

**Jammu and Kashmir Agro Industries Development Corporation Ltd.  
Srinagar/Jammu**

**Tender Notice for Internal Audit.**

**ENIT No 10 of 2022-23 JK AGRO**

**E-NIT NO: -Agro/DM/PSJ/1109-1112**

**DATED:- 17 -05-2022.**

For and on behalf of J&K Agro Industries Development Corporation Limited, bids are invited from Chartered Accountant's Firms for Internal Audit of the Corporation for the year 2021-22. Corporation has working divisions at Jammu, Srinagar and Delhi and proposes to conduct the internal audit of the accounts of the Corporation for the year 2021-22 in respect of its divisions.

In this regard offers indicating the Division wise Internal Audit fee are invited from firms of Chartered Accountants having min 10 years experience for conducting the internal audit of the accounts of the PSU/large companies. The last date for receipt of offer is 31.05.2022. For details may contact AAO on Mobile No. 9906815656.

<b>S. No</b>	<b>Name of item.</b>	<b>Amount of CDR (in Rs.)</b>	<b>Cost of Tender Documents (in Rs.)</b>	<b>Date and time of opening of bids (online)</b>
1.	Internal Audit of Corporation for the year 2021-22	<b>20000/-</b>	<b>1,000/- (Non-Refundable)</b>	<b>01.06.2022</b>

1. The Bidding Document Consisting of qualifying information , eligibility, criteria, set of terms and condition of contract and other details can be seen/downloaded from the departmental website [www.jktenders.gov.in](http://www.jktenders.gov.in) as per the schedule of dates given below:-

<b>1</b>	<b>Date of Issue of NIT</b>	17.05.2022
<b>2</b>	<b>Period of downloading of bidder documents</b>	17.05.2022 to 31.05.2022 till 16:00 hrs
<b>3</b>	<b>Bid submission Start date</b>	17.05.2022
<b>4</b>	<b>Bid submission End date</b>	31.05.2022 at 16:00 hrs
<b>5</b>	<b>Date and time of opening of Technical bids (online)</b>	01.06.2022 at 16:00 hrs
<b>6</b>	<b>Date and time of opening of Financial bids (online)</b>	After the complete Technical Evaluation of documents of all participated bidders

2. **Bids must be accompanied with cost of tenders' documents in shape of Bank Receipt in f/o J&K Agro Industries Development Corp. Ltd bearing J&K Bank Acc No CD-0077010200000133, IFSC Code- JAKA0TTILLO, Earnest money/bid security in the shape of CDR/FDR Pledged in favour of Managing Director J&K Agro Industries Development Corporation Limited.**

-Sd-

**(Dr. Arun Manhas)**  
**Managing Director**  
**JK Agro Ind.Dev.Corp.**

## **1. General Instructions regarding e-tendering process:-**

- a.** Bidders are advised to download Bid submission manual from the download option as well as from the Bidders Manual Kit on the website [www.jktenders.gov.in](http://www.jktenders.gov.in) so as to acquaint themselves with the Bid submission process.
- b.** To participate in the bidding process, 'Bidders' have to get Digital Signature Certificate (DSC) as per Information Technology Act 2000. Bidders can get DSC from any approved vendors.
- c.** Bidders have to submit their Bids online in electronic format with Digital Signatures.
- d.** Bids shall be opened online as per the date & schedule mentioned as above.
- e.** Bidders must ensure to upload scanned copy of all necessary documents like CDR//DD/Bank receipt and Performance Security (if any).
- f.** The Corporation shall not be responsible for delay in online submission due to any reasons.
- g.** The date and time of opening of bid shall be notified on website [www.jktenders.gov.in](http://www.jktenders.gov.in) and conveyed to the bidder automatically through an e-mail message on their mail id. The bids of responsive bidders shall be opened online on same website in the office of Managing Director JK AIDCL Ltd. (Tender receiving authority).
- h.** Tender Inviting Authority reserves the right not to accept the lowest bid or any other bid or to reject all bids without assigning any reason.
- i.** Conditional Bids will be rejected straight away. Bids which the Corporation may declare ambiguous beyond reasonable comprehension would also be rejected summarily.
- j.** All correspondence in connection with offer shall be addressed to Managing Director, J&K Agro Industries Development Corporation Limited, Agro Complex, Lal Mandi, Srinagar
- k.** The tender given above and subject must appear on all correspondence and documents.
- l.** Complete tender must be submitted online on upto **16:00 hrs on 31.05.2022** **“Any Delayed Tender / Late Tender / Post Tender which received after specified date and time of submission of tender, shall not be opened and will be summarily rejected”.**

**m. Earnest Money Deposit (EMD)**

Earnest money amounting to Rs 20,000 in the form of a fixed deposit from any scheduled Bank in favour of J&K Agro Industries Development Corporation Limited must accompany the tender. Without prescribed earnest money, the tender shall be summarily rejected. Exemptions for SME registered entities will be applicable.

**n. Technical Bid will be opened at 16:00 hrs on 02.06.2022. In case 01.06.2022 is declared a public holiday the offer will be opened at the same time on the next working day.**

**o. Eligibility Criteria:**

The firm should have min. 10 years experience of conducting of P.S.U/Large Companies.

**p.** No Condition/deviation which is either additional or as modification of the offer shall be included in the bids. Conditional offers shall be summarily rejected.

**q.** Managing Director, J & K Agro Industries Development Corporation Limited reserves the right to accept or reject any or all the offers in part or full irrespective of their being lowest, without assigning any reason.

**r.** Time is the essence of the contract and the work is to be completed as per the time of completion including stage completion as stipulated in the Terms & Conditions of Contract.

**s. Period of completion of the entire work is 30 days from issue of Letter of Acceptance.**

i) No interest shall be allowed on the Earnest Money.

**t.** The successful tenderer/s shall be required to the assignment within **3 days** of issue of LOA for carrying out the work as per the agreed conditions.

**u.** In case the selected auditors fails to start the assignment within 03 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed firm shall be debarred from participating in re-tender for that work.

**v.** The tenderer's offer shall be valid for **30 days** from the date of

submission of the offer. Should the tenderer fail to keep the tender open for acceptance as stated above or if the tenderer withdraws his tender before the expiry of the said period or makes any modification in terms and condition of the tender which are not acceptable, then J & K Agro Industries Development Corporation Limited. without prejudice to any other right or remedy shall be at liberty to forfeit his earnest money. The tenderer may extend the offer if desired by J & K Agro Industries Development Corporation Limited in case the tender is not finalized by the time the validity expires. A tenderer agreeing to the request will neither be required nor be permitted to modify his tender.

**w.**

The Tenderer/s shall not increase his/their rate in case J & K Agro Industries Development Corporation Limited negotiates for reduction of rates. Such negotiations shall not amount to cancellation or withdrawal of original offer and rates originally quoted will be binding on the tenderer.

**x.**

- (i) Earnest money of the unsuccessful bidders will be refunded after award & acceptance of contract by successful tenderer and J & K Agro Industries Development Corporation Limited shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay any interest thereon.
- (ii) Tender without Tender Document Fees and EMD will be summarily rejected.
- (iii) J&K Agro Industries Development Corporation Limited reserves the right to shortlist any offer or reject any offer or cancel the tender altogether without assigning any reason. The decision of the Managing Director, J&K Agro Industries Development Corporation Limited will be final and cannot be challenged.

## **2. Terms And Conditions**

- a) Submission of Bid by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, and of local conditions and other factors having a bearing on the execution of the work.
- b) **Tenders shall be opened on by the Standing Central Purchase Committee (SCPC) of JK AIDCL (asper the dates mentioned)** in presence of the Tenderers or their representatives who wish to remain present at the time of the opening.
- c) The Corporation is not bound to accept the lowest Tender(s) and may reject any Tender(s) or any part of the Tender(s) or all without assigning any reason thereof.
- d) Successful Tenderer(s) shall not assign or sublet their contract or any substantial part thereof, to any other agency.
- e) The Work shall be executed by the auditor as per tendered requirements.
- f) Successful Tenderer(s) shall indemnify the Corporation against any loss or damage it might suffer on account of execution of the 'Contract'. For any legal action brought against the Corporation on that score by any aggrieved party and the encumbrances arising there from, the Agency shall be liable to entirely indemnify the Corporation.
- g) The original documents when submitted by the 'Bidders' specified in the tender documents should be same as uploaded online (scanned copies) otherwise allotment will not be issued. In such an event, the tenders will be cancelled and the bidder will not be allowed to participate in any further/future tendering process in the Corporation for a period of one year.

The approved Tenderer shall be deemed to have carefully examined the T&Cs of the NIT and Tender Document. In case of any doubt regarding the meaning/interpretation of any condition, they shall refer the same to the Corporation for necessary clarifications, if any, before submitting their 'bids'.

- h) The civil courts of UT of J&K alone shall have the jurisdiction to

decide all matters/disputes, if any, arising out of the implementation of 'Agreement' that shall be entered into with the successful Tenderer(s).

- i) NIT & Corrigendum will be part of the Tender Document.

### **3. Bid Documents**

All bidders shall necessarily include the following information and documents with their bids:

- i) Copy of original documents defining constitution/legal status, Company Incorporation Certificate indicating place of registration and principal place of Business, with complete address and contact details.
- ii) Copy of PAN Card and latest Income Tax Returns.
- iii) GST Registration and Latest GST return.
- iv) Copy of Cost of Tender Document Fees Receipt (DD).
- v) All Eligibility Documents as per the Tender Document.
- vi) All "Annexures" as per the Tender Document.

**Note: All documents relating to the bid shall be in the English Language.**

### **4. Termination of Contract**

#### **I. Termination by Client**

- a) The Client may, at any time, by a prior written notice of 30 days, terminate this Contract or reduce the scope of the Services.
- b) The allotment may terminate in following ways:
  - i. The term of Contract expires
  - ii. Termination of Contract by THE CLIENT due to non-performance during the execution of Project
  - iii. Performance is below expected level
  - iv. Non adherence to the timelines of the Project
  - v. Quality of work is not satisfactory

### **5. Resolution of Disputes**

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be resolved by the Parties through mutual consultation, in good faith and using their best endeavors. To this end, the parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them/ their representatives or officers.

**Scope of Internal Audit for the year 2021-22.**

Corporation is having following working divisions at Jammu, Srinagar and Delhi with separate accounting on profit centre basis.

1. Canning Division Khonmoh (manufacturing Unit)
  2. Procurement and Sales Division Srinagar (Trading Division)
  3. Procurement and Sales Division Jammu (Trading Division).
  4. Cattle Feed Plant (manufacturing Division)
  5. Cold Storage Plant Delhi.
  6. Head Office.
- A. Corporation proposes to get the detailed internal audit conducted for 2021-22. Separate audit for each division is required to be conducted and separate fee be quoted for audit of each division and for compilation and certification of Corporation Balance Sheet. Interested firm of Chartered Accountants may contact the Corporation office to access quantum of work in each division.

Scope of internal audit is as under:-

- a. Complete and detailed vouching of all the cash and journal vouchers ensuring their compliance to various accounting standards.
- b. Complete checking of sale, revenue, and other incomes to ensure that all the incomes of the divisions/Corporation pertaining to said year has been properly accounted for in the books of the accounts.



- c. Complete checking of the purchase and expenditure to ensure that all expenses pertaining to the respective financial year has been accounted for in the books of accounts of said year, including the accounting adjustments for handling losses, wastage, dead stock and depreciation etc. It shall also be checked, verified and ensured that all the adjustments related to provision of retirement benefits of retired staff has been properly adjusted in the books of accounts.
  - d. To check and verify that all Bank accounts have been properly reconciled.
  - e. To check and verify that the branch and division accounts have been reconciled and all entries pertaining to Head Office has been transferred to Head Office.
  - f. To check and verify that parties accounts have been reconciled.
  - g. To check and verify closing stocks of the divisions are as per books of accounts.
  - h. To check and verify that G.S.T has been deducted and deposited in time wherever required and returns filled in time.
  - i. To check and verify that G.S.T has been properly worked out and deposited in time.
  - j. To check and verify that there has been no financial irregularity or misappropriation in the Division.
- B. In addition to above assignment the auditor shall also compile and certify balance sheet of the divisions as per schedule-VI of the Company's Act for the respective year.

- C. Wherever the opening balance has not been carried forwarded by any division the same shall be done in consultation with the concerned Divisional Manager so as to ensure that party accounts i.e. sundry debtors creditors and imprest debtor creditors are correct.
- D. Complete stock and material consumption Audit of Khonmoh Division and Cattle Feed Plant and Petrol Pump Baribrahmana to check and verify the accuracy of closing stocks and to indentify the shortage wastages etc. If any.
- E. Auditors may check and verify all other aspects which they feel are necessary for bringing about accuracy in the accounts.
- F. Preference shall be given to the local firm of Jammu and Kashmir, U.T.

**-Sd-**  
**Managing Director,**  
**JK Agro Ind.Dev.Corp.**

**JK AGRO INDUSTRIES DEVELOPMENT CORPORATION LTD.**

Annexure-A

Affidavit Certificate

I/We \_\_\_\_\_ (Name, Designation and Address) here by declaring that our firm/company has not been neither blacklisted nor debarred from participation in tender by any Govt. Department/PSUs/Institutions/Organizations etc. I/We had supplied the goods during the last three years.

Signature of Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Firm/Company \_\_\_\_\_

Full Address \_\_\_\_\_

Stamp \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

**ANNEXURE-“B”**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To

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I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/ We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, Impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of Bid validity (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance security, in accordance with the Instructions to Bidders.

I/ We understand this Bid Securing Declaration shall cease to be valid if I am/ We are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or(ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

In the capacity of .....

Name: .....

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (Insert date of signing) Corporate Seal(where appropriate)

(Note: in case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

