

KHDC/RO/ADM/2017-18/

Date: 04.04.2017

**SHORT TERM e-TENDER NOTIFICATION**

KHDC invites tenders from the Chartered Accountants/cost accountants or their firms having membership of the ICAI/ICWAI for preparation & finalisation of books of accounts of its various units for the F.Y. 2017-18. The tender documents may be downloaded from the e-procurement portal of Govt. of Karnataka or [www.khdcltd.com](http://www.khdcltd.com).

The last date & time for submission of tender is 5.00 p.m. of 25.04.2017. EMD is Rs.75,000/-. Technical bids will be opened on 28.04.2017 at 11.30 a.m.

The Corporation reserves the right to cancel either fully or partially of this tender without further notice.

Managing Director

## TENDER DOCUMENTS

KHDC is inviting tenders from the eligible Chartered Accountants / Cost Accountants or their firms having membership of ICAI / ICWAI for preparation and finalisation of books of accounts of various units of the corporation for the F.Y. 2017-18. The assignment is also inclusive of preparation of trial balance, schedules and assisting and co-operating internal auditors, statutory auditors and AG auditors in performing their audit function.

The estimated value of the tender is approx. Rs. 30.00 lakhs per annum. The EMD to be deposited is Rs. 75000/-. The tenderer should submit the tender only through e-procurement portal of Government of Karnataka. The last date for submission of tender is 5.00 p.m. of 25.04.2017. The Technical bid will be opened on 28.04.2017 at 11.30 a.m.

Managing Director reserves the right to revise/postpone the date of opening Technical / Financial bids.

Management reserves the right to accept / reject any tender without assigning any reasons.

The Management reserves the right to cancel either fully or partially of this tender without further notice.

Managing Director

## TECHNICAL BID FORMAT

Passport size photograph of the tenderer should be affixed duly signed

1.	Full name of the Tenderer	
2.	Address	
3.	ICAI/ICWAI Membership No. of the tenderer or its partner	
4.	Contact No. & Fax No	
5.	e-mail address	
6.	PAN No.	
7.	Service Tax No.	

## DOCUMENTS TO BE SUBMITTED FOR TECHNICAL BID EVALUATION

The tenderer should submit the scanned copy following documents. The evaluation of Technical Bid will be made on the marks allotted against each document as per the details given below:

1.	ICAI/ICWAI Membership Certificate of the Tenderer or its partner. (Copy of the Registration certificate should be provided)	20
2.	PAN Card of the Tenderer (Copy of the PAN card be furnished)	10
3.	Service Tax Registration No. of the tenderer (Copy of the Registration certificate be submitted along with last 3 years service tax returns)	20
4.	Previous 3 years profit & loss statement of the tenderer as proof of achieving a turnover of Min Rs. 25.00 lakhs per annum or more	20
5.	Name & Telephone No. of the Min 3 Government Department/Institutions where services were/being provided with their Certificates	20
6.	Income tax returns for the financial year 2013-14, 2014-5 & 2015-16 shall be furnished	10

## FINANCIAL BID

As the Management is considering rates on unit wise basis, the Bidder shall quote the rates unit wise only.

Sl. NO	Name of the Unit	Services to be provided	Charges quoted per month (Rs.)
1	<b>Priyadarshini Handlooms</b> Mission Road Kamaraj Road Jayanagara, Malleshwaram K G Road Saree & Shirt Shop, Jayamahal, VV Puram, Koramangala Bengaluru	Attending to cash book /petty cash book/General Legder/BRS/TDS Returns/ Service Tax payments & Returns/ Preparation of R&P and Annual Accounts, Trial Balance, S.Drs and other schedules. Assisting to Internal, Statutory & AG audit.	
2	F&A (Bills & Cash) Regional Office, Bengaluru	Attending to NHDC concerned bills payments files both cotton & silk. Issue of LC. Partywise TDS and Service Tax. Computerisation work. Interest Calculation , MGPS Statement Assisting to Internal, Statutory & AG audit.  Attending to Bank wise Cash Book of Banks of 9 con. Banks and BRS preparation of Showroom wise Cardsales. Details interest calculation for claims the subsidy from Govt and other Financial schedules connected to T B. Assisting to Internal, Statutory & AG audit.	
3	<b>Priyadarshini Handlooms</b> Kolkata	Attending to cash book /petty cash book/General Legder/BRS/TDS Returns/ Service Tax payments & Returns/ Preparation of R&P and Annual Accounts, Trial Balance, S.Drs and other schedules. Assisting to Internal, Statutory & AG audit.	
4	FGWH(II) Peenya	To assist the computerization of bills and maintenance of accounts connected to	

		wholesales dept supplies. Assisting to Internal, Statutory & AG audit.	
5	Silk Project - Kolar & Chintamani	Attending to cash book/petty cash book/General Ledger/BRS/TDS Returns/Service Tax payments & Returns/Stock ledger of R M /F G/L & A. Preparation of R & P and Annual Accounts, Trial Balance, Financial Stock Schedules, Stock statement of RM/FG/L & A and weaver Personal ledger. Assisting to Internal, Statutory & A G Audit	

The above quoted service charge is inclusive of all charges. The service provider shall not claim any charges over and above the quoted rates.

The bidder shall quote the rates exclusive of Service Tax/GST. Service tax/GST to be added in the invoice as per the applicable rules of the Government.

**Terms & Conditions (Eligibility Criteria):**

1. Tenderers who are successful in technical bid will only be considered for financial bid.
2. The successful tenderer shall enter into Service Agreement with the KHDC within one month from the date of acceptance of the tender.
3. The contract will be for a period of one year. However the Managing Director reserves the right to extend the contract beyond one year if necessary.
4. EMD of successful tenderer will be retained as Security Deposit.
5. Managing Director reserves the right to negotiate the rates with the lowest tenderer.
6. The service provider shall not sub contract the work.
7. The service provider shall maintain & prepare books of accounts of the units in Tally ERP-9 allocated to him as per the nature of work specified in the Financial Bid for .....as per the details provided in financial bid format and submit the monthly trail balance on or before 10<sup>th</sup> day of subsequent month to the Finance & Accounts Department, Regional Office, Bengaluru.
8. The service provider shall submit the monthly bill for the service on the 10<sup>th</sup> day of the subsequent month.
9. The service provider shall also verify the service tax, VAT or any statutory compliances as required and inform the same to the Management along with monthly report.
10. The service provider shall provide necessary information, documents and cooperate with the Internal/Statutory & AG Auditors during their audit work.
11. The service provider is responsible for providing annual trial balance/R & P /CASH flow of the units allotted along with all schedules/notes etc., on or before 15<sup>th</sup> April 2018.

## **UNDERTAKING**

**(To be furnished in letter head of Chartered Accountants)**

M/s. \_\_\_\_\_, Chartered Accountants, do hereby undertake to carry out all the functions, duties with terms and conditions as indicated in the Financial Bid of the tender document and submit the status of accounts/schedules on monthly basis without fail and without causing any hardship to the Karnataka Handloom Development Corporation Limited within the stipulated period positively.

Signature:

Name :

Address :

Bangalore

Date:

## **ACCEPTANCE LETTER**

**(To be furnished in letter head of Chartered Accountants)**

To,  
The Managing Director,  
Karnataka Handloom Development  
Corporation Limited,  
No:1, Tank Road, Next to MEG Centre,  
Halsoor, Bangalore-560 042.

Dear Sir,

We do hereby undertake to carry out all functions & duties as mentioned in tender document and submit accounts/schedules for the professional fees offered in the Financial Bid and agree to hold this offer for Financial year 2017-18 from the date of opening of the Bid. We should be bound by a communication of acceptance of tender within this prescribed time.

We have understood the terms & conditions, eligible criteria mentioned in tender document to the tenderer for submitting the tender as stipulated by the Managing Director, Karnataka Handloom Development Corporation Limited and we thoroughly examined the functions & duties mentioned in the tender document and shall be carried-out strictly in accordance with the terms & conditions stipulated in the tender document.

Yours faithfully,

Signature of Tenderer