

J&K STATE FOREST CORPORATION
NOTICE INVITING E-TENDER
FOR APPOINTMENT OF STATUTORY AUDITOR
FOR THE FINANCIAL YEAR 2014-15, 2015-16 & 2016-17

e-NIT No. 01/ 2016-17/FIN Dated 10-03-2017

DECLARATION OF INTENT:

The Jammu & Kashmir State Forest Corporation, a Government Company governed under Chapter IX (Section-128-138) and Chapter X (Section-139-148) of the Companies Act' 2003 intends to appoint Statutory Auditors for conducting Yearly Statutory Audit of the accounts of Corporation including its Divisions spreading all over Jammu & Kashmir for the financial years 2014-15, 2015-16 & 2016-17. In this connection e-Tenders are therefore invited from bona-fide Chartered Accountants firms fulfilling the following Pre-Qualification Criteria to carry out the Statutory Audit for the financial years 2014-15, 2015-16 & 2016-17 of the Corporation.

PRE QUALIFICATION CRITERIA:

- a. Chartered Accountants Firms with 12 years experience.
- b. Firm having at least 5 FCA's with 4 Partners having association with the firm for at least 7 years.
- c. Firms having Average Annual Turnover not less than Rs. 50.00 Lakhs for the preceding three Financial Years.
- d. Having Registered Office in the state of Jammu & Kashmir.
- e. Having empanelment with CAG and RBI.
- f. No Consortium Firms whatsoever shall be entertained.
- g. The firm should comply with the guidelines for e-tendering if any issued by the Institute of Chartered Accountants.

IMPORTANT POINTS OF REFERENCE:

Tender Inviting Authority	Managing Director, J & K State Forest Corporation
Contact Details	Phone No : +911912490065 (Fax) : +911912490067 : +919469571296 Mail ID : jksfc.kmr@gmail.com
Name of the Work	Conducting Statutory Audit of accounts of the Corporation including its Divisions spreading all over J&K for the Financial Years 2014-15, 2015-16 and 2016-17.

Tender Notice No.	NIT NO: - e-NIT No. 01/ 2016-17/FIN
Date of publication of Tender	10.03.2017
Last date and time for submission of Bids	28.03.2017 at 1800 Hrs
Opening of Technical Bids	30.03.2017 at 1100 Hrs
Place of Opening of Technical Bids	Office of the Managing Director, J & K State Forest Corporation. Forest Complex, Gladni Transport Nagar, Narwal, Jammu
Declaration of the results of Evaluation of Technical Bids	To be notified later
Opening of Financial Bids	To be notified later
Earnest Money Deposit	29.03.2017 upto 1600 Hrs
Communication Appellate Authority	Managing Director, J & K State Forest Corporation. Forest Complex, Gladni, Transport Nagar, Narwal, Jammu

2. NATURE OF WORK:

To conduct Statutory Audit of accounts of Corporation and its Divisions of the spreading all over Jammu & Kashmir for the financial years 2014-15, 2015-16 and 2016-17.

3. IMPORTANT DETAILS OF THE TENDER:

3.1 Detail Scope of Work

The illustrative (but not exhaustive) scope of work for Statutory Audit by the bidders shall be as follows:

1. Verification of Accounting entries of the current year including Journal Entries.
2. Verification of Bank Accounts, Bank Reconciliation, Bank Confirmation, Interest Accrued and Fixed Deposits and Sweeping Accounts.
3. Verification and age-wise analysis of Ledger Balances including Opening Balances as to its correctness in the way of confirmation and suggestions for writing off, as necessary.
4. Verification of adjustment of sale proceeds of Timber Auction as per relevant provisions.
5. Verification of application of Statutory Provisions like Service Tax, Central Sales Tax, VAT etc.
6. Verification of application of Employees Provident Fund as to its deduction, deposit and standing balances and mismatch between Divisions and Head Office.
7. Verification of application of Income Tax Payment, Submission of Return, Refund, Penalty, Interest and adjustment in Accounts.
8. Verification of Fixed Asset Register in Divisions as well as Head Office.

9. Verification of Inventory Valuation and Physical checking by Management.
10. Reconciliation of Inter Division transfer, Balances and suggestions for rectification, as necessary.

3.2 e-Tendering Website:

Intending Bidders desirous of participating in the e-tender should log on to the website <http://jktenders.gov.in> and submit the tender online.

4. REGISTRATION OF BIDDERS:

Bidders willing to take part in the process of e-tendering are required to obtain Class II / Class III Digital Signature Certificate (DSC) with Organisation name from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. nCode Solution, Safescrypt, e-Mudhra.). DSC is given as a USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

5. ELIGIBILITY FOR PARTICIPATION:

Bona-fide registered firms only satisfying criteria set in para 8 are eligible for participating in the tender.

6. COLLECTION OF TENDER DOCUMENTS:

Tenders are to be submitted online and intending Bidders have to download the tender documents from the website given in clause 3.2 above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

7. SUBMISSION OF TENDER:

7.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 3.2. All the documents uploaded by the Tender Inviting Authority (TIA) form an integral part of the bid. Intending bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the designated website within the stipulated date and time as given in the tender notice. Tenders are to be submitted in two folders at a time – Technical Proposal and Financial Proposal. The intending bidder shall carefully go through the notice, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates to conduct Statutory Audit of accounts of the Corporation including its Divisions spreading all over Jammu & Kashmir for



the Financial Year 2014-15, 2015-16 & 2016-17 which **should be indicated in gross amount for the whole year, exclusive of all taxes etc.**, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Intending bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

7.1.1 Clarifications

If intending bidder requires any clarification with regard to the tender clauses or the assignment, he may contact the Tender Inviting Authority in writing through e-mail or personally within the date stipulated in the schedule under clause 19. The Tender Inviting Authority (TIA) will send clarifications to the intending bidder(s) within 3 days through e-mail, if deemed fit. The non-response to any query / clarification sought will not be considered as be a ground for extension of the date of submission of tender.

7.2 Technical Proposal (Form folder/my documents)

The Technical Proposal should contain scanned copies and/or declarations in the following sub-folders under Form folder.

A. Technical Sub-folder 1 containing,

- i. Scanned copy of Service Tax Deposit Challan deposited with J&K State for December 2016.
- ii. Scanned copy of PAN Card.
- iii. Scanned copy of IT Return Acknowledgement Receipt for the Assessment years 2013-14, 2014-15 and 2015-16.
- iv. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed (to be submitted in "NIT" folder)
- v. Scanned copy of Earnest Money Deposit (EMD) - Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the NIT, in favour of the Managing Director, J&K State Forest Corporation, payable at Jammu.
- vi. Scanned copy of partnership deed of Partnership firm.
- vii. Scanned copy of Balance Sheet and Statement of Profit and Loss alongwith Annexure for the Financial Years 2013-14, 2014-15, 2015-16 duly certified by practicing Chartered Accountants.
- viii. Scanned copies of Certificate of Practice (COP) issued by the Institute of Chartered Accountants of India for the all the partners and qualified employees of the firms.
- ix. Firm's Constitution Certificate.

B. Technical Sub-folder 2 containing,

- i. Application for Tender - (Vide **FORM 1**).

- ii. Average annual turnover of the firms-copy of Summary statement of annual turnover from business for a period of last three Financial Years, i.e.; 2013-2014, 2014-15 & 2015-16 (Vide **FORM 2**).
- iii. Declaration of not having common interest (Vide **FORM 3**).
- iv. General Information about the bidding firm (vide **FORM 4**).

Addenda/Corrigenda: if published.

Bidders are to keep track of all the Addendum / Corrigendum issued with a particular NIT and upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. Tenders submitted without the Addendum /Corrigendum may be rejected.

Others: Any other documents considered necessary by the bidder

[Note: Failure of submission of any of the above mentioned mandatory documents against paragraphs A and B above will render the tender liable for summary rejection.]

7.3 Financial Proposal.

The financial proposal should contain the following document in one cover ("BOQ folder").

Financial Quote: The intending Bidder should quote the financial bid in the space marked for quoting bid. The financial quote, i.e.; financial consideration to conduct Statutory Audit of accounts of the Corporation including its Divisions for the Financial Years 2014-15, 2015-16 and 2016-17 which should be indicated in **gross amount** for the whole year (for which Services is intended to be provided).

It is important to note that the financial quote should be the total for all units.

The financial quote in Annexure 1, against each unit to be audited, should be comprehensive, i.e; the cost of audit should be inclusive of travelling cost, lodging, and any out of pocket expenses but exclusive of the Service tax, other statutory levy / cess, as may be applicable.

7.4 Submission of Earnest Money Deposit

Earnest Money Deposit (EMD) is Rs. 25,000/- (Rupees Twenty Thousand) only, to be deposited as per Mode of Payment described below.

D (i) One Demand Draft or Banker's Cheque amounting Rs. 25,000/- towards Earnest Money Deposit (EMD) should be submitted.

D (ii) The Demand Draft or Banker's Cheque should be drawn in favour of **Managing Director J&K State Forest Corporation**, payable at Jammu.



D (iii) The DD/BC towards cost of Earnest Money Deposit should be submitted in original, in a sealed envelope to the **Managing Director, J&K State Forest Corporation** within 29.03.2017 upto 4.00 P.M.

D (iv) Demand Draft or Banker's Cheque may be drawn on any scheduled Bank of India.

8. ELIGIBILITY CRITERIA:

Only firms meeting **ALL** the following criteria should apply.

Note: Please note that the documents as indicated in the table below have to be submitted.

#	Criteria	Details	Document to be Submitted
1.	Age of the Firm	Must have been formed on or before 1st January, 2005	Firm Constitution Certificate issued by Institute of Chartered Accountant of India
2.	C A G Empanelment	Empanelment No.	Issued by CAG
3.	Minimum Partners	5 (Five) Full Time Fellow Chartered Accountants with 4 (Four) partners having association with the firm for at least seven years	Firm Constitution Certificate issued by Institute of Chartered of India
4.	Minimum Qualified Chartered	At-least 5 (Five) Full Time Qualified Chartered Accountants.	
5.	Semi Qualified Chartered	2(Two) Semi Qualified Chartered Accountant	Same as above/ Pass Certificate
6.	Location of Head Office	Jammu & Kashmir	
7.	Turnover	Minimum Average Turnover in the last 3 Financial years (2013-14, 2014-15, 2015-16) must be Rs.50.00 lakhs	Audited and Balance Sheet of the Last 3 Financial Years

9. DELIVERABLES:

The consultant shall provide the following reports:

The Statutory Auditors will be carried out audit of the following offices of J&K State Forest Corporation as per agreed plan:-

Offices / Units	No. of Units	Location	Remarks
Divisions / DDOs	19	Jammu Region	As per Annexure - 2
Divisions / DDOs	20	Kashmir Region	As per Annexure - 3
Division / DDO	1	Ladkah Region	
Division / DDO	1	Pathankot	


The auditors shall be required to complete the assignment along with the certified balance sheets for the period by 30/09/2017.

10. OPENING OF BIDS:

10.1 Opening of Technical Proposal

1. Technical proposals will be opened by the Tender Inviting Authority or his authorised representative electronically from the website stated in Clause 3.2
2. Technical proposals for those tenders, whose original copies of DD/ BC towards EMD have been received, will only be opened. **Proposals corresponding to which original DD/BC is not received within the time limit will not be opened and will stand summarily rejected.**
3. Intending Bidders may remain present if they so desire in the office of the Corporation at Forest Complex, Gladni, Transport Nagar, Narwal, Jammu for opening of Technical Proposal, to be held on the date and time declared in the Schedule of dates in clause 19, or any subsequent modifications announced through the website.
4. Cover (Folder) for Statutory Documents (vide Clause 7.2.A) will be opened First and if found in order, Cover (Folder) for Non-Statutory Documents (vide Clause 7.2.B) will be opened. If there is any Deficiency in the Statutory Documents, the tender will summarily be rejected.
5. Decrypted (transformed into readable formats) documents of the Non-Statutory Cover will be downloaded, by the Tender Accepting Authority and evaluated as per the norms laid down in clause 11.
6. The technically qualified Bidders, i.e; Bidder who qualifies in the assessment of the technical proposal, shall be eligible for competing the Financial bid. Accordingly, the Financial bids of only those Bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

10.2. Provision for appeal and its disposal

1. Intending Bidder not satisfied with the decision of the Tender Accepting Authority (TAA) may prefer an appeal to the Managing Director, J&K State Forest Corporation, Forest Complex, Gladni, Transport Nagar, Narwal, Jammu in writing (through speed post) within two working days after the date of uploading of the summary list of the successful bidders. Copy of such appeal should also be sent to the Tender Inviting Authority.
 2. The Appellate Authority will dispose of such appeals by hearing the aggrieved Bidders as well as consulting with the Tender Accepting Authority within a reasonable time and the Bidder will be informed accordingly.
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11. OPENING AND EVALUATION OF FINANCIAL PROPOSAL:

- i. Financial proposals of the only those Bidders declared technically eligible by the Tender Accepting Authority, will be opened electronically from the web portal stated in Clause 3.2 on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders present at that time.
- iii. The Tender Accepting Authority, if required, may ask any of the Bidders to submit analysis to justify the rate quoted by that Bidder and the Bidder has to satisfy the Tender Accepting Authority within the time frame allowed. **In case it is not received within the stipulated time, the tender will be liable for rejection.**

12. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the tender will be done by a Committee, based on the principle of **Quality cum Cost Based Selection (QCBS)**. The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned, or are incomplete (i.e. when the required bid formats and/ or supporting documents have not been submitted), will be summarily rejected as non responsive.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up as described in clause 12.2.

12.1. Evaluation of Technical bids

The Technical Bid will be examined by a Committee to be constituted by the Managing Director, J&K State Forest Corporation.

12.1.1. The Technical Committee may seek clarifications from the bidders if necessary. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the bid documents. The Committee may seek inputs from professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any, have to be provided from documents already submitted.

12.2. Evaluation of Financial bids:

The Financial Bids of the technically qualified bidders will be evaluated.

13. AWARD OF CONTRACT:

13.1. Letter of Acceptance

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority.

13.2. Signing of Agreement

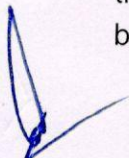
- a. The successful bidder should execute an agreement for the fulfillment of the contract with the Corporation at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender may be held as non responsive and the work shall be allotted to the next eligible person.
- b. The expenses incidental to the execution of the agreement should be borne by the successful bidder.
- c. **The contract agreement for completion of statutory audit will be for six months from the date of signing, which in extraordinary circumstances would be extendable under the same terms and conditions depending upon completion of work and performance.**

13.3. Security Deposit

- a. The successful bidder shall deposit a refundable security, equivalent to 10% only of the accepted financial rate.
- b. The Security shall be deposited in the form of demand draft favoring, **Managing Director, J&K State Forest Corporation, payable at Jammu, within one week from the date of receipt of the letter of acceptance** issued by the Tender Inviting Authority.
- c. If the accepted Bidder fails to furnish the Security Deposit within the above said period, his tender will be held void.
- d. The Security Deposit furnished by the bidder in respect of his tender will be refunded to him at the end of the contract period subject to submission of all deliverables in required norms and subject to satisfactory performance.
- e. The Earnest Money Deposit may, on specific request of the successful Bidder, be adjusted with the Security Deposit
- f. Security Deposit will be released after 90 days (3 months) from the date of final payment to the successful Bidder. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

13.4. Issue of Work Order

After the execution of the agreements and after receipt of the Security Deposit, the Tender Inviting Authority will issue the formal Work Order to the successful bidder.



13.5. Execution of Work Order

The successful bidder should nominate and intimate to the Tender Inviting Authority the name of a Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is/are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines and is competent to handle the work.

13.6. Assigning of Tender in whole or in part

The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons, organization or firm. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

14. RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):

For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to **Director Finance, J&K State Forest Corporation, Forest Complex Gladni Transport Nagar Narwal Jammu**, giving the reference to the work, NIT No., date of tender, amount and with detail of the Demand Draft. The Earnest Money of all bidders other than the successful bidder may be refunded, after expiry of fifteen days from the date of issue of work order to the successful bidder.

15. PAYMENT:

15.1. The quantum of work and the time schedule indicated in the NIT should be strictly followed otherwise no payment will be released.

15.2. Schedule of payment

The Tender Inviting Authority shall pay to the successful bidder as remuneration for the services in stages.

The schedule of payment shall be as follows:

#	Stage	Payment	Remarks
1.	On Submission of preliminary audit report of each Drawing & Disbursing Unit after clearance of Audit paras.	30% of the amount quoted.	To submit two reports for each FY.
2.	On Submission of preliminary audit report for each year of all DDO Units.	30% of the amount quoted.	To submit two reports for each FY
3.	Submission of final Audit Reports of all DDO Units.	40% of the amount quoted.	To submit two reports for each FY.

15.3. Payment in case of termination

In case the agreement is terminated earlier, fees shall be paid to the successful bidder for the actual services rendered and accepted by the Tender Inviting Authority as per stages referred to in para 15 B Provided that in such case the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

16. TERMINATION OF SERVICES:

The Tender Inviting Authority reserves the right to terminate the services of the bidder, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

17. FORCE MAJEURE:

The Bidder appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the Tender Inviting Authority, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Corporation.

18. OTHER IMPORTANT CONDITIONS:

1. The Bidder shall not make any deviation, alteration, addition or omission from the approved TOR without the prior written consent of the Tender Inviting Authority.
2. The Bidder shall not assign, sublet or transfer his interest in the work.
3. **Bid Validity:** The work order will be issued within 90 days from the declaration of the final results during which the bid shall remain valid.
4. **Penalty for suppression / distortion of facts:** If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies with the information submitted in electronic format, or if there is any suppression of relevant fact or facts, the bidder will be suspended from participating in the tenders on e-Tender platform of the J&K State Forest Corporation for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the Tender Inviting Authority may take appropriate legal action against such defaulting bidder.



5. **Summary rejection of tender:** Conditional and incomplete tender, and tenders received after due date are liable for summary rejection.
6. **Power to accept or reject tenders:** The Managing Director, J&K State Forest Corporation or his authorized representative, being the Tender Inviting Authority reserves the right to accept/reject any or all the offers or cancel the Tender without assigning any reason thereof, in the best interests of the Corporation.
7. All expenses in preparation and submission of the offer and visit to the site, attending the tender procedure or otherwise shall be borne by the bidders.
8. **Legal disputes – Jurisdiction:** Disputes if any, arising out of the Tender shall be within the jurisdiction of the courts situated in Jammu & Kashmir.
9. No mobilization / secured advance bill will be allowed.
10. In case any clarification is required, the interpretation of the Managing Director, J&K State Forest Corporation or his authorized representative will be final.

19. SCHEDULE OF DATES FOR E-TENDERING:

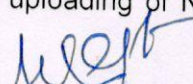
#.	Activity	Date & Time
1.	Publishing Date	10.03.2017 at 1700 Hrs
2.	Document Download start date	10.03.2017 from 1730 Hrs
3.	Document Download End date	28.03.2017 upto 1400 Hrs
4.	Bid submission start date	10.03.2017 from 1800 Hrs.
5.	Bid submission end date	28.03.2017 at 1800 Hrs
6.	EMD physical submission end date	29.03.2017 upto 1600 Hrs.
7.	Technical Bid opening date	30.03.2017 at 1100 Hrs
8.	Uploading of Technical Bid Evaluation Sheet	To be notified later
9.	Financial Bid opening date	To be notified later
10.	Uploading of Financial Bid evaluation Sheet	To be notified later
11.	Declaration of the Successful Bidder	To be notified later


Managing Director,
J&K State Forest Corporation
 Dated 10/03/2017.

No. 821-25/PS/MD/SFC/J

Copy for information and necessary action to the:-

1. Commissioner Secretary to Govt. (J&K),
Forest Department, Civil Secretariat (J&K) Jammu
2. Director Finance, J&K SFC Jammu.
3. Rajesh Goswami, JAO / Nodel Officer e-Tendering – He is directed to create and publish the e-Tender Notice on my behalf using his DSC.
4. Incharge Website - He is requested to ensure uploading of NIT at official website of SFC.
5. Notice Board


Managing Director,
J&K State Forest Corporation

Tender Inviting Authority: Managing Director, J&K State Forest Corporation

Name of Work: Statutory Audit of accounts of Corporation including its Division.

Contract No: e-NIT No. 01 of 2016-2017/Fin dated 10/03/2017

Bidder Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant column. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	TEXT #	NUMBER #	NUMBER #
Sl. No.	Item Description	Item Code / Make	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes	
1	2	3	13	53	
1	To conduct Statutory Audit for the financial year 2014-15, 2015-16 & 2016-17.				
1.01	To conduct Statutory Audit of accounts of the Corporation including its Division As per Annexure to NIT) for the financial year 2014-15, 2015-16 & 2016-17. the financial quote should be comprehensive i.e inclusive of travelling cost, lodging and any out of pocket expenses but exclusive of the Service Tax, other statutory lev / cess as may be applicable.	item1		0.00	
Total in Figures					0.00
Quoted Rate in Words					

Annexure - I

List of DDOs of Jammu Region

S.No.	2014-15	2015-16	2016-17
1	C G M East Circle Doda	C G M East Circle Doda	C G M East Circle Doda
2	C G M S&M Jammu	C G M S&M Jammu	C G M S&M Jammu
3	G M West Circle Jammu	G M West Circle Jammu	G M West Circle Jammu
4	D M Finance Jammu	D M Finance Jammu	D M Finance Jammu
5	D M West Mkting Jammu	D M West Mkting Jammu	D M West Mkting Jammu
6	D M East Mkting Jammu	D M East Mkting Jammu	D M East Mkting Jammu
7	D M Fair Price Jammu	D M Fair Price Jammu	D M Fair Price Jammu
8	D M Workshop Jammu	D M Workshop Jammu	D M Workshop Jammu
9	D M Estates Jammu	D M Estates Jammu	D M Estates Jammu
10	D M Vigilance Jammu	D M Vigilance Jammu	D M Vigilance Jammu
11	D M Extraction Jammu	D M Extraction Jammu	D M Extraction Jammu
12	D M Extraction Rajouri	D M Extraction Rajouri	D M Extraction Rajouri
13	D M Extraction Udhampur	D M Extraction Udhampur	D M Extraction Udhampur
14	D M Extraction Ramban	D M Extraction Ramban	D M Extraction Ramban
15	D M Extraction Doda	D M Extraction Doda	D M Extraction Doda
16	D M Extraction Baderwah	D M Extraction Baderwah	D M Extraction Baderwah
17	D M Extraction Kishtwar East	D M Extraction Kishtwar East	D M Extraction Kishtwar East
18	D M Extraction Kishtwar West	D M Extraction Kishtwar West	D M Extraction Kishtwar West
19	D M Development Jammu	D M Development Jammu	D M Development Jammu
20	D M Civil Jammu	D M Civil Jammu	D M Civil Jammu

List of DDOs of Kashmir Region

S.No.	2014-15	2015-16	2016-17
1	D.M.Finance H Q Srinagar	D.M.Finance Srinagar	D.M.Finance Srinagar
2	D M Timber Utilization Shalteng	D M Timber Utilization Shalteng	D M Timber Utilization Shalteng
3	D M P P West Budgam	D M P P West Budgam	D M P P West Budgam
4	D M Estates Srinagar	D M Estates Srinagar	D M Estates Srinagar
5	DFA (HQ) Srinagar	DM Fin (HQ) Srinagar	DM Fin (HQ) Srinagar
6	G M (S&M) Srinagar	G M (S&M) Srinagar	G M (S&M) Srinagar
7	D M Sales North Srinagar	D M Sales North Srinagar	D M Sales North Srinagar
8	D M Sales South Srinagar	D M Sales South Srinagar	D M Sales South Srinagar
9	G M North Circle Sopore	G M North Circle Sopore	G M North Circle Sopore
10	G M Fair Price Shalteng	G M Fair Price Shalteng	G M Fair Price Shalteng
11	D M Workshop Shalteng	D M Workshop Shalteng	D M Workshop Shalteng
12	D M Fair Price Shalteng	D M Fair Price Shalteng	D M Fair Price Shalteng
13	D M Ext. Ganderbal	D M Ext. Ganderbal	D M Ext. Ganderbal
14	D M P P East Pulwama	D M P P East Pulwama	D M P P East Pulwama
15	D M Ext. Anantnag	D M Ext. Anantnag	D M Ext. Anantnag
16	D M Ext. Baramulla	D M Ext. Baramulla	D M Ext. Baramulla
17	D M Kehmil Kralpora	D M Kehmil Kralpora	D M Kehmil Kralpora
18	D M Zangli Kupwara	D M Zangli Kupwara	D M Zangli Kupwara
19	D M Ext. Handwara	D M Ext. Handwara	D M Ext. Handwara
20	G M South Circle Bijbehara	G M South Circle Bijbehara	G M South Circle Bijbehara
21	D M TFR Shalteng	D M TFR Shalteng	D M TFR Shalteng

APPLICATION FOR TENDER

To
The Managing Director,
J&K State Forest Corporation.
Forest Complex, Gladni,
Transport Nagar, Jammu.

NIT No: -

Subject: - Appointment of Statutory Auditor for Financial Year
2014-15, 2015-16 & 2016-17.

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I / we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no. and Serial no. stated above.

We also agree to remedy the defects, after / during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda.

Dated this _____ day of _____ 2017__

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm):

(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

Date

Signature of the Authorized
Signatory On behalf of the bidder

Certificate regarding Summary Statement of Yearly Turn-over

This is to certify that the following summary statement has been prepared from the Balance Sheet for the past three years (2013-14, 2014 -15 & 2015-16).

#	Financial		Remarks
	Year	Turn-over in Rs. lakh (two digit after decimal)	
1.	2013-2014		
2.	2014-2015		
3.	2015-2016		
	Total		

Average Turnover: In Rs.

Note:

- (i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- (ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0.
- (iii) **Please annex the certified Balance Sheet of the last three FY (2013-14, 2014 -15 & 2015 -16)**

Date

**Signature of the Authorized
Signatory On behalf of the bidder**

Declaration against Common Interest

I/We, Shri/Smt. the authorized signatory of
..... (name of Firm) do hereby affirm that,
we / I / any of the member of bidding against NIT
No..... do not have any common interest as
a partner on any partnership firm/joint venture of any other firm in the same work. I /
We want to participate.

Date:

.....
Signature of the Authorised
Signatory On behalf of the bidder

General Information about the Firm

1.	Name of the Firm	
2.	Firm Registration No	
3.	Head Office Address	
	Landline No	
	Mobile No	
	Email ID	
4.	Branch offices address in Jammu & Kashmir	
	Landline No	
	Mobile No	
	Email address	
5.	Partner Incharge	
	i) Name	
	ii) Address	
	iii) e-mail	
	iv) Mobile	
6)	PAN No	
7)	Service Tax Registration No.	

I _____ authorized partner of the firm certify that the above information is true & genuine. If appointed as internal auditor, my firm will abide by the rules of the company in respect of maintaining secrecy of data /information.

Date	Name of Partner
Place	Membership No