

No.:KMVSTDCL/Acct/2018-19

Date:26-02-2019

e-procurement portal

Sl.No.	General Details		Tender Details
01.	Tender Number	:	KMVSTDCL/ Accts/2018-19
02.	Tender Title	:	Appointment of Chartered Accountants/Cost Accountants for preparation of accounts for the year 2018-19
03.	Description	:	Appointment of Chartered Accountants/Cost Accountants for preparation of accounts for the year 2018-19
04.	Tender Category	:	Service
05.	Type of Tender	:	Year-wise
06.	Tender Evaluation Type	:	Two Covers
07.	Department	:	Social Welfare Department
08.	Bid validity period	:	90 days
09.	NO. of Calls	:	1 st Call
10.	Tender Type	:	Open
11.	Currency Type	:	INR
12.	Last date for submission of Bid document	:	05.03.2019 16.30 hrs
13.	Bid opening date	:	07.03.2019 10.30 hrs

MANAGING DIRECTOR

TENDER DOCUMENT

**Karnataka Maharshi Valmiki Scheduled Tribes
Development Corporation Ltd**

**Tender Document for Appointment of Chartered Accountants/
Cost Accountants for Preparation of Accounts of the KMVSTDCL for
the Year 2018-19**

**“Khadi Bhavan”, No.10, Jasma Devi Bhavan
Road,Vasanthnagar
Bangalore- 560 052**

TENDER DOCUMENT

Sub: Appointment of Chartered Accountants/ Cost Accountants for Preparation of Final Accounts of KMVSTDCL for the period 2018-19.

Sealed tenders are invited by the under signed through e-procurement process for preparation of Final Accounts of the corporation for the 2018-19. The professional charges for aforesaid service shall be quoted in the schedule-B Annexed to this tender document.

The functions and duties to be carried out during the course are detailed below:

A. Functions & Duties:

1. To verify the Accounts of the Corporation including all transaction and also monthly accounts received from the District Offices.
2. To pass the necessary Journal entries through Tally and guide the Accounts staff of the corporation to carryout the Accounts work.
3. To prepare Trial Balance, Balance Sheet including Schedules considering applicable Accounting standards and provisions of Companies Act 2013 and submit the same to the management within 15.06.2019
4. To prepare replies for Statutory & Accountant General (A.G.) Audit.
5. To advice the management to improve the maintenance of accounts of the Corporation
6. To verify the Grants received from GoI, GoK etc., and issue the utilization certificate and preparing expenditure statement of grant accounts.
7. To prepare Fixed Assests schedule.
8. Any clarification/modification required in the final accounts as suggested by the statutory Auditor/ AGs shall be attended to and modified accordingly.
9. Advances schedules of all kinds shall be prepared and reconciled.
10. EMD/FSD/SD and fixed deposit A/c's shall be reconciled and schedules to be prepared.

11. One qualified staff shall be deployed for preparation, clarification to management and to attend internal Audit, Statutory Auditor and AGs audit and chartered accountant shall visit fortnightly for supervision/counter verification of work done by their staff positively.
12. The chartered accountant/ Cost Accountants shall give suggestions to management with respect to statutory dues and internal finance control.
13. To visit the District Offices, if required for finalization of accounts.

B. Terms and Conditions:

1. If the successful tenderer fails to carryout the duties and responsibilities during the tenure shall have no right to participate in any ensuing year
2. The Firm of Chartered Accountants shall have minimum 3 partners and at least three partners must be continuously associated with the firm for not less than 10 years. And the firm must be in existence for a minimum period of 15 years. Firm Registration Certificate issued by ICAI/ICWAI to be enclosed.
3. The Firm must have Head Office in Bangalore and at least one partner and one assistant must know to read and write Kannada language. SSLC marks card of at least one partners and one assistant to be enclosed.
4. Rate shall be quoted in the Schedule-B enclosed to this tender document separately along with any taxes/levies therein separately for financial evaluation purpose.
5. Last date for uploading the filled tender document is 05.03.2019 upto 16.30 hrs. and tender will be opened on 07.03.2019 before 10.30 hrs.
6. The rates shall be mentioned both in words and figures in schedule-B, least among them will be considered for evaluation of rate.
7. The rates offered shall be kept open at least for a period of 90 days.
8. The decision of the Managing Director is final, in case of any disputes.
9. The undersigned reserves the right to accept or reject the tenders without assigning any reasons.
10. The financial transaction of the corporation shall not be revealed to anybody without prior written permission of the Corporation.
11. Any revision of fees shall not be considered except changes in taxes/levies, if any.
12. The EMD of unsuccessful tenderer shall be refunded from e-portal through electronic fund transfer system.
13. The EMD shall not carry any interest.

C. ELIGIBILITY CRITERIA:

1. An Earnest Money Deposit of Rs.25,000/- to be paid in favour of Managing Director Karnataka Maharshi Valmiki Scheduled Tribes Development Corporation, Bengaluru, through e-procurement portal.
2. The Chartered Accountant / Cost Accountant Firm shall be registered with ICAI/ICWAI and shall furnish a copy of Registration Certificate
3. The Firm should have at least 10 years of experience in handling Internal audit and at least 5 years of experience in handling compilation and preparation of final accounts of the corporations coming under Social Welfare Department, Govt. of Karnataka. Audit of one financial year will be considered as experience of one year irrespective of number of units audited. Copies of appointment letters to be attached.
4. The Firm shall be registered with Goods and service tax department and a copy of registration certificate be submitted along with Service Tax return and GSTR-3B of financial year 2017-18. Copy of the following to be attached.
 - (a) GST Registration certificate
 - (b) Copy of PAN Card
 - (c) CAR Empanelment Letter
 - (d) Proof of payment of EMD
 - (e) Audited Balance sheet and Profit & loss account along with schedules and Income tax Return for the Financial year 2017-18,2016-17 and 2015-16.
 - (f) Copies of appointment letters for having worked as Internal Auditor and Compilation and preparation of accounts of corporation under the Social welfare Department of GOK.
 - (g) SSLC Marks card of partner and an assistant
 - (h) Firm Constitution Certificate issued by ICAI/ICWAI
5. The Firm should have minimum turnover of Rs 50.00 lakhs during each of the last three preceding financial years (I.e FY 2017-18, 2016-17 and 2015-16) and copy of audited Balance sheet and Profit & loss account along with schedules and Income tax Return to be attached.
6. Firm Should be empanelled with CAG of India for the FY 2017-18.

MANAGING DIRECTOR

SCHEDULE-B

Sl.No.	Activities	Year	Amount Rs.	Service Tax	Total Amount Rs.
01.	Functions & Duties as detailed at A in tender document.	2018-19			
	Total				

(Rs. _____)

(Name and Signature of tenderer with seal)

Place:

Date:

UNDER TAKING

(To be furnished in letter head of Chartered Accountants/ Cost Accountants)

M/s. _____, Chartered Accountants/Cost Accountants, do hereby undertake to carry out all the functions & duties as mentioned in 'A' of tender document and to submit the final statement of accounts/schedules without fail and without causing any hardship to the Karnataka Maharshi Valmiki Scheduled Tribes Development Corporation Ltd within the stipulated period positively.

Signature:

Name :

Address :

Bangalore

Date:

