

Detail of Tender

NOTICE INVITING TENDER FOR ENGAGEMENT OF TAX CONSULTANT

Tender Enquiry No:	JKDFC-AR/2/2025/793 Date: 17-09-2026.
Tender document for	Engagement of Tax Consultant
Date of Advertisement uploaded on the website	17-09-2026
Start Date of downloading tender document	17-09-2026
Last Date and Time of Submission of Bid	21-09-2026 up to 12:00 P.M
Date and Time of Opening of Tender	21-09-2026 at 04:00 P.M

Sub: Tender for Engagement of Tax Consultant for the Financial Year 2025-26

Ref: Tender Notice No JKDFC-AR/2/2025/793 Dated: 17-09-2026.

Sealed tenders are invited under two bid system (i.e. Technical & Financial) by the JKDFC for engagement of Tax consultant initially for the Financial Year 2025-26 (AY 2026-27) which may be renewed to further period of one year subject to satisfactory performance.

The tender are to be submitted on prescribed tender document which can be downloaded from the website www.jkdfc.org or collected from the registered office of the Corporation,

Gr .Floor, Jawaharlal Nehru,
Udyog Bhawan, Rail Head Complex,
Jammu -180012

Phone no: 0191-2479516, 2479179, 9419203845

Mail id: contact@jkdfc.org.

The last date for submission of Sealed tender is 21-09-2026 till 12:00 PM. The Bids will be opened on 21-09-2026 at 04:00 PM..

TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

01. Terms of Reference

Eligibility Criteria: The interested Bidders shall have to comply with the following criteria to participate in the tendering process: -

- a) Must have either its registered office or branch office in Jammu & Kashmir. (Self-Attested copy of Registration Certificate issued by Institute of Chartered to be furnished.)
- b) Must be registered with the Institute of Chartered Accountants of India for not less than 10 years as on as on 1st April 2026. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
- c) Must have conducted audit of at least two Central or State Public Sector Undertakings or NBFC during last three Financial Years. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished)
- d) Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
- e) Must be having minimum Average Annual Turnover of Rs. 50.00 Lakh during the last 3 Financial Years.(duly certified by a Chartered Accountant)



Scope of Work:

1. Conducting the tax Audit and filing of Income Tax return for the Financial year 2025-26 (AY 2026-27).
2. Representing the corporation in Income Tax Assessment proceedings.
3. Handling Income Tax Appeals before the Commissioner.
4. Other related matters including advance tax vetting, GST audit, filing of returns, tax consultancy, and liaison with the Income Tax Department.

Payment & Price Validity:

- i. The Firm shall be paid on yearly basis.
- ii. The price as quoted shall remain unchanged during the contract period. The fees should be quoted is inclusive of TA/DA/Boarding/Lodging etc
- iii. Goods & Service Tax, if any, shall be paid at the applicable rate.

Period of Engagement

- a) The engagement shall be initially for a period of one year i.e. F.Y. 2025-26 (AY 2026-27).
- b) The contract may be renewed for another one year on the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.
- c) The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.

Instructions to Bidders**Submission of the Proposal**

- a) The proposal shall be submitted in a sealed envelope with clear inscription as "PROPOSAL FOR ENGAGEMENT OF TAX CONSULTANT OF Jammu & Kashmir development Finance Corporation, JAMMU. NIT REFERENCE NO JKDFC-AR/2/2025/793 Dated 17-09-2026 2" on top of it before due date and time.
- b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- c) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/FINANCIAL PROPOSAL; NIT REFERENCE NO. JKDFC-AR/2/2025/793 Dated 17-09-2026 on top of respective covers and both the sealed envelopes



shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.

- d) Any material omission in the proposal shall make the proposal unacceptable at the discretion of the management and the bid will be liable to be rejected.

Contents of the Proposal

- a) The technical proposal in addition to proof of eligibility shall contain:
- i) All the information, documents and clarifications as required under Annexure 1.
 - ii) Copy of the NIT Document signed on every page by the duly authorized Signatory.
- b) The Financial Proposal shall be submitted in the format given in Annexure- 2

Evaluation and Selection

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
- c) The technically qualified Firms shall be permitted to participate/be present at the time of opening of the Financial Proposals;
- d) For financial evaluation, Price excluding Tax shall be taken into consideration.

Award of Contract

- a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
- b) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.
- c) Any effort by a firm to influence JKDFC in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
- e) Any legal dispute arising out of this is subject to Jammu jurisdiction only.



Penalty Clauses.

- i. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender we reserves the right to impose the penalty as detailed below:
 - a) 2% of cost of order/ agreement per week, up to 2 weeks delays.
 - b) After 2 weeks delay, JKDFC reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.
- ii. For any breach of contract, JKDFC shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of JKDFC.
- iv. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.



ANNEXURE 1

Profile of the Applicant (To be furnished along with the Technical Proposal Cover "A" on the Letter Head of the Firm)

S.No	Particulars	Details
01	Name and Address of the Chartered Accountants Firm	
02	Date of Registration with Institute of Chartered Accountants of India (Self- Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	
03	Annual Turnover of the Firm for last 3 Financial Years. (duly certified by CA).	
04	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
05	Attachment of certificates/ documents as mentioned in the eligibility criteria	
06	Any other details the Firm would like to furnish	

We hereby agree with all the terms and conditions of the NIT and we hereby undertake to abide by same

(Authorized Signatory)
(Signature and seal of the authorized signatory)

Date:
Place:

ANNEXURE 2

FINANCIAL PROPOSAL (To be furnished in Cover "B" on the Letter Head of the Firm)

Name and Address of the Bidder:

Price Details:

S.No	Particular	Rate per Annum (Rs) excluding tax
01	Tax Consultancy fee for the scope of work as per NIT	
	Total	

Total Price Excluding Tax :

Rs..... (in words) GST
will be paid at the applicable rate.

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

We hereby agree with all the terms and conditions of the NIT and we hereby undertake to abide by same.

(Authorized Signatory)
(Signature and seal of the authorized signatory)

Date:

Place: