

**Jammu & Kashmir State Agro Industries Development Corporation Limited
Lalmandi Srinagar.**

TENDER NOTICE.

Subject: Detailed transaction Audit/Internal Audit of different divisions of the Corporation for the year 2000 onwards.

Sealed offers are invited from firms of Chartered Accountants having experience of more than 5 years in audit of accounts for detailed transaction audit/internal audit of accounts of various divisions of the Corporation for the year 2000-2012. The detailed assignment to be carried out in respect of each year has been outlined in the tender document which can be obtained from the office of the Corporation against cash payment of Rs. 500/- or can be downloaded from the website of the Corporation i.e. www.jkagro.com. The last date for receipt of tender is 20th October, 2012 upto 4 P.M. The tender shall be opened on the same day at 4.30 P.M in presence of tenderer who wish to be present.

Managing Director

No: Agro/Acctts/00107/253

Dt: 06 - 10 - 2012

**Jammu and Kashmir State Agro Industries Development Corporation Limited
Lalmandi Srinagar**

Detailed terms and conditions in reference to NIT No: Agro/Acctts/00107/253 dt: 06.10.2012.

1. Corporation has different working divisions spread in Jammu, Delhi and Srinagar. The details of the Divisions 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 Baribrahmana.
 - iii) **Inputs Division Srinagar.** The transaction in the division are again trading transactions, which include mainly purchase and sale of fertilizer and occasionally purchase and sale of pesticides and seeds.
 - iv) **Inputs Division Jammu.** The transaction in the division are again trading transactions, which include mainly purchase and sale of fertilizer and occasionally purchase and sale of pesticides and seeds.

Both these divisions have been merged with Procurement & Sales Division at Jammu and Srinagar respectively w.e.f. 15.11.2008. Therefore, the audit of the Inputs Division shall be from the period 2000 to 15.11.2008.

- v) **Canning Division Khonmoh:** The Division has a Food Processing Plant where different varieties of jams are processed besides processing of Honey and Canning of various items like Cherry and Wazwan etc. After processing, the products are being sold in the market through dealer and through Corporation own sales net work.
- vi) **Cattle Feed Plant:** The Corporation has a Cattle Feed Plant at Baribrahmana Jammu. The Plant is procuring various raw materials for manufacturing of cattle feed. The manufactured Cattle Feed is thereafter sold through the net work of dealers at Jammu and Srinagar.
- vii) **Cold Storage Plant Delh:** 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.

- viii) **Regional Office at Jammu & Srinagar:** Corporation also had Regional Office at Jammu and Srinagar where mainly the inter division transactions are recorded and other administrative expenses like salary etc. of small number of Regional Office staff is booked. These offices were however closed down in 2008 and therefore the audit shall be for a period 2000 to 2008.
- ix) **Head office:** The Head Office mainly has transactions pertaining to inter division and administrative expenses.
- 2) The Corporation is in the process of compilation of its annual accounts for the year 2000 onwards. The accounts have been computerized in tally accounting also. 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 2000 onwards sealed offers are invited from firms of Chartered Accountants have a minimum 5 years experience in audit of accounts of big Corporations/Business Houses.
- 4) The detailed offer alongwith following documents should reach office of the Managing Director by 20th October upto 4 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 Corporations/Business Houses.
- 5) The Chartered Accountants Firms shall be required to attend to following assignments on the accounts for the year 2000-2012.
- 1) Complete audit of both cash vouchers/journal vouchers.
 - 2) Shall ensure proper clarification of the revenue and expenditure etc. under proper head.
 - 3) Though the banks have been reconciled by the Corporation staff, the Chartered Accountants shall be required to examine and certify that the banks have been properly reconciled.
 - 4) Certification of trial balances, profit and loss and balance sheet.

- 6) The firms having office at respective places i.e. at Jammu/Srinagar/Delhi should quote for the Division falling in their area of office.
- 7) In case the tender document is downloaded from Corporation website the Demand Draft for Rs. 500/- should be attached with the offer.
- 8) The offer should be accompanied with security deposit of Rs. 5000/- in the shape of FDR pledged to M.D. The security deposit of successful firms shall be retained and that of others shall be released.
- 9) For further details about the assignment the interested firms can contact following offices.
 1. Divisional Manager, Cattle Feed Plant, M.No: 9419288672
 2. Divisional Manager, Cold Storage Plant Delhi M.No: 09891023410
 3. Divisional Manager, Procurement & Sales Division Jammu M.No: 9419102941
 4. Divisional Manager, Canning Division, Khonmoh M.No: 9622503899 and 9086759255.
 5. Manager, Procurement & Sales Division, Srinagar M.No: 9419068473
 6. A.O BSS 9419092929
- 10) The tender shall be opened on the same day at 4.30 P.M in presence of tenderer who wish to be present.
- 11) The last date for receipt of tender is 20th October, upto 4 P.M.
- 12) The tenderer should be required quote fee for each year separately and proposed time for completion of the assignment.
- 13) The fee shall be released on completion of the allotted assignment.

Managing Director

No: Agro/Acctts/00107/254

Dt: 06 - 10 - 2012