

**J&K State Agro Industries Development Corporation Ltd  
Agriculture Complex, Lalmandi, Srinagar**


**NOTICE INVITING TENDER**

**Subject: - Offers for Audit & Compilation of Balance Sheet.**

Sealed offers are invited from firms of Chartered Accountants having minimum of 10 years experience and having office in Jammu and Kashmir for detailed audit and compilation of Balance Sheet of the Corporation for the year 2010-11 to 2017-18. The interested firms may visit the office of the Corporation at Lalmandi, Srinagar, to understand the quantum of the work or may contact various Divisional offices of Corporation.

Sealed offers alongwith a security deposit of Rs. 25,000/- in the shape of FDR / CDR pledged to Managing Director, J & K State Agro Industries Development Corporation Limited, Lalmandi, Srinagar, should reach the office by or before 15-10-2018. The tenders will be opened on the same day at 3 P.M. or on the next working day at the same time in case 15<sup>th</sup> October, 2018 be a holiday. The detailed terms and conditions can be downloaded from the website of the Corporation [www.jkagro.com](http://www.jkagro.com) and signed copy in token of acceptance of the terms and conditions should be enclosed with the offer.

No: - Agro/ADM/2253  
Dated: - 24-09-2018

  
Director Finance  
24-9-18.

**J&K State Agro Industries Development Corporation Ltd**  
**Agriculture Complex, Lalmandi, Srinagar**

**Detailed terms and conditions in reference to Tender Notice no.**  
Agro/ADM/2253 **dated: -** 24-09-18

1. Corporation has different working division spread in Jammu, Delhi and Srinagar. The details are as under: -
  - i) **Procurement and Sales Division, Srinagar**  
The Division is dealing in purchase and sale of various machinery items and their supply to various Govt. Departments and firms. Almost all the transactions are trading transactions.
  - ii) **Procurement & Sales Division, Jammu**  
The Division is dealing in purchase and sale of various machinery items and their supply to various Govt. Departments and firms. Almost all the transactions are trading transactions. The division is also having a petrol pump at Baribrahamana.
  - iii) **Canning Division Khonmoh**  
The Division has a Food Processing Plant where different varieties of jams are processed besides processing of Honey. After processing, the products are being sold in the market through dealer and through Corporation own sales network.
  - iv) **Cattle Feed Plant**  
The Corporation has a Cattle Feed Plant at Baribrahamana, Jammu. The Plant is procuring various raw materials for manufacturing of cattle feed. The manufactured Cattle Feed is thereafter sold through the network of dealers at Jammu and Srinagar.
  - v) **Cold Storage Plant, Delhi**  
The Corporation has a Cold Storage Plant at Delhi. The main revenue is from hiring charges of Cold Storage and expenditures is on salary wages, electricity and other office expenditures.
  - vi) **Head Office**  
The Head Office mainly has transactions pertaining to inter division.



2. The Corporation is in the process of compilation of its annual accounts for the year 2010 onwards. The accounts have been computerized in tally accounting. The purchase and sales accounts have been reconciled with the stock books for the respective years. Now before putting up of the accounts for statutory audit, Corporation intends to get all the accounts audited in detail with complete transaction audit of each voucher to ensure accuracy of the accounts and their compliance with different accounting standards.
3. In order to get the internal audit / complete transaction audit done for various divisions for the period 2010 to 2018. Sealed offers are invited from firms of Chartered Accountants having a minimum 10 years experience in audit of accounts of big Corporation / Business Houses and should have office in J & K.
4. The detailed offer along with following documents should reach office of the Managing Director by 15 October upto 3:00 P.M.
  - a) Profile of the firm.
  - b) Complete address and phone numbers of the office.
  - c) Details of experience with regard to audit of various Corporation / Business Houses.
5. The Chartered Accountants Firms shall be required to attend to following assignments on the accounts for the year 2010-2018.
  - 1) Each transaction voucher both cash and journal is to be audited to ensure the accuracy of the transaction as well as its compliance with the accounting standard. If there is any variation found with regard to maintenance of transaction as per accounting standard necessary corrections shall be made and certificate issued that books of accounts have been made as per Accounting Standards issued by Institute of Chartered Accountants of India.
  - 2) The bank reconciliation of each bank account maintained during the year under audit shall be checked and certificate issued thereof that the banks have been properly reconciled.
  - 3) The Branch / Division accounts reconciliation shall be checked and certificate issued that Branch and Division has been reconciled.

- 4) The balance sheet and profit and loss account shall be drawn out in respect of each year and each Division and certified.
  - 5) The internal auditors shall examine all the transactions pertaining to the year and shall also ensure that shortages / excess amounts etc. during the year as per the physical verification reports has been duly accounted for in the books of accounts.
  - 6) The books of accounts of each year shall also be examined and report with regard to any financial irregularities if observed shall be reported.
  - 7) The auditor shall also go through past Statutory Audit Reports and ensure that observations raised by Statutory Auditors have been compiled with the subsequent year accounts.
6. The selected firm shall have to start the work within 3 days of the allotment of the assignment. Delay of more than 3 days will result in cancellation of the assignment and the same shall be allotted to next firm in the tender.
  7. The offer should be accompanied with security deposit of Rs. 25000/- in the shape of FDR / CDR pledged to Managing Director, Jammu and Kashmir State Agro Industries Development Corporation Limited, Srinagar. The security deposit of successful firms shall be retained and that of others shall be released.
  8. Management reserves the right to cancel the assignment in case of delay in completion of assignment.
  9. The assignment should be completed within 90 days from the time of the allotment.
  10. The tender shall be opened on the same day at 3:00 P.M. in presence of tenderer who wish to be present.
  11. The last date of receipt of tender is 15th of October. 2018 upto 2:00 P.M.

12. The tenderer should be required to quote fee for each year separately.
13. The fee shall be released on completion of the allotted assignment of each year.
14. For further details about the assignment the interested firms can contact following offices: -

S. No.	Designation	Contact umber
1	General Manager, Cattle Feed Plant, Jammu	9419288672
2	Divisional Manager, Cold Storage Plant, Delhi	09891023410
3	Divisional Manager, P&S Div., Jammu	7780950385
4	Accounts Assistant, Food Processing Unit, Khonmoh	9906815656
5	Cashier, P & S Div., Kashmir	9419003157
6	Accounts Assistant, Head Office, Srinagar	9596171212

  
Director Finance 24.9.12