



J&K POLICE HEADQUARTERS
JAMMU/SRINAGAR

NOTIFICATION

Sealed cover quotations regarding "Expression of Interest" were sought from Registered Chartered Accountants (CAs) vide PHQ Notification No. AIG(W)/Audit/Exp-I/2024/16304-05 dated 06-06-2024 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.

However, no response has been received so far from Chartered Accountant. As such, date for submitting sealed cover quotations is extended for 15 more days w.e.f. ~~03-07~~ 2024 and shall reach Police Headquarters, J&K, Peer Bagh, Srinagar (190014) within stipulated time.

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

Mishra. Mdy
13/7/2024.

(Joint Secretary)
Management Committee, (J&K PWWA)
AIG of Police, (Welfare)
For **Director General of Police,**
J&K, Srinagar

No:- AIG(W)/Audit/Exp-I/2024/ **18394-95**

dated:- **03-07-24**

Copy to the:-


1. SO Portal 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

	paid any amount on account of advance payments. Taxes shall be deducted at source as per applicable laws.
18.	PHQ J&K shall decide payment of any additional charges on travelling, boarding lodging etc. of the staff deputed by the Firm for representing the PHQ before any official authorities in connection with settlement of issues.
19.	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 PWVA.
20.	The firm has to ensure filing of IT returns and replies to IT notices (if any) well in time.
21.	Monitor income tax notices received by the societies and prepare timely and well-researched replies with appropriate documentary evidence.
22.	Oversee the preparation of accounts for two welfare societies, ensuring accuracy and compliance with regulatory requirements.
23.	Coordinate with auditors, tax consultants, and legal advisors as needed to address complex financial and tax-related issues.
24.	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
25.	The selected Firm shall not sublet or assign the awarded job or any part thereof.
26.	AIG (Welfare), PHQ J&K reserves the right to increase or decrease the scope of contract without assigning any reason.
27.	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.
28.	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.
29.	While filing the Quotations it may be ensured that all Pre-requisite Eligible Criteria documents & Firm profiles shall be INDEXED with reference to page Nos. of the Quotations provided to the PHQ in the form of Face Index Sheet.


 (Dr. Abhishek Mahajan) IPS
 AIG of Police, (Welfare)
 For **Director General of Police,**
J&K, Srinagar