

**GOVERNMENT OF JAMMU & KASHMIR**  
**OFFICE OF THE PROVIDENT FUND COMMISSIONER, J&K**

Near Shram Bhawan, Railway Road, Jammu Tawi- 180012 (winter: Nov to April)  
Near General Bus Stand, Batamaloo Srinagar- 190009 (summer: May to Oct)

**Subject:- Hiring of Service Audit / Chartered Accountant Firm for preparation of Annual Accounts, Balance Sheets, Internal Audit reports and concurrent Audit of Provident Fund Organization.**

Sealed Tenders affixed with Revenue Stamps worth Rs 5/- (Rupees Five Only) are invited from **Registered Audit/Chartered Accountant Firms** operating in J&K State for conducting sequential and parallel Audit, preparing of Annual Accounts, Balance Sheets, Internal Audit reports and concurrent Audit for each financial year of Provident Fund Organization, J&K. The accounts will have to be prepared **w.e.f 2015-16 onwards** as per the requirement of Audit by the C.A.G under an agreement with this office for on contract basis for one year. The interested persons/agencies having relevant experience in the field may apply through registered post on the below mentioned address in a sealed cover mentioning therein the remuneration to be charged to the office on yearly basis for above mentioned assignments and relevant reports. The Payment shall be released after receiving the accounts/Balance Sheets, relevant reports and concurrent Audit in a completed manner for each financial year. The offer of eligible tenderer shall be accepted purely on the following **"Terms and Conditions"** in the Office of the **Provident Fund Commissioner J&K, Railway Road Jammu by 14-12-2018 upto 5 P.M.** In case of any gazetted holiday falling on the last date of receipt of tenders or some holiday suddenly declared by the competent authority under Negotiable Instrument Act, the next working day shall be treated as the last date of receipt of tender:

1. The tenderers should quote the rate both in figure and words. Any cutting or overwriting while quoting rates shall not be allowed.
2. The tenderers should be accomplished with CDR worth **Rs 5000/-** pledged in favour of the Chief Accounts Officer, Central Office without which no tender shall be accepted.
3. Before filing the tenders, the tenderers can contact the Deputy Provident Fund Commissioner (Central)/Chief Accounts Officer (Central) for any clarification and after filing the tenders no clarification shall be given.
4. The tenderers have to complete Accounts/Balance Sheets, Concurrent Audit and other assignments **w.e.f. 2015-16 onwards.**
5. The backlog of Accounts/Balance Sheets, concurrent Audit and other assignments w.e.f 2015-16 onwards.
6. The firm has to receive any Information/statement required by it from Central Office and Divisional Office Jammu & Kashmir.
7. The Accounts Statements/Balance Sheets, concurrent Audit and other reports shall be acceptable to the Board of Trustees and finally by CAG.
8. An Audit certificate shall have to be furnished by the agency specifying that the accounts of the period, have been examined and found correct as per the requirement of accounts and financial rules and no shortcomings/misappropriations or embezzlements have been noticed.
9. The payment to the agency shall be released on receipt of the Account/Balance sheets, concurrent Audit and other reports in the Provident Fund Commissioner's office subject to the number of Accounts/Balance Sheets and other reports furnished by the Agency.
10. The tenderer shall not be paid any on Account or Advance Payment.
11. The Agency has to execute a proper agreement with this office for time bound delivery of the Accounts/Balance Sheets, Concurrent Audit and other reports.
12. The Agency shall have to abide by all rules, regulations/law in-vogue in the financial code of J&K State.
13. The deviation of agreement shall confer the agency liable for any penalty imposed by the Head of Department.
14. The assignment allotted have to be completed within specified period and in no case the extension shall be granted failing which the 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.
15. The service tax and income tax as applicable in the J&K as on date, shall be deducted at source from the contractors.
16. The tenders will be opened on **19<sup>th</sup> of December 2018** in the office of the Provident Fund Commissioner, Railway Road Jammu or any other day as convenient to the undersigned in presence of the tenderers.
17. The undersigned shall reject any tender subject to any deviation from procedures/rules as specified by Government and communication in this regard shall not be mandatory.
18. The rates should be including all duties/taxes under rules.

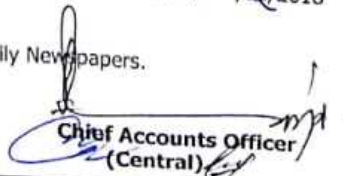
Sd/-  
**Provident Fund Commissioner  
J&K**

Dated: 07 / 12 / 2018

No. PFC/Audit/msc/1587

Copy to:-

The Director Information, J&K for publication in Daily Newspapers.

  
**Chief Accounts Officer  
(Central)**