बिड संख्या/Bid Number: GEM/2026/B/7726609
दिनांक /Dated: 30-06-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-07-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-07-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Jammu & Kashmir
विभाग का नाम/Department Name	Agriculture Production Department Jammu And Kashmir
संगठन का नाम/Organisation Name	Agriculture Department
कार्यालय का नाम/Office Name	Jammu And Kashmir
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ajay.acctoff@jk.gov.in Buyer Email id: aman.gupta7467@nic.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Hiring of a Chartered Accountant Firm to conduct External Audit of the JKCIP Project; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	120 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	3000000
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	60000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	24

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Accounts Officer - Mission Directorate HADP/JKCIP Jammu and Kashmir
Jammu and Kashmir, Agriculture Production Department Jammu and Kashmir, Agriculture Department,
(Ajay Kumar Safaya)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate: Minimum 20 years (firm established ≥ 20 years; ICAI Constitution Certificate as proof). Valid ICAI Peer Review Certificate required

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: Minimum 10 years in Statutory/External Audit of Government, Autonomous Bodies, PSUs, CPSEs, International Organisations or NPOs; plus at least 5 similar assignments of ₹10 lakh+ each in the last 5 years.

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: Minimum 10 full-time CAs, including at least 3 FCA partners

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: As applicable — DISA/CISA qualified partners to be listed with proof

Number of XX fulltime CA's required and YY professional audit staff:10 full-time CAs; deployment team: 1 Audit Manager/FCA (5+ yrs) + 2 Lead Auditors/ACA (3+ yrs) + 6 Article/Intern CAs, at both Jammu & Srinagar.

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	**Max Marks**	**Cutoff Marks**	**Qualification Methodology Document**
Year of the Incorporation of the Firm	10	5	View File
Office Existence in Jammu and Kashmir	5	5	View File
Professional Strength of the Firm	10	5	View File
Articles and Intern CAs	5	3	View File
Financial Turnover Average of Last Two Years	10	2	View File
Experience in Audit and Similar Assignments	20	10	View File
MDB Project Audit Assignments	20	5	View File
Technical Presentation	20	10	View File

Total Minimum Qualifying Marks for Technical Score: 45

QCBS Weightage(Technical:Financial):70:30

Presentation Venue: Mission Directorate Narwal Jammu / Rajbagh Srinagar

Financial Audit Services - Hiring Of A Chartered Accountant Firm To Conduct External Audit Of The JKCIP Project; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Hiring of a Chartered Accountant Firm to conduct External Audit of the JKCIP Project
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	External
Category of Work under Financial Audit	As described in the RFP
Type of Industries/Functions	As described in the RFP
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Aman Gupta	180006,MISSION DIRECTORATE JKCIP NARWAL JAMMU / RAJBAGH SRINAGAR	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up

to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

UNION TERRITORY OF JAMMU & KASHMIR

Agriculture Production Department

Mission Directorate — Competitive Improvement in Agriculture and allied sectors in the Union Territory of Jammu and Kashmir

REQUEST FOR PROPOSALS

Quality and Cost-Based Selection (QCBS — 70:30) — Consulting Services

for the

EXTERNAL AUDIT OF THE JKCIP PROJECT

Hiring of a Chartered Accountant Firm · Financial Years 2025-26 & 2026-27 (Two-Year Consolidated Contract)

Component 4 — Project Management (Financial Management & Audit)

Competitiveness Improvement of Agriculture and Allied Sectors Project in Jammu and Kashmir (JKCIP)

IFAD Loan No. 2000005021 · IFAD Project No. 2000003933

Reference Number	RFP-04-JKCIP-2026-27
Selection Method	Quality and Cost-Based Selection (QCBS) — 70:30
Mode of Procurement	Online only — GeM Portal (gem.jk.gov.in)
Issue Date	30th June 2026
Proposal Submission Deadline	21st July 2026, 16:00 hours IST

Issued by

Office of the Mission Director, Mission Directorate of HADP / JKCIP

Correspondence: Mission Director, JKCIP / HADP

Email: Accounts.hadp.jkcip@jk.gov.in

Foreword

This Request for Proposals (RFP) has been prepared by the Mission Directorate of HADP / JKCIP, Government of Jammu & Kashmir, and is based on the 1st edition (December 2020) of the IFAD-issued Standard Procurement Document — Simplified Request for Proposals, available at www.ifad.org/project-procurement. This document is to be used for the procurement of consulting services using the Quality and Cost Based Selection (QCBS) method in projects financed by the International Fund for Agricultural Development (IFAD).

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

This RFP supersedes any earlier draft circulated for the External Audit of the JKCIP Project for FY 2025-26 and now covers a CONSOLIDATED TWO-FINANCIAL-YEAR SCOPE — FY 2025-26 (retrospective) AND FY 2026-27 (current year) — in a single contract, to optimise audit-team continuity, knowledge retention, and procurement transaction cost.

Tender Information Summary

1.0 Basic Tender Details

Field	Particulars
Tender Title / Name of Assignment	Hiring of a Chartered Accountant Firm to conduct External Audit of the JKCIP Project for the Financial Years 2025-26 and 2026-27 (Two-Year Consolidated Contract)
File Number / Reference	RFP-04-JKCIP-2026-27
Tender Type	RFP — Open Tendering
Tender Category	Services — Consulting (External Audit)
Proposal Submission	Two separate proposals — Technical & Financial — submitted on the GeM portal
Product Category	Consultancy — Statutory / External Audit
Selection Method	Quality & Cost Based Selection (QCBS) in 70: 30 ratios
Appointing Authority	Mission Director, JKCIP / HADP — Head of the Procuring Organization
Language of Communication	English only
Form of Contract	Lumpsum (fixed-firm pricing across both Financial Years; no escalation)
Organisation	Mission Directorate of HADP / JKCIP, Government of J&K
Procuring Entity	Mission Director, JKCIP / HADP
Mode of Procurement	Online — through GeM portal (gem.jk.gov.in)
Tender Inviting Authority (TIA)	Mission Director, JKCIP / HADP
Office Address & Correspondence	Shri Ajay Safaya, Accounts Officer JKCIP / HADP Mission Directorate HADP / JKCIP — Narwal, Jammu (winter) / Rajbagh, Srinagar (summer)
IFAD Loan No. / FA Date	IFAD Loan No. 2000005021 / Financing Agreement signed 18 June 2024
IFAD Prior-Review Status	POST-REVIEW (contract value ≈ ₹30 L; below IFAD QCBS prior-review threshold of USD 200,000 = ₹1.91 cr at 1 USD = ₹95.63)

2.0 Critical Dates

Milestone	Date
Publication of RFP on GeM portal	30th June 2026

Proposal Due Date / Last Date	21st July 2026, 16:00 hours IST
Opening of Technical Proposals	22nd July 2026, 11:00 hours IST
Presentation by Technically Qualified Bidders (Part B)	24th July 2026 (14:00 hours IST)
Opening of Financial Proposals	28th July 2026, 11:00 hours IST
Notification of Intent to Award (NOITA)	30th July, 2026
Award of Contract / Commencement Date	4th August 2026
Proposal Validity	90 days from the date of Proposal Opening

3.0 Period and Scope

Field	Particulars
Period of Contract	24 (twenty-four) months from the date of Award. Covers the External Audit of TWO Financial Years: • FY 2025-26 (year ended 31 March 2026) — Retrospective Audit • FY 2026-27 (year ending 31 March 2027) — Current-Year Audit
Extension Option	NIL. This is a strictly 2-year contract with no extension option. A separate tender will be issued for the FY 2027-28 audit.
Service Details	As per Terms of Reference / Scope of Work at Section V.
Indicative Budget	INR 30.00 lakh (Rupees Thirty Lakh only) — total for both Financial Years. Indicative break-up: ₹15.00 lakh per FY (fixed-firm; no escalation between FY 1 and FY 2).

4.0 Bid Security and Performance Security

Field	Particulars
Bid Security (EMD) Amount	INR 60,000/- (Rupees Sixty Thousand only)
Bid-Securing Declaration in lieu of EMD	Permitted for MSMEs registered with the J&K Department of Industries & Commerce, as per MSME exemption.
Performance Security	5% of the total bid value of the successful bidder.
Form of Bid / Performance Security	Paid online through the GeM portal, or furnished as an electronic Bank Guarantee (e-BG) in favour of the Accounts Officer, JKCIP / HADP.
Payment Schedule	50% on acceptance of FY 2025-26 Audit Report by the Mission Director, JKCIP. 50% on acceptance of FY 2026-27 Audit Report by the Mission Director, JKCIP.

5.0 Documents Required

To be uploaded on GeM portal on or before the Last Date:

Document Set	Contents
Technical Proposal	All Certificates: ICAI Registration; C&AG Empanelment Certificate for FY 2025-26 AND FY 2026-27; Financial Turnover Certificate (last 5 years, CA-certified with UDIN); Partners' Details Certificate; Office-Existence proof in J&K (ICAI Constitution Certificate); along with Forms TECH-1, TECH-2, TECH-4, TECH-5 and TECH-6 from Section III. All documents to be page-numbered.
Financial Proposal	Form FIN-1 (Section IV) — submitted separately on the GeM portal. The total quoted value on the GeM portal must exactly match FIN-1; any mismatch shall lead to summary rejection.

(Not applicable — all documents are submitted online through the GeM portal; no documents are submitted offline.)

Document	Format / Mode
Bid Security (EMD) — INR 60,000/-	INR 60,000/- (Rupees Sixty Thousand only), paid online through the GeM portal or as an electronic Bank Guarantee (e-BG) in favour of the Accounts Officer, JKCIP / HADP.
Performance Security (5% of total bid value)	5% of the total bid value of the successful bidder, furnished as an electronic Bank Guarantee (e-BG) submitted online.
Form of Contract Agreement (Section VI of this RFP) with Annexes	Executed on Judicial Stamp Paper of INR 100/-.

Section I. Letter of Invitation

Jammu / Srinagar, India

30th June 2026

Invitation No.: RFP-04-JKCIP-2026-27

IFAD Loan No.: 2000005021

To,

[Empanelled Chartered Accountant Firms — CAG Major Audit Panel]

Dear Sir / Madam,

1. The Government of India (GoI) has received financing from the International Fund for Agricultural Development (IFAD) towards the cost of the Jammu and Kashmir Competitiveness Improvement Project (JKCI P) and intends to apply part of the financing for the recruitment of consulting services.
2. The use of IFAD financing is subject to IFAD's approval, pursuant to the terms and conditions of the Financing Agreement (signed 18 June 2024, Loan No. 2000005021), as well as to IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with JKCIP.
3. The Mission Directorate of HADP / JKCIP, Government of J&K, now invites proposals to provide the following consulting services: HIRING OF A CHARTERED ACCOUNTANT FIRM TO CONDUCT EXTERNAL AUDIT OF THE JKCIP PROJECT FOR THE FINANCIAL YEARS 2025-26 AND 2026-27 (TWO-YEAR CONSOLIDATED CONTRACT). More details on the services are provided in the Terms of Reference at Section V.
4. A firm will be selected under the 'Quality and Cost Based Selection (QCBS) — 70:30' method described in this RFP, in accordance with the IFAD Project Procurement Guidelines as approved by IFAD's Executive Board and the IFAD Procurement Handbook (December 2020).
5. The RFP includes the following documents:

- Section I — Letter of Invitation
- Section II — Instructions to Consultants (ITC)
- Section III — Technical Proposal: Standard Forms (TECH-1 to TECH-6)
- Section IV — Financial Proposal: Standard Forms (FIN-1)
- Section V — Terms of Reference
- Section VI — Standard Forms of Contract
- Section VII — Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations

6. The requested proposal should be submitted no later than 21st July 2026, 16:00 hours IST through the GeM portal at gem.jk.gov.in.
7. The proposal must remain valid for 90 (ninety) days after the above submission date. During this period, the consultant shall maintain the availability of professional staff nominated in the proposal.
8. The estimated indicative budget for this assignment is INR 30.00 lakh (Rupees Thirty Lakh only) for the two-year scope (₹15 L per Financial Year, fixed firm).

Yours sincerely,

ajay kumar safaya
Digitally signed by ajay kumar safaya
Date: 2026.06.29 15:19:18 +05'30'

Accounts Officer
Mission Director, JKCIP / HADP
Government of Jammu & Kashmir
Rajbagh, Srinagar · Narwal, Jammu

Section II. Instructions to Consultants (ITC)

A. General

9. A two-bid system is to be used. The Technical Proposal and the Financial Proposal shall be submitted SEPARATELY on the GeM portal at the same time.
10. Consultants / Firms shall submit proposals electronically only, through the GeM portal (gem.jk.gov.in). Hard-copy or offline proposals and documents will NOT be accepted. The Bid Security (EMD) shall be paid online through the GeM portal or furnished as an electronic Bank Guarantee (e-BG); no offline EMD instrument is required.
11. CONFLICT OF INTEREST. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with such a conflict shall be disqualified unless otherwise explicitly approved by IFAD. A consultant, including their respective personnel and affiliates, is considered to have a conflict of interest if any of them: (a) has a relationship that provides undue or undisclosed information about or influence over the selection process and the execution of the contract; (b) participates in more than one proposal under this procurement action; or (c) has a business or family relationship with a member of the Client's board, the Fund, or any other individual involved in the preparation, selection or execution of this contract.
12. ANTI-CORRUPTION. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (Section VII of this RFP) and the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse, while competing for, or in executing, the contract. Sanctions for prohibited practices include rejection of proposal, termination of contract, and debarment from IFAD-financed activities.
13. MONEY LAUNDERING. The Fund requires all beneficiaries, including the Client, consultants, implementing partners, service providers and suppliers, to observe the highest standards of integrity during the procurement and execution of contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.
14. The technical proposal shall be based on the technical forms attached at Section III, including the CVs of the proposed staff.
15. The Evaluation Committee shall evaluate the technical proposals on the basis of qualifications and responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system specified below.

B. Pre-Qualification Criteria (PQC)

The consultant / firm will be declared non-responsive and rejected if its proposal does not clearly demonstrate that it meets the following MINIMUM PRE-QUALIFICATION criteria:

#	Criterion	Minimum Requirement
1	Registration & Empanelment	(a) The Firm must be established for a minimum of 20 years — ICAI Constitution Certificate as proof. (b) The Firm must be empanelled with the Comptroller & Auditor General of India (C&AG) — valid empanelment for FY 2025-26 AND FY 2026-27 (both years required, given the 2-year contract scope). (c) The Firm must have a Branch / Head Office located within the Union Territory of Jammu & Kashmir. (d) The Firm must hold a valid Peer Review Certificate issued by ICAI.
2	Number of Chartered Accountants	Minimum 10 full-time CAs, including at least 3 FCA (Fellow Chartered Accountant) partners. Proof: ICAI Registration Certificate of the firm.
3	Financial Capacity (Turnover)	Average annual financial turnover of the Firm / LLP for the last two financial years (FY 2023-24 and FY 2024-25) must be at least INR 2.00 crore (average). Proof: CA-certified Turnover Certificate with UDIN and Firm Registration Number; copies of ITR for the relevant years.
4	Relevant Audit Experience	Minimum 10 years of experience in conducting similar assignments (Statutory / External Audits) for Government, Autonomous Bodies, PSUs, CPSEs, International Organisations or NPOs; AND completion of at least 5 similar assignments of INR 10.00 lakh and above each, within the last 5 years. Proof: engagement orders / work orders / completion certificates.
5	Earnest Money Deposit (EMD)	INR 60,000/- (Rupees Sixty Thousand only), paid online through the GeM portal or as an electronic Bank Guarantee (e-BG) in favour of the Accounts Officer, JKCIP / HADP.
6	Black-listing Declaration	The firm or any of its partners shall NOT be black-listed by any PSU, Government Company, Autonomous Body or other organization in respect of any assignment or conduct. Self-attested affidavit on INR 100/- stamp paper signed by the authorized representative.
7	Minimum Team Requirement	(a) Audit Manager / FCA — min. 5 years' experience — 1 person (b) Lead Auditor / ACA — min. 3 years' experience — 2 persons (c) Article / Intern CAs — min. 1 year experience — 6 persons The firm shall deploy the above minimum staff at BOTH locations (Jammu & Srinagar) during the assignment.

Note: Only bidders meeting ALL Pre-Qualification Criteria (1)-(7) above shall be considered for further evaluation.

C. Technical Evaluation — Marking Scheme (Total 100 marks)

Sr.	Criterion / Sub-Criterion	Marking Scheme	Max.
	PART A — Documentary Evaluation		
1	Year of Incorporation of the Firm		10
1.1	Firms in existence for up to 20 years as on March 2026	5 marks	
1.2	For each completed year beyond 20 years	1 mark / year, max 5 additional marks	

Sr.	Criterion / Sub-Criterion	Marking Scheme	Max.
2	Office Existence in J&K		5
2.1	Head / Branch Office in J&K — ICAI Constitution Certificate as proof	5 marks	
3	Professional Strength of the Firm		10
3.1	Min. 3 FCA Partners + 10 full-time CAs — ICAI Registration Certificate	5 marks	
3.2	Each additional FCA Partner beyond 3	1 mark each, max 2 marks	
3.3	Up to 2 ACA	1 mark	
3.4	Each additional ACA beyond 2	1 mark each, max 2 marks	
4	Articles / Intern Cas		5
4.1	Up to 6 Articles / Intern Cas	3 marks	
4.2	Each additional beyond 6	1 mark each, max 2 marks	
5	Financial Turnover (Average — FY 2023-24 & FY 2024-25)		10
5.1	Average turnover up to INR 2.00 cr	2 marks	
5.2	Average turnover above INR 2.00 cr and up to INR 5.00 cr	3 marks	
5.3	Average turnover above INR 5.00 cr	5 marks	
6	Experience — Audit / Similar Assignments (last 5 years ending 31.03.2025) for Government / PSU / Autonomous Body / Semi-Govt / International / NPO / CPSE; assignments of INR 10 L+		20
6.1	5 similar assignments completed	10 marks	
6.2	Each additional assignment of INR 10 L+	1 mark per assignment, max 10 additional marks	
7	Multilateral Development Bank (MDB) Project Assignments — last 5 years		20
7.1	Each MDB project audit assignment	5 marks each, max 20 marks	
	PART B — Technical Presentation		
8	Presentation before the Evaluation Committee — audit approach, methodology, work plan, team deployment plan, knowledge of IFAD audit framework	20 marks	20
	TOTAL		100

Notes on Technical Evaluation:

- MDB Project Audits = audits conducted for IFAD, World Bank Group, Asian Development Bank, Inter-American Development Bank, African Development Bank, EBRD, or any UN agency — including both external and internal audit assignments. Documentary proof mandatory.
- Minimum qualifying marks for Part B (Presentation): 10 out of 20.
- Minimum qualifying marks for combined Part A + Part B (Technical): 60 out of 100.
- Financial proposals of bidders who do NOT meet the technical qualifying threshold shall NOT be opened.

D. Financial Evaluation

16. Financial proposals shall be opened online on the GeM portal. Technically qualified bidders may attend the online opening remotely. The names of the consultants and their technical scores shall be displayed, and the total prices of the technically qualified bidders' financial proposals shall be read out and recorded.
17. The financial evaluation shall be based on the financial forms submitted in Form FIN-1 (Section IV).

E. Selection Criteria — Combined Quality and Cost (QCBS, 70:30)

The lowest evaluated financial proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other financial proposals will be computed as follows:

$$Sf = 100 \times Fm / F$$

where 'Sf' is the financial score, 'Fm' is the lowest evaluated price, and 'F' is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights T = 70% (Technical) and P = 30% (Financial):

$$S = St \times 70\% + Sf \times 30\%$$

The firm achieving the HIGHEST combined technical and financial score shall be invited for contract negotiations.

F. Notice of Intent to Award (NOITA) and Award

18. After completion of the Evaluation Report and obtaining all necessary internal approvals (as per the IFAD Procurement Handbook and the JKCIP Procurement Plan), the Client shall send the Notice of Intent to Award (NOITA) to the successful consultant. The NOITA shall include a statement that the Client shall issue a formal Award and draft Contract Agreement after expiration of the period for filing a Bid Protest and resolution of any Bid Protests submitted. Delivery of NOITA does NOT constitute the formation of a contract and creates no legal or equitable rights.
19. Simultaneously with the issue of NOITA, the Client shall notify all other consultants in writing of the results of the bidding. The Client shall promptly respond in writing to any unsuccessful consultant who, after receiving the notification, requests a debriefing or submits a Bid Protest, as provided in the IFAD Procurement Handbook.

G. Negotiations

Negotiations shall be held on 30th July 2026 at the Mission Directorate HADP / JKCIP — Narwal, Jammu (or Rajbagh, Srinagar) and as intimated through the NOITA. The invited consultant must, as a pre-requisite, confirm the availability of all the key professional personnel listed in the technical proposal. Failure to confirm such personnel may lead the Client to proceed to negotiate with the next-ranked consultant. Representatives conducting negotiations must hold written authority to negotiate and conclude the contract on behalf of the consultant.

H. Commencement of Assignment and Auditee Sites

The consultant is expected to commence the assignment from 4th August 2026 and shall cover audits at the following locations:

- HADP / JKCIP — Narwal, Jammu
- HADP / JKCIP — Rajbagh, Srinagar
- Directorate of Horticulture — Jammu
- Directorate of Horticulture — Kashmir
- SKUAST — Kashmir
- SKUAST — Jammu
- Directorate of Agriculture — Jammu
- Directorate of Agriculture — Kashmir
- Directorate of Animal Husbandry — Jammu
- Directorate of Animal Husbandry — Kashmir
- Directorate of Fisheries — Jammu
- Directorate of Fisheries — Kashmir
- Directorate of Sheep Husbandry — Jammu
- Directorate of Sheep Husbandry — Kashmir
- Directorate of Horticulture Planning & Marketing — Jammu
- Directorate of Horticulture Planning & Marketing — Kashmir
- Any of the 90 Blocks / CHO Offices / other Project Units financed by IFAD under JKCIP

Section III. Technical Proposal — Standard Forms

The following forms shall be submitted as the Technical Proposal:

- TECH-1 — Technical Proposal Submission Form
- TECH-2 — Consultant's Organization and Experience
- TECH-4 — Description of Approach, Methodology and Work Plan
- TECH-5 — Team Composition and Task Assignments
- TECH-6 — Curriculum Vitae (CV) for Proposed Professional Staff

Form TECH-1 — Technical Proposal Submission Form

[Place & Date:] ________________

To: Mission Director, JKCIP / HADP

Dear Sir / Madam,

20. We, the undersigned, offer to provide the consulting services for the assignment 'Hiring of a Chartered Accountant Firm to conduct External Audit of the JKCIP Project for the Financial Years 2025-26 and 2026-27 (Two-Year Consolidated Contract)' in accordance with your Request for Proposals dated __________, 2026 and our proposal. We are hereby submitting our proposal, which includes this Technical Proposal and a Financial Proposal in separate envelopes.
21. We declare that all information and statements made in this proposal are true and accept that any misrepresentation may lead to our disqualification.
22. If negotiations are held during the validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us, subject to modifications resulting from contract negotiations.
23. We undertake, if our proposal is accepted, to initiate the consulting services not later than the date indicated in the Terms of Reference.
24. Our proposal is open for acceptance for a period of NINETY (90) days from the Proposal Due Date.
25. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have NOT been declared ineligible by the Fund and have NOT been subject to sanctions or debarment under the laws or official regulations of the client's country, or under the Agreement for Mutual Enforcement of Debarment Decisions (the 'Cross-Debarment Agreement'), beyond those declared in paragraph 12 of this submission form.
26. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practice as defined in ITC Clause 3. We acknowledge our obligation to report to anticorruption@ifad.org any allegation of prohibited practice during the selection process or contract execution.
27. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.
28. We acknowledge and accept the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify compliance and acknowledge our obligation to report any allegations to ethicsoffice@ifad.org.
29. The following commissions, gratuities or fees have been paid or are to be paid in connection with the selection process: [None / specify].

30. We declare that neither our firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners has any actual, potential or perceived conflict of interest as defined in ITC Clause 3. We have an ongoing disclosure obligation.
31. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint-venture partners: [None / specify]
32. We acknowledge our duty to promptly inform the Client about any material change regarding the information provided in this submission form.
33. We further understand that failure to properly disclose any information may lead to disqualification, termination of contract and any other appropriate action under the IFAD Anti-Corruption Policy.
34. We understand that the Client is not bound to accept any proposal it may receive.
35. We further certify to have read, understood and agreed to be bound by the IFAD Privacy Policy (https://www.ifad.org/en/privacy).

Yours sincerely,

Field	Particulars
Authorised signature (in full and initials)	
Name and title of signatory	
Name of firm	
Firm Registration Number (ICAI)	
C&AG Empanelment Number — FY 2025-26	
C&AG Empanelment Number — FY 2026-27	
Address	
Telephone / Email	

Form TECH-2 — Consultant's Organization and Experience

A. Consultant's Organization

[Provide here a brief (two-page) description of the background and organization of your firm/entity relevant to this assignment.]

B. Consultant's Experience — Relevant Audit / Statutory Audit Assignments

[For EACH relevant assignment, complete a separate copy of the table below.]

Field	Details
Assignment Name	
Approx. value of the contract (in INR)	
Country / Location	
Duration of assignment (months)	
Name of Client	
Total no. of staff-months of the assignment	
Client Address	
Approx. value of the services provided by your firm under the contract (INR)	
Start date (month / year) / Completion date (month / year)	
No. of professional staff-months provided by associated consultants (if any)	
Name of associated consultants (if any)	
Name of senior professional staff of your firm involved and functions performed	
Narrative description of the assignment	
Description of actual services provided by your staff within the assignment	
Firm's name (declaration)	

Form TECH-4 — Approach, Methodology and Work Plan (max. 3 pages)

Your technical proposal must be divided into the following three chapters:

(a) Technical Approach and Methodology

Explain your understanding of the objectives of the 2-year assignment; the approach to the External Audit of both FY 2025-26 (retrospective) and FY 2026-27 (current); your methodology for risk-based audit planning, sampling, internal-control review, and IFAD-compliance testing; how you propose to handle the transition between the two audit periods. Highlight any specific issues you foresee in auditing a multi-implementing-agency IFAD project with operations across 20 districts and 90 blocks.

(b) Work Plan

Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client) and delivery dates of reports for BOTH financial years. A list of the final deliverables (audit reports, management letters, IFAD-formatted PFS, IUFR reconciliation memos) shall be included.

(c) Organisation and Staffing

Propose the structure and composition of your team, the main disciplines of the assignment, the key expert responsible, and the proposed technical and support staff (with deployment between Jammu and Srinagar offices).

Form TECH-5 — Team Composition and Task Assignments

Name of Staff	Firm	Area of Expertise	Position Assigned	Tasks Assigned

Form TECH-6 — Curriculum Vitae (CV) for Proposed Professional Staff

[Submit one CV form per proposed staff member.]

Item	Details
1. Proposed position [only ONE candidate per position]	
2. Name of firm proposing the staff	
3. Name of staff (full)	
4. Date of birth / Nationality	
5. Education (institutions, degrees, dates)	
6. Membership of professional associations (ICAI, etc.)	
7. Other relevant training	
8. Countries of work experience (last 10 years)	
9. Language proficiency (speaking / reading / writing)	
10. Employment record (reverse chronological)	
11. Detailed tasks assigned under this assignment	

12. Work undertaken that best illustrates capability to handle the assigned tasks (assignment name, year, location, client, main project features, position held, activities performed)	

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of staff member: ___________________ Date: ___________

Full name of authorised representative: ___________________

Section IV. Financial Proposal — Standard Form

Note: The Financial Proposal shall be submitted SEPARATELY on the GeM portal. No information related to the Financial Proposal shall be given with the Technical Proposal. Mention of any such information in the Technical Proposal shall lead to the entire proposal being rejected. Due care shall be taken while entering the financial value on the GeM portal — amounts must coincide exactly with the value indicated in Form FIN-1 below. Any mismatch shall lead to summary rejection.

Form FIN-1 — Financial Proposal Submission Form

[Location, date] ________________

To: Mission Director, JKCIP / HADP

Dear Sir / Madam,

We, the undersigned, offer to provide the consulting services for the assignment 'Hiring of a Chartered Accountant Firm to conduct External Audit of the JKCIP Project for the Financial Years 2025-26 and 2026-27 (Two-Year Consolidated Contract)' in accordance with your Request for Proposals dated __________, 2026 and our Technical Proposal.

Our Financial Proposal — fixed-firm, all-inclusive — is as follows:

#	Financial Year (Audit Period)	Lumpsum Fee — Inclusive of all Fees, GST, Travel, Boarding, Lodging, IT (INR)
1	FY 2025-26 Audit (year ended 31 March 2026) — Final Audit Report by _________, 2026	INR _________
2	FY 2026-27 Audit (year ending 31 March 2027) — Final Audit Report by _________, 2027	INR _________
	TOTAL CONTRACT VALUE (both Financial Years — fixed firm, no escalation)	INR _________

Total Contract Value (in words): ____ Rupees Only

This amount is all-inclusive of Audit Fee, applicable GST, statutory deductions, TDS, conveyance / travel, boarding, lodging, communication, IT equipment (laptops, printers, internet), stationery, and any other direct or indirect costs of conducting the External Audit at all the auditee sites listed in Section II.H above. No additional charges shall be claimed by the Consultant beyond the above.

Our Financial Proposal shall be binding upon us, subject to modifications resulting from contract negotiations, up to expiration of the 90-day validity period.

We understand that the Client is not bound to accept any proposal it may receive.

Yours sincerely,

Field	Particulars
Authorised signature (in full and initials)	
Name and title of signatory	

Name of firm	
Address	

Section V. Terms of Reference (TOR)

1. Client

The Client for this assignment is the Mission Directorate of HADP / JKCIP, Agriculture Production Department, Government of the Union Territory of Jammu & Kashmir — referred to in this RFP as 'the Client' or 'the Mission Directorate'.

2. Background

The International Fund for Agricultural Development (IFAD) is providing financing to the Government of India for the Jammu and Kashmir Competitiveness Improvement Project (JKCIP) in the form of loan and grant resources. The Financing Agreement (IFAD Loan No. 2000005021) was signed on 18 June 2024. The total project cost is approximately USD 217 million (of which the IFAD loan is USD 100 million, with counterpart contributions from the Government of J&K, the Government of India and beneficiaries). The project completion date is 30 June 2031 (a 7-year implementation horizon).

JKCIP covers 90 blocks across 20 districts of the UT of J&K, targeting approximately 3,00,000 households (1.5 million individual beneficiaries — including 47% women, 30% youth, and 10% from vulnerable communities). The project aims to enhance agricultural productivity, market access and farmer incomes through a value-chain approach in the horticulture, agriculture and allied sectors, with the following components:

- Component 1 — Climate-Smart and Market-Led Production
- Component 2 — Agribusiness Ecosystem Development
- Component 3 — Support to Vulnerable Communities
- Component 4 — Project Management Support

JKCIP is implemented by the Mission Directorate HADP / JKCIP, with implementing partners that include the Directorates of Horticulture, Agriculture, Animal Husbandry, Sheep Husbandry, Fisheries, Horticulture Planning & Marketing, SKUAST Jammu and SKUAST Kashmir. In accordance with Article X of the IFAD Financing Agreement and the IFAD Handbook on Financial Reporting and Auditing of IFAD-Financed Projects, the Project's Annual Financial Statements are required to be audited by an INDEPENDENT EXTERNAL AUDITOR appointed by the Mission Directorate with the Fund's no-objection where required, and audited reports submitted to IFAD within SIX (6) MONTHS of the close of each Financial Year.

3. Objective of the Audit

The objective of the External Audit covering BOTH Financial Years 2025-26 and 2026-27 is to enable the auditor to express a professional opinion on:

- (a) Whether the individual Project Financial Statements (PFS) of the JKCIP Project Management Unit (Narwal Jammu / Rajbagh Srinagar) and of each Implementing Project Unit, as well as the CONSOLIDATED PFS of the Project as a whole — comprising Balance Sheet, Income & Expenditure Statement, Receipts & Payments Statement, Statement of Funds Position, reconciliation of expenditure as per audited PFS with expenditures reported in the Interim Financial Reports (IFRs) / Financial Monitoring Reports (FMRs), and all relevant accounting policies, notes to accounts, schedules, and reconciliation statements —

give a true and fair view of the financial position of the Project for each Financial Year audited.

- (b) Whether the funds were utilized for the purposes for which they were provided in the IFAD Financing Agreement.
- (c) Whether appropriate budgeting systems are in place, with regular monitoring of actual financial performance against AWPB targets.
- (d) Whether physical and financial progress is appropriately monitored.
- (e) Whether standard internal controls are in place — including expenditure verification, documentation, levels of authorization, segregation of duties, joint signatory requirement on payments, periodic bank reconciliation and physical verification of assets.

The books of accounts maintained by the Mission Directorate / Implementing Agencies / Project Units shall form the basis for the preparation of the individual and consolidated PFS as per IFAD guidelines. The audit shall verify compliance with the IFAD Financing Agreement, the IFAD Procurement Handbook, the JKCIP Project Implementation Manual (PIM) and the JKCIP Financial Management Manual.

4. Responsibilities of the Borrower / Mission Directorate JKCIP

- Provide the auditor with access to all legal documents and correspondence with consultants, contractors and other persons or firms engaged by the project, and any other information associated with the project that may be deemed necessary by the auditor.
- Ensure that accounting policies are consistently applied and disclosed.
- Ensure that appropriate internal controls are implemented to prevent misstatements and reduce susceptibility to fraud.
- Ensure compliance with all relevant laws and regulations that pertain to the Project, as well as with the IFAD Financing Agreement.
- Make available to the auditor, in soft and hard copy as required, all PFMS / Tally / accounting-system records, IUFRs, Withdrawal Applications, Statements of Expenditure, supporting documents and Annual Work Plans and Budgets (AWPBs).

5. Scope of the External Audit (per Financial Year)

The External Auditor shall be a member firm of the Institute of Chartered Accountants of India (ICAI) and shall be responsible — for EACH of the two Financial Years separately — for ensuring the following:

- Project accounts have been prepared in accordance with the consistently applied IFAD/Indian accounting standards.
- All books of accounts and Financial Statements are updated, bank accounts reconciled, and books of accounts prepared on a monthly basis.
- All necessary supporting documents and records are separately filed for all project activities, with a clear nexus between supporting documents, accounting books and records, and the periodic financial reports of the Project Units.
- Review of internal control systems and their effectiveness in project implementation, with recommendations for improvement where required.
- Review of monthly/quarterly expenditure statements submitted by districts indicating the approved budget provision and actual expenditure during the period, and cumulative expenditure against activity / sub-activity, ensuring conformity with the books of accounts.

- Verify that the break-up of expenditure between IFAD financing and counterpart funding is in accordance with the IFAD Financing Agreement.
- Verify that all funds have been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided.
- Verify that records of all procurement, agreements, work / purchase orders, invoices, receipts, stock registers etc. are properly maintained, duly linked and retained. The auditor shall also review contract management and whether payment terms to contractors / consultants are being adhered to, in compliance with the IFAD Procurement Handbook.
- Review statutory compliances such as TDS, Income Tax, GST, EPF returns and others applicable.
- Review the efficiency and timeliness of the funds-flow mechanism between IFAD, GoI, GoJK, Mission Directorate and Implementing Agencies / Project Units; identify delays and possible remedial measures.
- Verify that Interim Financial Reports (IFRs) / Statements of Expenditure (SOEs) are submitted in a timely manner, with releases of funds conditional on receipt of IFRs/SOEs, and report any exceptions.
- Verify that project funds have been used with due attention to economy, efficiency and effectiveness, and only for the purposes for which they were provided.
- Verify that adequate records are maintained regarding assets created or acquired by the Project — including description, cost, identification and location of assets. The auditor shall carry out PHYSICAL VERIFICATION of a sample of assets and comment on utilisation, safeguarding and adequacy of records.
- Verify that accounting for advances to entities, units and project implementing staff is properly recorded; that systems are in place for monitoring the receipt of periodic financial reports and follow-up on overdue reports; and that exceptions are identified and reported.
- Verify that the accounting records of each Project Unit are properly kept with supporting documents and authorisation; that goods procured by the Project Unit have followed a transparent procurement process per the IFAD Procurement Handbook, and that the basic tenets of economy, efficiency and social equity have been followed.
- Verify that the compliance report on audit and supervision-mission observations from earlier audits is included in the current audit report along with corrective actions taken.
- The External Auditor shall visit each Project Unit, District Office and the Mission Directorate at Narwal Jammu and Rajbagh Srinagar HALF-YEARLY (i.e., TWICE in each Financial Year) for fieldwork, and submit the final audit report to the Mission Director within FORTY-FIVE (45) DAYS of the closure of the audit fieldwork.

6. Audit Standards and Reporting Framework

The External Audit shall be conducted in accordance with: (a) the Standards on Auditing (SAs) issued by the Institute of Chartered Accountants of India; (b) the International Standards on Auditing (ISAs) issued by the International Auditing and Assurance Standards Board, where applicable; and (c) the IFAD Handbook on Financial Reporting and Auditing of IFAD-Financed Projects (latest applicable edition). The audit opinion shall be expressed in the format prescribed by the IFAD Handbook.

7. Independence

The External Audit firm reports to the Mission Director, JKCIP / HADP, who appoints and (where justified) terminates the firm in accordance with the IFAD Procurement Handbook and the JKCIP

Project Procurement Plan. The firm will work under the overall supervision of the Mission Director, JKCIP. All external-audit activities shall remain free of influence by any element in the organisation, including in matters of audit selection, scope, procedures, frequency, timing or report content — so as to maintain an independent and objective audit posture. The External Audit firm shall NOT have any direct operational responsibility or authority over any of the activities it audits, nor shall it develop or install accounting/MIS systems or procedures, prepare records, or engage in any other activity that would normally be considered management's responsibility.

8. Authority and Confidentiality

The Client grants full and unrestricted access to all Project records, physical properties and staff relevant to any area under review. All employees of the Mission Directorate and Implementing Agencies are required to assist the External Audit firm in fulfilling its function. Documents and information obtained by the External Audit firm shall be handled in a strictly prudent and confidential manner.

9. Duties and Responsibilities of the Firm

- Conduct a post-audit examination on the Mission Directorate JKCIP and Implementing Partners which report to it, with respect to their functions and activities under the Project; make recommendations on procedures to enhance control mechanisms, financial performance and reporting quality.
- Audit all contracts signed between the Mission Directorate / Implementing Agencies and service providers, suppliers, contractors and consultants — verifying (i) compliance with terms and conditions of the Financing Agreement, the IFAD Procurement Handbook and donor guidelines; and (ii) that the contract is in line with best practice with respect to compliance with ToR, RfP, tender documents etc.
- Develop professional and constructive working relationships with key managers in the Mission Directorate / Implementing Agencies and challenge constructively when necessary.
- Assess risk and control related policies and procedures; provide input for updates to procedural documents as necessary.
- Apply external-audit procedures to audit the financial statements, accounting records and other financial and non-financial registries, applying accepted external-audit standards.
- Undertake any special assignments or investigations and, in particular, more complex and high-level audit investigations under advisement of the Mission Director.
- Review means of safeguarding assets and, as appropriate, verify their existence.
- Review and appraise the economy and efficiency with which resources are employed.
- Review operations or programmes to ascertain whether results are consistent with established objectives and goals, and whether operations are being carried out as planned — including verifying adherence to AWPBs, the JKCIP PIM and FM Manual, applicable laws and IFAD procedures.
- Assess the efficiency, effectiveness and economy of the usage of resources and report any deviations.
- Review the adequacy, implementation and operation of transparency, accountability, anti-corruption and fraud-prevention policies and procedures.
- Confirm adherence to the JKCIP Financial Manual (as approved by IFAD).

10. Audit Planning

The External Audit firm shall submit to the Mission Director an UP-TO-DATE AUDIT PLAN (Audit Inception Note) within 21 days of contract award for FY 2025-26, and a fresh Audit Plan for FY 2026-27 within 30 days of the close of FY 2026-27 (i.e., by 30 April 2027). The audit plan shall be based on a risk-based methodology and shall pay specific attention to the activities of all Implementing Agencies / Project Units reporting to the Mission Directorate. Any significant deviation from the approved plan shall be communicated to the Mission Director through periodic progress reports.

11. Qualification Criteria (Additional)

- The External Audit firm should be a member of a recognised professional national Accountancy / Audit body (ICAI in India and equivalent for any associated international firm).
- Adherence to the ICAI Code of Ethics and the International Standards for the Professional Practice of External Auditing (as applicable).
- Assigned personnel shall have proven relevant working experience in external audit; proven experience in risk-management frameworks and risk-based auditing; facilitation and presentational skills; full working knowledge of English; and excellent computer skills (word-processing, spreadsheets, accounting software).

12. Reports and Schedule of Deliverables

12.1 Per-Financial-Year Deliverables and Timeline

#	Deliverable	Indicative Timeline
1	Audit Inception Note + Detailed Audit Plan for FY 2025-26	Within 21 days of contract award
2	Half-yearly Fieldwork Visit 1 — FY 2025-26	Within 45 days of contract award
3	Half-yearly Fieldwork Visit 2 — FY 2025-26	Within 90 days of contract award
4	DRAFT Audit Report for FY 2025-26 — Individual + Consolidated PFS + Management Letter + IFAD-format opinion	Within 120 days of contract award
5	FINAL Audit Report for FY 2025-26 — incorporating Mission Directorate's comments on the Draft	Within 150 days of contract award · Target: 30 November 2026
6	Audit Inception Note + Detailed Audit Plan for FY 2026-27	Within 30 days of close of FY 2026-27 — by 30 April 2027
7	Half-yearly Fieldwork Visit 1 — FY 2026-27 (interim review of Q1-Q2)	October 2026 — November 2026 (concurrent with FY 25-26 fieldwork)
8	Half-yearly Fieldwork Visit 2 — FY 2026-27 (review of Q3-Q4 + year-end)	April 2027 — May 2027
9	DRAFT Audit Report for FY 2026-27 — Individual + Consolidated PFS + Management Letter + IFAD-format opinion	By 31 July 2027

#	Deliverable	Indicative Timeline
10	FINAL Audit Report for FY 2026-27 — incorporating Mission Directorate's comments on the Draft	By 30 September 2027 (within 6 months of FY-end per IFAD norm)

12.2 Audit Report Format — Mandatory Sections

Each Audit Report shall comprise the following Parts:

Part A: Brief details of the Auditee and Audit

Field	Particulars
Name and address of the Auditee	
Names of Office bearers	
Names of Audit Team members deployed	
Days of audit fieldwork	
Period covered in the previous audit (if any)	
Period covered in the current audit	

Part B: Executive Summary

The Executive Summary should normally cover the following:

- (a) Objectives of audit
- (b) Methodology of audit
- (c) Status of implementation of the financial management system
- (d) Status of compliance with previous audit reports, including major audit observations pending compliance
- (e) Key areas of weakness needing improvement — classified into: (i) Disallowance of expenditure as per IFAD rules; (ii) Procedural lapse; (iii) Accounting lapse; (iv) Accounting books / records not maintained
- (f) Recommendations for improvements

Para No.	Observation	Implications & Risks	Recommendation for Improvement	Auditee's Comments / Agreed Action	Agreed Timeline for Compliance

Part C: Compliance with Previous Audit Reports

Status of compliance with previous reports and details of pending audit observations. Views of the auditee should be mentioned. Where there is difficulty in resolving audit findings, these shall be clearly highlighted.

Part D: Serious Observations

Details of serious audit observations — such as ineligible expenses, major lapses in internal controls, systemic weaknesses, procurement procedures not followed, incorrect information submitted for reimbursements, differences between cash drawn and expenditure reported, procedural / accounting lapses, books / records not maintained, etc. Sub-sections shall include:

- (1) Matter requiring Immediate Attention — cash defalcation, payment without approval, payments beyond delegation of financial powers, blank cheques signed, and any other serious matter.
- (2) Persisting Irregularities — raised earlier but not complied with.
- (3) Books of Account — verification and discrepancies identified; suggestions for improvement.
- (4) Internal Control System — discrepancies and remedial measures.
- (5) Compliance with Financing Agreement, JKCIP PIM, FM Manual / Delegation of Powers — deviations.
- (6) Procurement Procedures — deviations from the IFAD Procurement Handbook and JKCIP Procurement Plan.
- (7) Computerised Financial Management (Tally / PFMS) — data-entry currency, payroll, groups/sub-groups/heads, cost-centre allocation, chart of accounts vs approved AWPB, manual-vs-computerised reconciliation.
- (8) Advances to Staff and Others — age, settlement, pending bills, statutory deduction and deposit, employee benefit per PIM, IUFR verification.
- (9) Accuracy of Quarterly IUFRs from Tally data / Bank Reconciliation Statements.
- (10) Tracking of Financial Variance — physical and financial achievement against AWPB.
- (11) Any other matter the auditor deems fit for management attention.
- (12) Suggestions with specific cases for improvement.
- (13) TA & DA — submission timeliness, settlement within stipulated period.
- (14) Fund Transfer to Project Units — timing observations, systems for transfer, clarity at receiving end on the Fund Mechanism.

Part E: Other Observations

Observations that are not serious in nature but require the attention of the Project.

Part F: Executive Summary, Suggestions and Recommendations

Executive summary of the observations in Parts C and D along with suggestions and recommendations. Provide specific recommendations on internal control and systemic weaknesses. The Firm will provide the INDIVIDUAL and CONSOLIDATED Project Financial Statements of JKCIP and its Project Units financed by IFAD. In addition to the audit reports, the auditor will provide a MANAGEMENT LETTER which shall inter alia include:

- (a) Comments and observations on financial management records, systems and controls examined.
- (b) Deficiencies and areas of weakness in systems and controls; recommendations for improvement.
- (c) Compliance with covenants in the IFAD Financing Agreement, and comments on internal and external matters affecting such compliance.
- (d) Matters that have come to attention during the review which might have a significant impact on the implementation of the Project.

- (e) Special review procedures of a compliance nature (e.g., compliance with procurement procedures and selection of consultants per IFAD norms).
- (f) Any other matters the auditor considers pertinent.

13. Location and Period of Execution

The audit shall cover the Mission Directorate JKCIP at Narwal Jammu and Rajbagh Srinagar and all Project Units financed by JKCIP across Jammu & Kashmir (see Section II.H above for full list of auditee sites). The period of execution of the External Audit assignment is TWENTY-FOUR (24) MONTHS, with the contract becoming effective from the date of award. No extension of the contract beyond the 24-month / two-FY scope is contemplated under this RFP; a separate tender shall be issued for the FY 2027-28 audit.

14. Project Coordination

Mission Director, JKCIP / HADP, will be responsible for the supervision of the consultant and the administration of the contract. The Mission Director may nominate the Accounts Officer JKCIP/HADP as the contract coordinator for day-to-day liaison.

15. Services and Facilities to be Provided by the Consultant

The Consultant shall provide its own IT equipment (laptops, printers, internet access), own transportation, and meet all travel, lodging and boarding costs at its own expense while carrying out the assignment at any of the auditee sites listed in Section II.H. No facilities are provided by the Client other than reasonable access to office space, records and staff at the auditee premises during fieldwork.

16. Suggestive Questionnaire for Project Units (Indicative — NOT exhaustive)

- Whether the Project Unit has maintained proper records showing full particulars including quantitative details and location of fixed assets?
- Whether fixed assets have been physically verified during the year?
- Whether the Cash Book is properly maintained and conforms to the computerised accounting system?
- Cash balance as on the date of audit.
- Whether expenditure has been made as per the delegation of financial powers in PIM? Details of any divergence to be mentioned.
- Whether the Bank Book is properly prepared and whether the balance as per pass-book conforms to the balance as per Bank Book?
- Whether proper training programmes are being conducted?
- Whether training expenditure is as per Budget and whether the training report is submitted with each residential training?
- Whether the books of accounts are reconciled between PMU, DMU and CBOs? If not, reason and amount of difference.
- Whether any advance is given to staff? If yes, whether an Advance Register is maintained, properly sanctioned and settled within specified days?
- Whether there is a proper internal control system?
- Whether the office is paying TDS, GST, Professional Tax etc. regularly and on time?
- Whether any fraud on or by any officer or person has been noticed or reported during the year? If yes, nature and amount.
- Whether the log-book of vehicle hiring has been properly maintained?

- Whether the Stock Register is maintained?
- Whether 100% vouching is done? If yes, total number of vouchers, component-wise total expenditure during the reporting period and its variance from budget.
- Whether all expenditure is made as per Budget? If not, amount of variance.

* * *

Section VI. Standard Forms of Contract

Draft Contract for Consulting Services — Small Assignments

[This Contract and the annexed documents herewith shall be executed on the signing of the Contract Agreement between the Client and the Successful Bidder.]

CONTRACT AGREEMENT

This Contract ('Contract') is entered into this [insert starting date of assignment], by and between the MISSION DIRECTORATE OF HADP / JKCIP, Government of the Union Territory of Jammu & Kashmir, having its principal office at Narwal, Jammu / Rajbagh, Srinagar ('the Client'), and [insert consultant's name] having its principal office located at [insert consultant's address] ('the Consultant').

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to; and WHEREAS, the Consultant is willing to perform these services; NOW THEREFORE the parties hereby agree as follows:

Clause	Provision
1. Services	(i) The Consultant shall perform the services specified in Annex A, 'Terms of Reference and Scope of Services', which is made an integral part of this Contract. (ii) The Consultant shall provide the personnel listed in Annex B, 'Consultant's Personnel', to perform the services. (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, 'Consultant's Reporting Obligations'.
2. Term	TWENTY-FOUR (24) MONTHS — commencing on the date of contract award and continuing through 24 months thereafter, covering the External Audit of FY 2025-26 AND FY 2026-27 in a single consolidated contract. No extension beyond this term is contemplated under this Contract. The Contract may be terminated (i) on unsatisfactory performance by the Consultant, or (ii) at the discretion of the Client as defined in Clause 15.
3. Payment — Ceiling	For services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed INR [insert total bid amount] (Rupees ________________ Only) — FIXED FIRM, all-inclusive — based on the Financial Offer attached in Annex D. This amount includes all of the Consultant's costs, profits and any tax obligations imposed on the Consultant.
4. Schedule of Payments	The schedule of payments is as follows: (a) 50% of the total Contract value — on acceptance of the FINAL FY 2025-26 Audit Report (Individual + Consolidated PFS + Management Letter + IFAD-format opinion) by the Mission Director, JKCIP. (b) 50% of the total Contract value — on acceptance of the FINAL FY 2026-27 Audit Report (Individual + Consolidated PFS + Management Letter + IFAD-format opinion) by the Mission Director, JKCIP.
5. Payment Conditions	Payment shall be made in Indian Rupees no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 6, and acceptance of the deliverables by the Client.

6. Project Administration — Coordinator	The Client designates Mr. Ajay Safaya, Accounts Officer (JKCIP / HADP), as the Client's Coordinator. The Coordinator shall be responsible for coordination of activities under this Contract, acceptance and approval of reports and other deliverables by the Client, and receiving and approving invoices for payment.
7. Reports	The reports listed in Annex C ('Consultant's Reporting Obligations') shall be submitted in the course of the assignment and will constitute the basis for the payments to be made under Clauses 3 and 4.
8. Performance Standards	The Consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract whom the Client considers unsatisfactory.
9. Fraud and Corruption Prohibition	The Consultant shall abide by, and perform the Contract in compliance with, the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (Section VII of this RFP). Failure to comply may lead to termination under Clause 15. The Consultant is required to complete and sign the attached self-certification form (Annex D).
10. Sexual Harassment, Exploitation and Abuse	The Consultant expressly agrees to perform the Contract in compliance with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse, taking all appropriate measures to prevent and prohibit SH/SEA on the part of its personnel and subcontractors. The Consultant shall immediately report to the Client or IFAD any incidents of SH/SEA arising out of or in connection with the performance of the Contract.
11. Confidentiality	The Consultant shall not, during the term of this Contract and within two (2) years after its expiration, disclose any proprietary or confidential information relating to the services, this Contract or the Client's business or operations, without the prior written consent of the Client.
12. Ownership of Material	Any studies, reports or other material — graphic, software or otherwise — prepared by the Consultant for the Client under this Contract shall belong to and remain the property of the Client. The Consultant may retain a copy.
13. Consultant NOT to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the consulting services for the preparation or implementation of the Project.
14. Insurance	The Consultant shall be responsible for taking out any appropriate insurance coverage for its personnel and equipment.
15. Assignment	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
16. Law and Language	The Contract shall be governed by the laws of the Government of India and the Union Territory of Jammu & Kashmir, and the language of the Contract shall be ENGLISH.

17. Dispute Resolution	Any dispute arising out of the Contract that cannot be amicably settled between the parties shall be referred to the court of competent jurisdiction in the Union Territory of Jammu & Kashmir, India.
18. Termination	The Client may terminate this Contract with at least TEN (10) business days' prior written notice to the Consultant after the occurrence of any of the events specified below: (a) The Consultant does not remedy a failure in the performance of its obligations under the Contract within 7 business days after being notified, or within any further period as the Client may subsequently approve in writing. (b) The Consultant becomes insolvent or bankrupt. (c) The Consultant (or any of its personnel, agents, sub-consultants, sub-contractors, suppliers) is found to have engaged in prohibited practices as defined in the IFAD Revised Policy on Preventing Fraud and Corruption. (d) The Consultant is found to have engaged in acts of Sexual Harassment, Sexual Exploitation and Abuse arising out of or in connection with the performance of the Contract. (e) The Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

For the Client	For the Consultant
Signed: ______________________________	Signed: ______________________
Name: ________________________________	Name: ________________________
Title: _______________________________	Title: _______________________
Date: ________________________________	Date: ________________________

List of Annexes:

- Annex A — Terms of Reference and Scope of Services (= Section V of this RFP)
- Annex B — Consultant's Personnel (= Form TECH-5)
- Annex C — Consultant's Reporting Obligations (= TOR §12.1 timeline)
- Annex D — Consultant's Self-Certification Form (per IFAD template)

Section VII. IFAD Revised Policy on Preventing Fraud and Corruption

The Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations forms an integral part of this RFP and the resulting Contract. The full text of the Policy is available at:

https://www.ifad.org/en/document-detail/asset/41216537

Key prohibited practices defined under the Policy include CORRUPT, FRAUDULENT, COLLUSIVE, COERCIVE and OBSTRUCTIVE practices. Sanctions for prohibited practices include temporary suspension, debarment, debarment with conditional release, conditional non-debarment, restitution, and letters of reprimand. IFAD also unilaterally recognises debarments imposed by other International Financial Institutions which are signatories to the Agreement for Mutual Enforcement of Debarment Decisions.

Confidential reporting:

anticorruption@ifad.org (fraud / corruption)

ethicsoffice@ifad.org (sexual harassment / SEA)

— END OF DOCUMENT —