



J&K POLICE HEADQUARTERS
JAMMU/SRINAGAR

NOTIFICATION

Sealed cover quotations regarding "Expression of Interest" are sought from Registered Chartered Accountants (CAs) as Financial Advisors/ Consultant for 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" and "J&K Police Wives Welfare Association" including Filling of Income tax/GST returns and other issues of all Units working under J&K PWWA.

The sealed cover quotation(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 and conditions (Annexure "A") are available at J&K Police Website www.jkpolice.gov.in

Muhammad Mahajan 6/6/2024

(Joint Secretary)

Management Committee, (J&K PWWA)

AIG of Police, (Welfare)

[Signature]
For **Director General of Police,**
J&K, Srinagar

No:- AIG(W)/Audit/Exp-I/2024/16304-05

dated:- 06-06-2024

Copy to the:-

1. SO IT PHQ to upload the terms and conditions (copy enclosed) on J&K Police official website.
2. SO (Media) PHQ to arrange publication of notification in two leading local Dailies alongwith terms and conditions (copy enclosed) .
3. All concerned dealing Assistants.
4. Notice Board.

Annexure "A"

TERMS AND CONDITIONS

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 and representative of the firm shall visit PHQ twice a week (working days).
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.20000/- (Rupees twenty thousand only) in the shape of CDR/FDR pledged to AIG (Welfare) PHQ. The security deposit shall be refundable after the culmination of contract.
12.	The bids submitted by the Firm should be unconditional. Conditional bids shall be summarily rejected without assigning any reasons.
13.	The assigned work shall have to be completed in a time bound manner.
14.	Provide guidance and support to the management committee on financial matters, budgeting, and financial planning.
15.	Keep abreast of changes in tax laws, accounting standards, and regulatory requirements, and ensure compliance.
16.	The Firm shall solely be responsible and liable for penal action/ forfeiture of security deposit(s) in the event details of accounts are leaked out, provided to public or private agency whatsoever.
17.	Payment to the firm shall be released on quarterly basis. The Firm shall not be