

**TENDER / OFFER DOCUMENT TO NIT PUBLISHED
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(NON – TRANSFERABLE)

**MAINTENANCE / RE-BUILDING OF BACKLOG
ACCOUNTS OF THE CORPORATION THAT ARE
IN ARREAR FROM FINANCIAL YEAR
1997-98 TO FINANCIAL YEAR 2016-17.**

1. INTRODUCTION

- a) Jammu & Kashmir Minerals Ltd., a public sector enterprise of the Government of Jammu & Kashmir incorporated under the Companies Act, 1956 intends to appoint a Management Consultancy Firms / firms Chartered Accountants for following scope of work. In this context, tenders in sealed envelope affixed with Rs 5 revenue stamps are invited for and on the behalf of Managing Director Jammu and Kashmir Minerals Ltd from interested parties.
- b) The sealed Bid/offers accompanied with EMD amounting Rs 10,000 in the shape of DD / FDR favoring Director Finance, JKML should be addressed to Managing Director, JKML which should reach his office on or before 01-05-2017 up to 4pm. The bids/ offers will be opened on the same day or any other day convenient to Tender Opening Committee (TOC) in presence of bidders who may like to be present.

2. SCOPE OF WORK:

- (a) Maintenance / Re-building of backlog accounts of the corporation those are in arrear from financial year 1997-98 to financial year 2016-17.
- (b) Preparation of Proforma Balance sheets with Schedules and Annexure for the period referred to above.
- (c) Co-ordination with Statutory auditors of the corporation during audit process in relation to up to date clearance of accounts.
- (d) Preparation/Maintenance of Statutory registers as required in terms of provisions of company Act, 1956.
- (e) Filing of backlog Annual returns with Registrar of companies, Jammu/Srinagar.
- (f) Providing of training to staff of corporation for maintenance of computerised Annual accounts from 4/2014 onwards.
- (g) Any other job incidental to clearance of arrear accounts of corporation.

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3. **ELIGIBILITY:**

Management consultancy Firms, who meet the following criteria, are eligible to make their offers / expression of interest.

- a) The party should be in the business of offering management consulting services for not less than 05 years.
- b) The party should be a corporate identity / firm as defined in the relevant statute.
- c) The party must have its office preferably in J&K.
- d) The party should be in a position to demonstrate organizational capability and capacity to deliver major services improvement initiatives in the field specified in the scope of work.
- e) The party should have proven track record of offering consultancy services to government or public sector undertakings, departments and autonomous bodies established by the central or state government, large Private sector organizations.
- f) The party must have expertise and good organizational structure to provide all the required services.

4. **REMUNERATION:**

- a) The bidder should submit their offer as per the following price bid format.

S.No	Description	Amount
1	Professional Fee and other charges, if any, (vis boarding, loading traveling etc as per the terms and conditions of the tender	
2	Total (in figures)	
3	Total (in words)	

- a) The corporation will not be required to pay and reimburse anything over and above the contract price
- b) The offer should include all the tax liability under the income tax, service tax, professional tax and any other tax applicable in J&K state.

5. **PAYMENT SCHEDULE:**

- a) 10% of contract amount of relevant year(s) at the time of taking-up the job in hand.
- b) 90% of total bid amount of all relevant years shall be released at the time of conclusion of assignments and placing the restructuring policy within the organization.

6. **SPECIAL TERMS AND CONDITIONS**

- a) The Bidder shall attach the credentials pertaining to the qualifying criteria as per the above clause and EMD of 10,000.00

- b) The Bidder shall quote their offers in a single consolidated form which include boarding / lodging and other charges and shall not put their own terms and conditions which are otherwise contrary to our "NIT"
- c) The bidder shall quote its cost inclusive of all applicable taxes as per the clause above on the printed letter head of the firm which shall be signed with seal on each page of the bid.
- d) The consulting organization shall quote the time period in which the assignment shall be carried out. The bidder who quotes lowest time period will be given preference.
- e) The selected firm shall not sublet or assign the awarded job or any part thereof.
- f) The contract shall be awarded to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest bid / period of completion of assignment.
- g) The successful bidder shall be required to sign the contract agreement with J&K minerals for completion of the job and shall furnish a performance security in the shape of DD/ Bank guarantee@ 10% (ten percent) of the contract value. Performance security will be returned only on successful completion of the contract.
- h) Failure of successful bidder to furnish performance security within 14 days of receipt of letter of intent (LOI) shall constitute to breach of contract clause for annulment of the award, forfeiture of bid security and J&K minerals may resort to award the contract to the next ranked bidder.
- i) EMD of all unsuccessful bidders shall be released after Execution of contract agreement.
- j) The successful bidder shall maintain confidentially in respect of all information/documents etc during execution of job.
- k) Soft copies of all the documents prepared during the execution of job including linked excel based files containing cost records and its back up shall be submitted to J&K Minerals Ltd.
- l) Successful Bidder shall have to start the work immediately within seven days after the issuance of LOI.
- m) Jammu and Kashmir Minerals Ltd. reserve the right to accept or reject any bid, and to annul the process and reject all the bids at any time prior to the award of contract without thereby incurring any liability to these effected bidder or bidders.

Sd/-

**Director Finance
J&K Minerals Limited.**