

NOT TRANSFERABLE



JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.

(Public Sector Undertaking of Govt. of Jammu & Kashmir)

Corporate Head Office: Temp. Address Plot No. 58, Friends Colony Satyam Road Trikuta Nagar, Jammu

Corporate Office: Opposite State Motor Garage, near Haj House Bemina Srinagar

Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu); Telefax: 0194-2432008 (Srinagar)



**TENDER DOCUMENT
FOR
HIRING INTERNAL AUDITOR**

”

(REFERENCE NO: NIT/JKMSCL /2024/ 619

Dated: 06.03.2024

LAST DATE OF SUBMISSION OF ONLINE BIDS:

30.03. 2024 upto 1600 hrs



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No. JKMSCL/2024/619

Dated: 06.03.2024

NOTICE INVITING BID

On Behalf of Jammu & Kashmir Medical Supplies Corporation Limited, e-bid under two cover system (Technical bid in cover 1 and Financial bid in cover-2) is invited for “**HIRING INTERNAL AUDITOR**”. Detailed tender document may be downloaded at J&K Govt. Portal www.jktenders.gov.in, www.jkmsclbusiness.com. An amount of Rs.5,000 (Rupees five thousand only), comprising of cost of Bid document @ Rs.1000.00 (Rupees one thousand only) & Bid Processing Charges @ Rs.4000/- (Rupees Nine thousand only) shall have to be paid either through NEFT in the Corporation’s bank A/C No-0373040500000032 maintained at J&K Bank Medical College Jammu, IFSC Code JAKA0MEDJAM or by depositing the amount directly into the above account no. or **by submitting a Call Deposit Receipt (CDR) valid on call** in favour of FA/Chief Accounts Officer JKMSCL drawn on any of the Scheduled/Nationalized bank in favour of Jammu & Kashmir Medical Supplies Corporation Limited Payable at Jammu/Srinagar.

- i. Scanned copies of Bank transfer/deposit receipt of cost of tender documents and Tender Processing charges and EMD in the shape of FDR/CDR shall have to be uploaded along with Technical Bid.
- ii. However, Call Deposit Receipt, valid at call, in case of cost of tender documents, tender processing charges and Earnest Money Deposit in the shape of FDR/CDR shall have to be deposited, in original, at the office of MD, JKMSCL, Jammu/Srinagar before the last date/time of bid submission.
- iii. Rs. 25000 EMD should be submitted.

Sd/-
Managing Director
Jammu and Kashmir Medical Supplies Corporation Ltd.



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No. JKMSCL /2024/619

Dated: **06.03.2024**

(Bid form is non-transferable)

BID FORM FOR RATE CONTRACT OF “**HIRING INTERNAL AUDITOR**”

BID REFERENCE. No. JKMSCL /2024/619

Dated: **06.03 -2024**

Date of publication of e-bid	:	06.03-2024 at 12.00 hrs
Start date and time for download of bid document	:	06.03-2024 at 12.10 hrs
Last date and time for download of bid document	:	28.03.-2024 at 1600 hrs
Clarification start date	:	06.03.-2024 at 1800 hrs
Clarification end date	:	14.03.2024-1600hrs
Date of pre bid conference	:	13.03.2024-11.00 am
Start date and time for submission of online bids	:	16.03.2024 at 1600 hrs
Date and time for closing of bid	:	28.03.2024-1600hrs
Date and time for online opening of technical bids	:	30.03-2024 at 1100hrs
Tender Charges	:	Rs. 1000/-
Tender Processing charges	:	Rs. 4000/-

An amount of Rs.5,000 (Rupees five thousand only), comprising of cost of Bid document @ Rs.1000.00 (Rupees one thousand only) & Bid Processing Charges @ Rs.4000/- (Rupees Nine thousand only) shall have to be paid either through NEFT in the Corporation's bank A/C No- **037304050000032** maintained at J&K Bank Medical College Jammu, **IFSC Code JAKA0MEDJAM** or by depositing the amount directly into the above account no. or **by submitting a Call Deposit Receipt (CDR) valid on call** in favour of FA/Chief Accounts Officer JKMSCL drawn on any of the Scheduled/Nationalized bank in favour of Jammu & Kashmir Medical Supplies Corporation Limited Payable at Jammu/Srinagar.

- (i) Scanned copies of Bank transfer/deposit receipt of cost of tender document and Tender Processing Charges and EMD in the shape of FDR/ CDR/BG shall have to be uploaded along with Technical Bid.
- (ii) However, **Call Deposit Receipt (CDR) valid on call** in case of tender Charges shall have to be deposited, in original, at the office of MD, JKMSCL, Jammu/ Srinagar before the last date and time of bid submission.

1. **ADDRESS FOR COMMUNICATION:** **Managing Director or General Manager,**
J&K Medical Supplies Corporation Ltd,
Temp. Address- Plot No. 58, Friends Colony
Satyam Road Trikuta Nagar, Jammu
Bemina Near Haj House- Srinagar (Kashmir)

NIT for hiring professional service for conducting internal audit of JKMSCL covering for the period from 2021-2022 to 2023-2024 (3 years).

e-Tenders are invited from Chartered Accountant Firms having certificate of practice from ICAI for carrying out comprehensive internal audit of JKMSCL at its corporate office Trikuta Nagar, Jammu and Bemina, Srinagar having eleven Drug warehouses at different locations of J&K union territory. The corporation is a nodal agency for procurement, warehousing and distribution of medicines, surgical, sutures, equipment/machinery and allied items for inter alia various government health and medical hospitals. The warehouses are located at:

Division	Location
Jammu	RDWH Nagrota, Doda, Kathua, Rojouri, ISM Jammu, RDWH Jammu
Kashmir	Bemina, Barzulla, Anantnag, Baramulla, ISM Kashmir.

The audit firm should carry out complete comprehensive internal audit reviews comprising the following specific functions:

1. Scope of Internal Audit:

The scope of work of internal audit includes following:

- Cashbook/Cash Vouching.
- Bankbook/Bank Vouching.
- Purchase book /Purchase vouching.
- Journal book/vouching.
- Bank Reconciliation.
- FDR and Interest thereon.
- Opening Balances Checking and inter unit reconciliation.
- Scrutiny of ledgers.
- Review of Bank Guarantee (contractors) management and systems.
- Payment to contractors.
- Other Expenditure.
- Tendering system.
- Budgetary control.
- Stock Reconciliation with financial books
- Payroll Accounting.
- Statutory/Legal Compliance.
- Data System Security.
- Review of system.
- Audit (whether the observation of Govt. audit/Statutory audit as contained in previous reports, got settled or necessary steps taken for expeditious settlement of audit paras.
- Reorganization Income have to certify that all the revenue is booked.
- Project implementation (Efficiency and economy in project implementation
- The monthly/yearly audit reports to be submitted along with corrective / suggestive measures, if any are to be submitted immediately on completion of audit of internal audit report. If the auditor observes any case of non-

production of records or non-cooperation to the auditors, the auditor will take up the matter with the higher authority and get their audit procedure completed instead of merely reporting such cases in their report.

- You will also follow guidelines on Internal Audit Procedures issued by ICAI and also HPL guidelines of this matter.
- The Audit Report shall also incorporate the management response of each observation.

2. Objectives of Internal Audit:

- Review of operations to assure whether the operations are conducted economically and efficiently.
- To assure whether the systems, procedures, adopted by the company are adequate and effective to achieve company's objectives and goals.
- To assure the compliances of legal, regulatory, accounting standards, policies and prescribed procedures.
- To add value to improve the company's operations
- To evaluate and improve the effectiveness of Risk Management control and governance processes.

3. Eligibility Criteria:

- The internal auditor may be selected from the chartered accountants firm having certificate of practice from the Institute of Chartered accountants of India. -Certificate from ICAI should be attached and having partners.
- The firm should have qualified, experienced and technically know-how staff for conducting the internal audit in accordance with technical guidance on internal audit issued by the ICAI.
- The firm should have minimum experience of 10 Years-Certificate should be attached.
- Gross average professional receipts of last 3 years should not be less than Rs. 50 Lacs Per. Annum. -Copy of ITR along with financial statements should be attached
- The firm should have an experience of Statutory/Internal audit in Public Sector undertaking related to Commercial Accounting, Purchases, Sales, and Stock.
- The firm must not have been debarred from ICAI or any other Public Sector Undertaking for any misconduct.
- The CA Firm must not have any relation in Tax Auditor or Statutory Auditor

4. Terms and Conditions:

- The successful firm should have to carry out internal audit at corporate offices and Drug warehouses on spot.
- The firm should have to submit audit report year-wise as per below mentioned schedule:

Year	Timeline
2021-22	By of Before 10-06-2024
2022-23	By of Before 20-08-2024
2023-24	By of Before 31-12-2024

Prescribed timelines are non-negotiable and need to be strictly adhered to.

- The tenderer should quote professional fees/value with CST/GST inclusive of all transport and visiting charges etc.
- Minimum Fee for each year is Rs. 30000/-
- The successful tenderer shall have to deposit 5% out of the quoted value as security deposit in the shape of CDR/Bank guarantee pledged to FA/CAO JKMSCL Ltd.
- The tender documents can be downloaded from www.jktenders.gov.in by depositing Rs. 5000 as cost of tender fees by credit to SB account number 0373040500000032 in J&K Bank GMC Jammu through NEFT.
- 100% Fee shall be released for each financial year on submission of Internal Audit Report to the satisfaction of JKMSCL.
- The successful firm shall have to start the work within 07 days from the date of issuance of letter of Audit.
- The tender document is to be submitted in full with clear and complete details and duly supported by documentary evidence.
- The technical bid will be opened at corporate office Trikuta Nagar, Jammu on 08-10-2020 in presence of the tenders who which to be presented.

5. Technical Bid:

- Name of the Firm.
- Registration details of the Firm with the respective institutes:
 - a) Date of registration.
 - b) Number allotted by the Institute.
- Name of Nodal partners.
- Contact Number. of Nodal partners.
- Number of branches (attach a list along with address.
- Number of CA employees.
- Number of Article Audit Clerks/Paid staff.
- Annual turnover of the Firm for the last 3 years (Enclose Copies of IT Returns):
 - 2020-21.
 - 2021-22.
 - 2022-23.
- Address for communication.
- E-mail Address of the Firm.
- Web-site of the Firm.
- PAN Number of the Firm.
- Experience Certificate of the firm.
- GST Number of the Firm:

Signature of the Firm
With seal and date

6. Financial Bid

S.No	Description	Rate/Year	GST	Total for 3 years
1.	Professional Fees for conducting internal Audit of JKMSCL for 3 years, in accordance with the scope of work defined and other terms & conditions of the tender published/tender document			

Note: L1 shall be declared on the Cumulative Rate and taxes basis for three years.

Total Amount in words

(Rupees.....)

Signature with seal of the Firm

Place:

Date:

JKMSCL reserves the right to reject any or all bids without assigning any reason whatsoever thereof.

**Managing Director/TIA
JKMSCL**

7. Scoring Criteria:

	Criteria	Basis of Marks	Max. Marks
	Average Annual Turnover of the firm during the last three Financial Year	50 Lakh: 14 marks Every additional 15 lakh turnover: 3 marks	20
1	Number of Full Time Partners in the firm	5 Partners: 11 marks Every additional member : 2 marks	15
3	Number of Full Time Fellow Members (Partners) having FCA	3 FCA: 11 marks Every additional FCA: 2 marks	15
4	The firms having the experience of working for Govt. Departments, Corporations, Boards, Trusts, PSU	7 Years: 14 marks Every additional year: 2 marks	25
5	The firm having office Jammu.	Office in Jammu: 5 Marks	5
6	Number of years of existence of Firm	10 years: 14 marks Every additional year: 1 marks	20
	Total		100

Evaluation:

The Chartered Accountant Firms whose Technical & Financial Criteria Proposals score 70 marks or more out of 100 shall be eligible for financial evaluation.

- A. Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the Quality is 70(seventy) and the weight age for the 'Quoted' price is 30(thirty).
- B. A bid shall have to meet the Minimum Qualifying Marks of 70(Seventy) marks in 'Quality' Criteria. Bids not meeting the minimum qualifying marks in 'Quality' Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called 'Qualified Bids' and shall be eligible for financial evaluation of the bid.
- C. 'Qualified Bids' (meeting the minimum Qualifying Marks of in Quality Criteria) and conforming to the technical specifications, terms & conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation.
- D. To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted.
 - i) An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 70 (sixty) in "Quality" Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the quality of each bid:

B		$(C_{low}/C) * 100 * X + (T/Thigh) * 100 * Y$
Where,		
C		

Clow=		The lowest of the evaluated bid priced among the responsive bids.
T=		The Total Technical Score awarded to the bid.
Thigh = X		The technical score achieved by the bBid that was scored best among all responsive bids. 0.3 (The Weight age for “Quoted price” is 30%
Y		0.7 (The Weight age for “Quality” is 70%

ANTI-COLLUSION CERTIFICATE

(On the Letterhead of the Bidder)

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not, before the award of any contract for work.

1. Communicate to any person (outside this consortium, its professional and financial advisors, proposed financing banks and their professional and financial advisors) other than JKMSCL any commercial information.
2. Enter into any agreement or arrangement with any person (outside this consortium) that they shall restrain from bidding, that they shall withdraw and bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside this consortium for doing or having done or casting or having caused to be done in relation to any other Bid or proposed Bid or the Work, any act or thing of the sort described at (i) (a) or (b) above.

Dated

Name of the prospective Agency Person

Signature of the Designated

Expression of Interest

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

**To
Financial Advisor/CAO
JKMSCL**

Dear Sir,

Subject: "Compilation of Balance Sheets for the year 2023-24 and 2024-25 Ensuring Financial Compliance in JKMSCL".

In response to your e-NIT published in (name of the newspaper/source) dated (date) we wish to express out 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 mobilize dedicated personnel to perform the obligations under the contract within the stipulated time-frame.

We have paid the E-NIT Document charges of Rs. 1000/- (Rupees One Thousand only)

Vide _____

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

FORMAT FOR LETTER OF AUTHORISATION

To,
Financial Advisor/CAO,
JKMSCL
Friends Colony, Trikuta Nagar,
Satyam Road, 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 JKMSCL or any Governmental authority for the work of appointment of Chartered Accountants for "Compilation of Balance Sheets for the financial years 2023-24 & 2024-25 and Ensuring Financial Compliance in JKMSCL".

(Attested Signature of Shri _____

Name of the Designated Person

Signature of the authorized Person

Name of the Prospective Agency

Format for Affidavit/ Undertaking

To,
Financial Advisor/CAO,
JKMSCL
Friends Colony, Trikuta Nagar,
Satyam Road, Jammu

I/We _____ (Name and Designation) of
_____ (Name of firm company) dos solemnly affirm and
certify that all the statements made in the annexure hereto are true and correct.

I, hereby undertake to provide / furnish any other information / particulars as may be required by JKMSCL.

I, the undersigned, further agree and undertake to arrange and / or assist JKMSCL and/or its authorized repetitive in all respects, whatsoever, in conducting any enquiry or investigations for verification / authentication of the statements, documents submitted by us in connection with this application and to seek clarification from our bankers and clients regarding and financial, technical and managerial aspects).

I, further agree and undertake to authorize and individual or authorized representative of any institution referred to in the supporting information, to provide such information as may be deemed necessary and requested by you to verify the statement and information furnished in this application together with all Annexure or with regard to the resources, experience and competent of the Agency herein.

Signature (Authorized Signatory)

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 01.01.2022 by ICAI)
3. Reg. No of the Firm with CAG:
(Attach Copy of Latest Empanelment Status)
4. Reg. No of the Firm with RBI (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)

7. Details of Experience

S.no	Name of the Project/ Govt. Deptt.	Year of work

8. Details of Turnover of the Firm:

S.no	Financial Year	Turnover	Average Turnover for 3 Years

(Attach Turnover Certificates)

9. Details of Government Assignments Executed / Received in Jammu and Kashmir during 01.01.2019 to 31.12.2022:

S.no	Name of the Government Deptt.	Nature of the Assignment	Awarded Value (Without Taxes)

10. PAN of the firm:

(Attach Copy)

11. GSTIN of the firm:

(Attach latest Copy of Registration certificate and GSTR 3B for October, November and December)

12. Bank details of the firm:

Bank Name

Branch and Address	
--------------------	--

Account Number	
IFSC of the branch	
Type of Account	

13. We confirm that our firm is not blacklisted by the RBI / CAG / any Government Company or Department.
14. We confirm that the partners in the firm or their immediate relatives are not associated / related with the Councilors / employees of JKMSCL.
15. 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**

BID FORM

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

To,
Financial Advisor/CAO,
JKMSCL
Friends Colony, Trikuta Nagar,
Satyam Road, Jammu.

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 e. NIT

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 formed contract agreement incorporation the conditions of contract there to annexed but until such agreement is prepared this together with JKMSCL written acceptance there and shall constitute a binding contract between us.

We understand that we have to follow the instruction of JKMSCL & 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**

Annexure -7

Details of partners of the firm

S.no	Name of incumbent	Age	Professional Qualification (FCA/ACA/CISA/DISA)	Experience	Date since partner with the firm
1	2	3	4	5	6
2					
3					
4					