

Sl. No.	Name of the Assignment	No. & date of Work Order	Name of the Client	Professional Fees	Copy of Work Order / Client Certificate placed at page No.
A	B	C	D	E	F
1					
2					
3					
4					
5					

Authorized Signatory [/n full initials and Seal]

Note: Please attach copies of the work order/contract issued by competent authority from the client in support of documentary proof.

## 6. Draft Agreement Copy

(Annexure -2)

**The selected Bidder has to enter with an Agreement with the following conditions:**

### AGREEMENT

This CONTRACT (hereinafter called the "Contract") is made the ... .... day of . . . .

..... of 2018 between **The Mission Director, JJM, J&K** (hereinafter called the "**Client**"), or the First Party

### AND

The ... .., Chartered Accountants, .....  
... .., hereinafter called the "**Consultant**" (which expression shall unless excluded by or repugnant to the subject for context, include his successor in office and assigns hereto called the " Second Party") of the other part.

### WHERE AS

- a. the Firm of Chartered Accountants, having represented to the "Client" that it has the required professional skills, personnel and technical resources, has offered to provide required services in response to the Tender Notice No. \_\_\_\_\_ issued by the Client;
- b. the "Client" has accepted the offer of the Firm of Chartered Accountants to provide the services on the terms and conditions set forth in this Contract.

WHEREAS **JJM, J&K** has decided to engage the **Consultant** for appointment as Statutory Auditor for conducting the Statutory Audit of Books of Jal Jeevan Mission, (JJM, J&K) for the Financial Years 2024-25.

NOW IT IS HEREBY AGREED BETWEEN the parties as follows:

1. THAT the **Consultant** shall start the services on..... the start date) and complete them by..... (the end date) unless and until the date is extended and the agreement is terminated earlier in accordance with its terms and conditions.
2. THAT, the payment under this agreement shall not in any circumstance exceed Rs. \_\_\_\_\_/- for Mission Directorate and Rs. \_\_\_\_\_ for each field division.
3. THAT, the time shall be of the essence as records the performance by the **Consultant** of its obligations under this agreement.

## **6.1 GENERAL CONDITIONS OF AGREEMENT**

### **Definitions**

As specified in Para 2.1 of the RFP

#### **A. Relationship between the Parties**

Nothing contained herein shall be construed as establishing a relationship of Master and Servant or of Principal and Agent as between the "**Client**" and the **Consultant**. The **Consultant**, subject to this Agreement, have complete charge of Personnel for, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

#### **B. Notices**

Any notice, request or consent required or permitted to be given or made pursuant to this agreement shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in special condition.

#### **C. Commencement, Completion, Modification and Termination of Agreement**

- i. This Agreement shall come into force and effect on the date (the "Effective Date") of the "**Client's**" notice to the Consultant instructing the **Consultant** to begin carrying out the services.
- ii. The **Consultant** shall begin carrying out the services within 7 (seven) days after the effective date/award of contract.
- iii. Any modification or variation of the terms and conditions of this Agreement, including any modification or variation of the scope of the services, shall be made by written Agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- iv. **Termination for Default: Client / Consultant** may, without prejudice, to any other remedy for breach of Agreement, by prior written notice of default sent to the **Consultant**, terminate the work in whole without assigning any reason if
  1. the **Consultant** fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by **Client / Consultant** designated in this behalf,
  2. the **Consultant** fails to perform any other obligation(s) under the Agreement,
  3. the **Consultant** is in material breach of the representation and warranties contained in this agreement,



- If the Consultant shall not start the work within 15 (fifteen) days from date of allotment of the work without intimating the reason of delay of work to the **Client**, then the Agreement will automatically stands cancelled and the said work will be allotted to other Bidders as per decision taken by committee members.

**D. OBLIGATIONS OF THE CONSULTANT**

**a. Obligation**

The Consultant shall perform all its obligations under this Agreement (including the provision of Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards expected from experts.

**b. Sub-Consultant**

The consultant shall not be sub-contracting any of its obligations under this agreement.

**E. SETTLEMENT OF DISPUTE**

Dispute if any shall be discussed and mutually settled as far as practicable and in case of disagreement, the same shall be referred to the Mission Director JJM, J&K or Designated Officer. After referring to Mission Director JJM, J&K or Designated Officer, if the said dispute is not solved, the parties may seek intervention of the civil court subject to J&K jurisdiction only.

**F. SUPPORT BY JJM, J&K**

As specified in Para 3.5 of the RFP

**G. TERMS OF REFERENCE**

**Objectives and Scope of Work of JJM, J&K Audit**

As specified in Para 4.1 and 4.2 of the RFP

**H. DELIVERABLES, TIMELINES AND PAYMENT SCHEDULING:**

As specified in Para 4.4 of the RFP

IN WITNESS WHEREOF the parties hereto have set their seal and signature on the day and year first above written.

Signed by Officer acting, in the premises for and on behalf of the **JJM, J&K**

Signed by Officer acting, in the premises for and on behalf of the **Consultant**

Signature

Signature

**Name**

**Name**

**Designation & Seal**  
**Designation & Seal**

**Date:**

**Date:**

**Witness 1:**

**Witness 1:**

**Witness 2:**

**Witness 2:**

**Annexure (A)****Details of Divisions/Mission Directorate where audit has to carried out.**

S.No.	Divisions
1	PHE Div. Bijbehara
2	PHE Div. Qazigund
3	Spl. SD Gurez
4	Hyd. Div. BANDIPORA
5	PHE DIVISION SOPORE
6	PHE Mech North Sopore
7	FBI Division Tangmarg
8	PHE Division BARAMULLA
9	HYD Division Uri
10	PHE Div. Chadoora
11	PHE Div. Budgam
12	PHE Rural Div. Ganderbal
13	PHE Div. KULGAM
14	Spl. SD Tangdar
15	PHE Division kupwara
16	PHE Division Handwara
17	PHE Div. Awantipora
18	PHE Mech. Div. Awantipora
19	PHE DIV. PULWAMA
20	PHE Div. SHOPIAN
21	Master Plan Div. Sgr
22	PHE Mech. Div. Rural Sgr
23	QC & PD Sgr
24	GWD Sgr
25	PHE Mech. Division Rural Srinagar
26	SPI. SD Gandoh
27	Rural WS Div. Jammu
28	PHE Div. Akhnoor

29	PHE Mech. Rural Division Jammu
30	PHE Mech. Div. South
31	City Div. -II
32	GWD Jammu
33	PHE Div. Kathua
34	Hyd. Div. Kishtwar
35	PHE Div. Poonch
36	PHE Div. Rajouri
37	PHE Div. Noswhera
38	Hyd. Div. Ramban
39	PHE Div. Reasi
40	ID Dharmari
41	PHE Div. Samba
42	PHE Div. Udhampur
43	QC & PD Jammu
44	PHE MECH. KATHUA
45	PHE MECH. RAJOURI
46	PHE MECH. UDHAMPUR
47	PHE Div. Doda
48	Mission Directorate JJM Jammu & Kashmir