



J&K POLICE HEADQUARTERS
JAMMU/SRINAGAR

NOTIFICATION

Sealed cover quotations regarding "Expression of Interest" are sought from Registered Chartered Accountants (CA's) for the external audit of various Accounts of J&K Police Welfare Fund(s), J&K Police Public Schools, J&K Police Pariwar Fuel Care Pumps, J&K Police Families Welfare Centres and Subsidiary Police Welfare Centres functioning under the aegis of Registered Societies; "J&K Police Welfare Society" & "J&K Police Wives Welfare Association" for the three financial years i.e, 2024-25, 2025-26 and 2026-27 .

The sealed cover quotations(s) shall reach Police Headquarters, J&K, Peer Bagh, Srinagar (190014) within 15 days positively from the date of issuance of this notification.

The detailed terms & conditions for conducting External Audit(s) are available at J&K Police Website www.jkpolice.gov.in.

Signed by

Abhishek Mahajan

Date: 27-08-2024 11:25:44

(Dr. Abhishek Mahajan), IPS

AIG of Police, (Welfare)

For Director General of Police

J&K, Srinagar

AIG(w)/Accts/Exp-I/ii/22800-
801
Dated : 27-08-2024

Copy to the:-

1. SO (Media) PHQ to arrange publication of notification in two leading Local Dailies.
2. SO (IT) PHQ J&K for information and necessary action.
3. All Concerned Dealing Assistants.



J&K POLICE HEADQUARTERS
JAMMU/SRINAGAR

Subject :- Quotations.

Sealed bids are invited from practicing Chartered Accountant Firms well versed with audit of account duly incorporated and registered with Institute of Chartered Accountants of India ((ICAI) for conducting audit of the following J&K Police Welfare Fund Accounts being maintained at PHQ and various units functioning under the aegis of Registered Societies; "J&K Police Welfare Society" & "J&K Police Wives Welfare Association" as specified below for the Financial years 2024-25, 2025-26 & 2026-27.

J&K Police Welfare Fund Accounts:

S.No.	Name of the Account to be audited
1.	Central Police Welfare Fund (CPWF)- 937
2.	Central Police Sports Fund (CPSF) - 939
3.	Special Welfare Fund (SWF) - 3973
4.	Retired Policemen Welfare Fund (RPMWF) -4765
5.	Range PHQ Welfare Fund -4910
6.	Central Police Education Fund (CPEF) -14397
7.	J&K Police Pariwar Fund (PPF) -15573
8.	Contributory Welfare Fund of SPOs (CWF SPOs) -17849
9.	Central Police Canteen Fund (CPCF) -43
10.	J&K Police Martyrs Fund -106

J&K Police Public Schools

S.No.	Name of the School to be audited
1.	J&K Police Public School , Miran Sahib Jammu (Nursery to 12 th) Affiliated to CBSE
2.	J&K Police Public School , Bemina Srinagar (Nursery to 12 th) Affiliated to CBSE
3.	J&K Police Public School , Rajouri (Nursery to 8 th) Affiliated to JKBOSE
4.	J&K Police Public School, Doda (Nursery to 8 th) Affiliated to JKBOSE
5.	J&K Police Public School, Anantnag (Nursery to 8 th) Affiliated to JKBOSE
6.	J&K Police Public School, Baramulla (Nursery to 8 th) Affiliated to JKBOSE
7.	J&K Police Public School, Kupwara (Nursery to 8 th) Affiliated to JKBOSE

J&K Police Pariwar Fuel Care Pumps

S.No.	Name of the Fuel Care Pump to be audited
1.	J&K Police Pariwar Fuel Care Pump, Gandhi Nagar, Jammu
2.	J&K Police Pariwar Fuel Care Pump, R.S.Pura, Jammu
3.	J&K Police Pariwar Fuel Care Pump, Kathua
4.	J&K Police Pariwar Fuel Care Pump, Rajouri
5.	J&K Police Pariwar Fuel Care Pump, Poonch

J&K Police Families Welfare and Rehabilitations Centres:

S.No.	Name of the unit to be audited
1.	Police Families Welfare Centre, DPL Jammu
2.	Police Families Welfare Centre, Bemina Srinagar
	(i) ARI Section
	(ii) Gym Section
	(iii) Candle Section
	(iv) Tailoring Section
	(v) Boutique Section
	(vi) Beauty Parlour
3.	Bakery Shop at IRP-16 th Bn Ramban.

Subsidiary Police Welfare Centres:

S.No.	Name of the Subsidiary Police Welfare Centre to be audited
1- 10	Established at following District Headquarters: Kathua, Samba, Rajouri, Poonch, Udhampur, Doda, Kishtwar, Anantnag, Pulwama and Kulgam

In addition to the above tasks, for streamlining of records observations if any which have arisen at any point of time on account of reconciliation/ differences in the bank/ ledger records have to be addressed also. Moreover, the rectifications/ observations to the different account heads emerged from time to time to the relevant accounts (i.e, from S.No. 01 to 10 of J&K Police Welfare Fund Accounts to be brought under ledger specifications) have also to be resolved/ rectified in accordance with the bank/ ledger records. The concerned Auditor shall be bound to ensure identification of reconciliation differences of clarification entries under proper printed format.

TERMS AND CONDITIONS OF THE AUDIT:

1.	The chartered Accountant Firm should be the Member of Association of Chartered Certified Accountants (ACCA)
2.	The Firm has to submit self-certified copy of valid Pan Card of the Firm.

3.	The Firm has to submit self-certified copy of GST Registration Certificate.
4.	The Firm has to submit self-certified copy of empanelment letter of Comptroller and Auditor General of India (CAG).
5.	The Firm has to submit self-certified copies of the IT Returns of the Firm/full time partners/Sole proprietor / others as the case may be for the last three years.
6.	The CA Firm must have their Head Office or Branch office in Jammu or Srinagar. The Firm has to submit self-certified copy of ownership of Office/ Rent agreement with electricity bill as proof. The Firm shall ensure that their services are readily available at all times to PHQ J&K even after completion of audits so that discrepancies, misinterpretations & other relevant issues are logically discussed for clearance. PHQ Jammu/ Srinagar shall not bear the expenditure on travelling, boarding lodging etc. of the staff deputed by the Firm for auditing purposes or for representing the PHQ before any official authorities in connection with settlement of account for the year under review.
7.	The Firm shall submit an affidavit to the effect that they have neither been blacklisted nor debarred by any authority.
8.	The Firm should have at least 5 years experience in Finance, Banking and Management.
9.	The Firm should have ability to interpret figures and information, strong analytical and problem resolving ability
10.	The Firm shall have to sign a service agreement on non judicial stamp paper worth Rs.100/- duly attested by Executive Magistrate.
11.	The successful bidder will have to deposit security amount of Rs.30000/- (Rupees thirty thousand only) in the shape of CDR/FDR pledged to AIG(Welfare) PHQ valid for three years or up to the completion of the assigned tasks. The security deposit shall be refundable after receipts of the audit reports and relevant tasks.
12.	The bids submitted by the Firm should be unconditional. Conditional bids shall be summarily rejected without assigning any reasons.
13.	The accounts and allied work shall have to be completed in a phased and time bound manner giving the maximum time of 1-1/2 months for the financial/ account year. The Firm has to execute a proper agreement with AIG(Welfare) PHQ for time bound delivery of Accounts/Balance sheets of each fund accounts as well as cumulative or consolidated pertaining to the respective societies, concurrent audits and other reports.
14.	The Audit exercise shall be carried out at Police Headquarters and respective units during the working days.
15.	The Firm shall solely be responsible and liable for penal action/ forfeiture of security deposit(s)/ Audit fee charges in the event details of accounts are leaked out, provided to public or private agency whatsoever
16.	The account statements/ Balance sheets, concurrent audits and other reports shall be acceptable to the Board of Trustees and finally

	Comptroller and Auditor General of India (CAG).
17.	An Audit certificate shall have to be furnished by the Firm specifying that the accounts for the period have been examined and found correct as per the requirements of accounts and financial rules and no shortcomings/ misappropriations or embezzlements have been noticed
18.	The financial year-wise payment to the Firm shall be released on receipts of Accounts Statements/ Balance sheets, concurrent audit and other reports in the office of AIG(Welfare) PHQ subject to the number of Accounts/ Balance sheets and other reports furnished by the Firm.
19.	The Firm shall not be paid any amount on account of advance payments.
20.	The deviation of agreement shall confer the firm liable for any penalty imposed by the Chairman-cum-Patron of J&K Police Welfare Society/ J&K PWWA.
21.	The certified copy of the Annual Accounts along with Auditor's report for the financial year under review will have to be submitted within one month after completion of audits
22.	The assignment allotted shall have to be completed within specified period of relevant financial year to ensure filing of IT returns well in time and in no case the extension shall be granted failing which penalty from 5 to 10% of tendered amount shall be imposed for the delay and the same shall be deducted at the time of payment
23.	Taxes shall be deducted at source as per applicable laws.
24.	The firm shall have to attend the office on all days when Audit Team from the Comptroller and Auditor General of India (CAG) approaches this Hqrs. for audit purposes.
25.	The Firm shall be bound for framing of replies of Audit Observations, Audit Paras and Audit inspection reports received from the Comptroller and Auditor General of India (CAG) as well as AG's Office J&K of the particular period(s).
26.	The Firm shall have to abide by all rules regulations/ laws in vogue in the Financial code of UT J&K. All legal proceedings arising out of any dispute between the parties shall have to be settled in the courts situated in Jammu and Srinagar only and not elsewhere
27.	The selected Firm shall not sublet or assign the awarded job or any part thereof, for the purpose of audit.
28.	AIG(Welfare), PHQ J&K reserves the right to increase or decrease the scope of contract without assigning any reason
29.	AIG(Welfare), PHQ J&K reserves the right to accept or reject any bid and to annul the process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders.
30.	AIG(Welfare), PHQ J&K takes no responsibility for delays, loss or non receipt of tender documents and also reserves the right to reject any offer in part or full without assigning any reasons thereof. The Firm, whose offer is not accepted shall not be entitled to claim any costs, charges and incidental expenses incurred in connection with submission of offer.

31.	While filing the Quotations it may be ensured that all Pre-requisite Eligible Criteria documents & Firm profiles shall be INDEXED with reference to page numbers of the Quotations provided to the PHQ in the form of Face Index Sheet.
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Note: - The relevant documents from desirous Chartered Accountants in this behalf should reach this Headquarters within 15 days from the date of issuance of this notification.

AIG(w)/Accts/Exp-I/ii/22802-
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Dated :- 27-08-2024
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Abhishek Mahajan 27/08/2024.
(Dr. Abhishek Mahajan), IPS
AIG of Police, (Welfare)
For **Director General of Police**
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