

**KARNATAKA STATE BIOENERGY DEVELOPMENT BOARD**  
**#116, 8<sup>th</sup> Cross, Railway Parallel Road, Kumara Park West, Bangalore-560020.**  
**☎ & Fax: 080-23568199 / 200**

**NAME OF THE TENDER**

**SHORT TERM NOTICE INVITING TENDER FOR ENGAGING THE SERVICES OF  
CHARTERED ACCOUNTANT FOR ROUTINE DAY to DAY ACCOUNTING & OTHER  
STATUTORY ASSIGNMENTS FOR THE YEAR 2018-19.**


**(Through 'e' Procurement portal only)**

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# **KARNATAKA STATE BIOENERGY DEVELOPMENT BOARD**

#116, 8<sup>th</sup> Cross, Railway Parallel Road, Kumarapark, Bangalore-560020,

 & Fax: 080-23568199 / 200

## **SHORT TERM TENDER NOTIFICATION FOR ENGAGING THE SERVICES OF CHARTERED ACCOUNTANT FOR ROUTINE DAY to DAY ACCOUNTING & OTHER STATUTORY ASSIGNMENTS FOR THE YEAR 2018-19.**

### **ELIGIBILITY CRETERIA;**

1. The Audit firm should be a fellow member of Institute of Chartered Accountants of India/Institute of Cost Accountants of India and should be located in Karnataka with its registered office in Bangalore only. (The firm should enclose certificate issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India in this regard)
2. The Proprietor / partner should have CISA / DISA qualification.
3. The firm should be in existence for more than 15 years. Registration certificate of the firm shall be submitted for proof.
4. The firm should have minimum 5 experienced paid assistants having experience in Accounting and Auditing.
5. The firm should have experience in routine day to day accounting & other statutory assignments of institutions, Boards, Corporations etc.,
6. The firm should quote Audit fee and applicable taxes for day to day routine accounting & other statutory assignments for the year 2018-19.
7. The Board reserves the right to accept or reject any or all tenders without assigning any reason.

### **BRIEF DESCRIPTION OF THE BOARD**

1. The KSBDB is a registered society working under the RD & PR Dept., of the GoK, engaged in the Bioenergy Development activities in the State with its office at Kumara Park West, Railway Parallel Road, Bangalore.
2. The Board is having 32 Biofuel Research Information & Demonstration Centers (BIRDC), located in all the Districts of the State [managed by the University of Agricultural Sciences (UAS) and private engineering colleges], Biofuel Parks at Hassan, Dharwad and Raichur [managed by the University of Agricultural Sciences (UAS)] and 12 Non-Govt., organizations (NGOs) located in selected districts of Karnataka.

3. The major source of funds to the Board is Annual Budgetary grants / additional grants from the State Govt., the amount of which varies between Rs.3 crores to Rs. 6 crores a year.
4. The Board in turn uses this grant for financial assistance to other bodies like Biofuel Information Research & Demonstration Centers, Biofuel Parks and NGOs apart from assistance to Hongirana & Hombelaku schemes, Biofuel Quality Assurance Laboratory. The Board also incurs administrative and other expenses.
5. Biofuel Research Information and Demonstration Centers (BRIDCs) are established across the State to provide Technology and Information on biodiesel production & utilizations to farmers, students, entrepreneurs and public. BRIDCs provide Information on various biofuel species, value addition using byproducts, seeds collection, production of biodiesel, demonstration of technology and take up biofuel related research activities in Universities and Engineering Colleges. At present 32 such centers are functioning in all the districts of the state. These BRIDCs have biodiesel manufacturing units of production capacity of 100 liters per day.
6. Biofuel Parks are established for training farmers, entrepreneurs, to produce elite planting material and also to develop new equipments for biodiesel production. Three such biofuel parks are established at Madenur in Hasan District (University of Agriculture Sciences, Bengaluru), Thinthini in Yadagir District (University of Agriculture Sciences, Raichur) and Dharwad (University of Agriculture Sciences, Dharwad).
7. The main objective of Lead NGOs is to promote community participation in Biofuel Programmes of the Board through creating awareness about Biofuels amongst communities. It helps in capacity building of stakeholders viz. farmers, landless labourers, SHGs, VFCs etc., through extension and training activities. They help in biofuel crop cultivation, procurement of seeds, marketing etc., The NGOs also coordinate in various activities of the Board with District Biofuel Monitoring Committee, Gram Panchayath / Zilla Panchayath, Dept., of Agriculture, Forest, Watershed etc.,

### **SCOPE OF WORK OF INTERNAL AUDITORS**

1. Routine day to day accounting work with Accounting of Payment Vouchers, Preparation of Journal book, Ledger books, Cash book, Petty cash book, Reconciliation, Trial Balance etc., on Tally ERP 9.2 version.

2. Attending to Statutory assignments like Income Tax, Professional Tax, Service Tax, GST, TDS, Registrar of Societies and advise / clarify / update the Board on statutory issues etc.,
3. Filing of Statutory returns and other quarterly / annual returns like e-TDS, Income Tax, Professional Tax etc.,
4. Co-ordination in preparation and issue of form 16, 16A, VAT and TDS certificates.
5. Co-ordination with Chartered Accountants, AG's /CAG auditors and Statutory Auditors whenever required.
6. Filing of annual financial statements / reports with Registrar of Societies etc.,
7. The audit firm should depute experienced accounts assistants at least thrice in a week to KSBDB office to update the transactions under the supervision of KSBDB accounts section on day to day basis.
8. Co-ordination in preparation of final accounts, auditor's report etc, of KSBDB and its associated organisations / institutions like Biofuel Research Information & Demonstration Centres (BRIDCs), Biofuel Parks, NGOs', Biofuel Quality Assurance Laboratory, Units under Hongirana Scheme, Units under Hombelaku Scheme etc.,
9. Any other work / assignment related to Accounting / Statutory issues entrusted by the Managing Director / Chief Accounts Officer, KSBDB from time to time.
10. The Professional Fees will be paid once in a quarter, after ascertaining that the Audit firm has carried out the routine day to day accounting and other statutory assignments as per the Scope of Audit with the recommendation of the Accounts Department. However, the payment for the 4<sup>th</sup> Quarter will be made only after acceptance of accounts by the Statutory Auditors.

## **TERMS AND CONDITIONS**

1. Tendering process will be on e-procurement portal only.
2. Each tenderer should indicate clearly in his tender his place of residence, registered office and postal address. The delivery of the posts from KSBDB by registered post /e-Procurement process shall be deemed sufficient proof for his service of the communications.
3. Each tenderer must pay the earnest money deposit (EMD) as notified in the stipulated form of e-procurement. Any tender not accompanied with the required amount of EMD will be rejected. The earnest money of the unsuccessful/rejected tender shall be returned within one month after the

acceptance of successful tender. The Earnest Money Deposit in the form stipulated shall not bear any interest. The EMD of the successful tenderer will be retained as security deposit with the Board.

4. The accepted tenderer shall attend KSBDB office, Bangalore within 7 days from the date of written intimation for executing agreement on a stamp paper of Rs.200/- pertaining to tender terms and conditions.
5. Failure on part of the successful tenderer to execute the contract agreement shall automatically empower the KSBDB to forfeit the Earnest Money Deposit. In addition, the tenderer will also be responsible for extra expenditure incurred by KSBDB due to conclusion of fresh contract.
6. The tender shall remain open for acceptance for a minimum period of 45 (forty five) days from the date of opening of tender and if necessary for a further period to be specified by the Managing Director / Authorized representative of KSBDB, Bangalore, in consultation with the tenderer. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender, the Managing Director, KSBDB, Bangalore shall without prejudice to any other right to remedy be at liberty to forfeit entire Earnest Money Deposit of such tenderer.
7. The submission of the tender implies that the tenderer has read all these notices and conditions of supplies and he is aware of specification of Audit.
8. Tender not submitted in the prescribed form in time will be rejected. Tender which propose any alternation in the specifications of the said form in the time allowed for carrying out the routine day to day accounting & other statutory assignments containing other conditions of any sort will be void and be rejected.
9. Tenders will not be considered, if substantially not responsive on any of the following grounds.
  - a) If the tender is not accompanied by the requisite Earnest Money Deposit in acceptable form.
  - b) If the rates are not filled up both in figures and words.
  - c) If the tender is conditional.
  - d) If the entire information are not submitted and the tender is incomplete.
  - e) If the submitted tender documents are not attested by appropriate authority.
10. If the tender is not substantially responsive, it will be rejected by the Managing Director, KSBDB, Bangalore and may not be subsequently made responsive by corrections or withdrawal of the conforming deviation or reservation.

11. Laws Governing the Contract: - This contract shall be governed by the Indian Laws for the time being in force.
12. TDS will be deducted as applicable.
13. Firm shall be responsible for any delay in execution, completion and certification of routine day to day accounting & other statutory assignments due to any inadequate arrangement, negligence etc.,
14. At any circumstances no advance payment will be given.
15. If the routine day to day accounting & other statutory assignments is abandoned / cancelled for any reason the firm shall have no further claims on the KSBDB.
16. If the routine day to day accounting & other statutory assignments is abandoned by the firm the KSBDB resumes the rights to get the balance routine day to day accounting & other statutory assignments done by the other agencies at the cost and risk of the concerned. The decisions of the Managing Director, KSBDB is final and binding.
17. Any deficiency or negligence in service will be considered as deficiency in service.
18. In the event of the firm committing breach of any contract conditions stipulated herewith above, KSBDB, reserves right to terminate this contract.

Managing Director  
KSBDB, Bangalore

Place: Bangalore

Date:

**Technical Bid**  
**(Annexure –I)**

To,  
The Managing Director,  
Karnataka State Bioenergy Development Board,  
Bangalore.

Dear Sir,

Sub: Tender for engaging the services of Chartered Accountant for routine day to day Accounting and other statutory assignments for the year 2018-19.

Ref: e-Tender Notification No.KSBDB/Accounting/CR-11/2010-11/ ,

Dated:

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<b>Sl No.</b>	<b>Details to be furnished</b>	<b>Furnished Details</b>
1.	Name of the Firm & Permanent Address:  a) Office Tel.No.  b) Office E-Mail ID	
2.	Name of the Head of the Firm  a) Mobile No:  b) E-mail ID	
3.	Registration Details  a) Firm  b) ICAI / ICWAI  c) Place of registration	

4.	Proof of the Proprietor / Partner having CISA / DISA qualification.	
5.	Details of experience with references	
6.	Number of paid assistants working in the Firm	
7.	Annual turn over details of previous two Years	
8.	IT Registration details of the firm with PAN Number	
9.	Service Tax / GST Registration details of the Firm with Number	
10.	Details of payment of Rs.5,000/- towards EMD.	

I / we hereby declare that the details furnished above are true and correct. The copies of the duly attested documents have been scanned and uploaded. The original documents / certificates will be produced for verification at the time of opening of Technical Bid.

Date:

Place:

Signature of the Tenderer with Seal.



## Financial Bid

**(only for Bidder reference should not quote in e-procurement portal)**

(Annexure –II)

To,

The Managing Director,  
Karnataka State Bioenergy Development Board,  
Bangalore.

Dear Sir,

**Sub:** Tender for engaging the services of Chartered Accountant for routine day to day Accounting and other statutory assignments for the year 2018-19.

**Ref:** e-Tender Notification No.KSBDB/Accounting/CR-11/2010-11/105,  
Dated:15-0602018.

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Sl no	Particulars	Amount Quoted per year (excluding applicable taxes) Rs.
1.	Professional fee for routine day to day accounting and other statutory assignments for the year 2018-19.	

I / we hereby declare that I / we have all the qualifications prescribed in the tender notification and I / we hereby agree to abide by all the terms and conditions mentioned in the tender notification.

**KARNATAKA STATE BIOENERGY DEVELOPMENT BOARD**  
**#116, 8<sup>th</sup> Cross, Railway Parallel Road, Kumara Park West,**  
**Bangalore-560 020.**

**Tel Ph No: 080-23568199 & Fax No: 23568200**

Ref No: KSBDB/Accounting/CR-11/2010-11/105

dated: 15-06-2018

**SHORT TERM NOTICE INVITING TENDERS FOR ENGAGING THE SERVICES OF  
CHARTERED ACCOUNTANT FOR ROUTINE DAY to DAY ACCOUNTING AND OTHER  
STATUTORY ASSIGNMENTS FOR THE YEAR 2018-19.**  
**(through e-procurement portal only)**

Karnataka State Bioenergy Development Board invites sealed tenders (two envelop system) for engaging the services of Chartered Accountant for routine day to day Accounting and other statutory assignments for the year 2018-19 as per the tender documents detailed in the e-procurement portal. The time schedule of the tender is as under;

<b>Sl No.</b>	<b>Particulars</b>	<b>Date / Details</b>
1.	Date of commencement of tender downloading on website.	<b>18-06-2018</b>
2.	Last date & time for submission of bid.	<b>25-06-2018</b>
3.	Date & time of opening of technical bid.	<b>26-06-2018</b> <b>At 04:00 PM</b>
4.	Probable date and time of opening Financial bid	<b>27-06-2018</b>
5.	Tender Amount	<b>Rs.3.00 lakhs (appx)</b>
6.	E M D Amount	<b>Rs.15,000/-</b>

Further details can be obtained from the office during the office hours.

Managing Director,  
KSBDB, Bangalore.

Copy to:

1. The Principal Secretary, Rural Development & Panchayath Raj Dept., M.S.Building, Bangalore –for kind information.
2. The Director, District Information & Public Relations office, Bangalore - for Information & needful.
3. Office Copy.

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**Bangalore-560 020.**

**Tele Ph No: 080-23568199 & Fax No: 23568200**

Ref No: KSBDB/Accounting/CR-11/2010-11/105

dated: 15-06-2018

**SHORT TERM TENDER NOTIFICATION**

Karnataka State Bioenerg Development Board invites tenders through e-procurement for engaging the services of Chartered Accountant for routine day to day Accounting and other statutory assignments for the year 2018-19 as per the tender documents detailed in the e-procurement portal. Date of commencement of tender downloading on website will be 18-06-2018 and Last date for submission of bid will be 25-06-2018. For details please visit [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in).

Sd/-  
Managing Director,