

## **KARNATAKA INDUSTRIAL AREAS DEVELOPMENT BOARD**

No.49, 4<sup>th</sup> & 5<sup>th</sup> Floor, East Wing, Khanija Bhavan, Race Course Road, Bengaluru-56001

Phone: 080-22265383

Email: ceoem@kiadb.in

### **Short term Tender notification inviting bids for preparation of Capital Receivables & Payables of the Board in digitized form for the period ending 31<sup>st</sup> December 2025.**

KIADB/COF/C-Audit/7063/2025-26

17.07.2025

The Karnataka Industrial Areas Development Board (**KIADB**) invite proposals/offers through Karnataka Public Procurement Portal <https://kppp.karnataka.gov.in> from Chartered Accountant (CA) / Cost Accountants (CMA) Firms/Companies/ Associates for appointment of Agency for preparation of Capital Receivables & Payables on digitized form for the period ending 31st December 2025.

1. An Agency will be selected under Quality-and-Cost-Based Selection (**QCBS**) as per KTPP Act, 1999 procedures described in this Tender document and in accordance with the policies of the KIADB.
2. The bids are invited from practicing Chartered Accounts Firms / Cost Accountants Firms/ Companies/ Associates only.
3. The Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates can view the tender details from Karnataka Public Procurement Portal website – <https://kppp.karnataka.gov.in>.
4. The aspiring Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates who have not registered in Karnataka Public Procurement Portal should register before participating through the website <https://kppp.karnataka.gov.in>.
5. The copies of the Tender documents can be downloaded from Karnataka Public Procurement Portal consisting of qualification criteria along with terms and conditions of contract to be complied with by the Chartered Accounts Firms/Cost Accountants Firms/ Companies/Associates.
6. Before submission of the on-line bid, the Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates shall ensure that the duly sealed and signed scanned copies of all the necessary documents have been attached with the bid.

7. For details, viz registration, e-payment, user manual for bid submission, visit Karnataka Public Procurement Portal website <https://kppp.karnataka.gov.in> or contact e-procurement Help Desk No.080-46010000/ 080-68948777.
8. The First and Second Electronic (Technical & Financial) document shall be uploaded through Karnataka Public Procurement Portal only. The Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates shall upload all the documents as per the tender document through online only. Both the First and Second electronic documents shall be uploaded on or before **4<sup>th</sup> August 2025 up to 16.00 hrs.**
9. Qualified tenderers of first electronic document only will be considered for opening the second electronic document containing price bids.
10. **Rejection:** Conditional bids, incomplete bids, bids not properly uploaded, and bids submitted late shall be rejected.
11. KIADB reserves the right to reject any and all proposals as it may determine in its sole and absolute discretion.

Sd/-  
**Controller of Finance**  
**KIADB**

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### Calendar of Events for RFP

Sl. No	Description	Date
1	Date of publishing of RFP	17 <sup>th</sup> July 2025.
2	Last date and Time for tender queries/clarification (Send only through email)	22 <sup>st</sup> July 2025, before 16:00 Hrs <a href="mailto:cof@kiadb.in">cof@kiadb.in</a>
3	Pre-proposal conference date, venue, and Contact Person	25 <sup>th</sup> July 2025, Between 11:30 am to 03.30 pm.  <b>Controller of Finance</b> Karnataka Industrial Areas Development Board. No.49, 4 <sup>th</sup> & 5 <sup>th</sup> Floor, East Wing, Khanija Bhavan, Race Course Road, Bengaluru-56001  Phone: 080- 22267893  Email: <a href="mailto:cof@kiadb.in">cof@kiadb.in</a>
4	Last date for submitting Proposals	2 <sup>nd</sup> August 2025, 16:00 hrs
5	Opening of Technical Proposal	4 <sup>th</sup> August 2025, 16:30 hrs
6	Opening of Financial Proposal	6 <sup>th</sup> August 2025, 16:00 hrs
7	Validity of the Bid	90 days

## INFORMATION TO BIDDERS (CA/ CMA Firms/Company/Associate)

Sl. No	Titles	Details
1	Name of Client	<b>Karnataka Industrial Areas Development Board (KIADB)</b> No.49, 4 <sup>th</sup> & 5 <sup>th</sup> Floor, East Wing, Khanija Bhavan, Race Course Road, Bengaluru-56001
2	The Method of Selection is	Quality-and Cost-Based Selection (QCBS)
3	A Technical and a Financial Proposals are requested.	Yes, Containing Technical and Financial Electronic document to be uploaded through <b>“Karnataka Public Procurement Portal”</b>
4	Name and Description of Assignment	<p>“Selection of Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates for arriving the Capital Receivables &amp; Capital Payables of KIADB in digitized form as on 31<sup>st</sup> December 2025, to adopt in the accounts of KIADB.”</p> <p><b>Objective:</b></p> <p>KIADB proposes to undertake the assignment of arriving the Capital Receivables (including Revenue Receivables) &amp; Capital Payables of KIADB in digitized form as on 31<sup>st</sup> December 2025 to adopt in the accounts of KIADB at Head office and also its branches by engaging qualified and experienced Chartered Accounts Firms /Cost Accountants Firms/ Companies/ Associates for providing the services in accordance with the terms and conditions of this RFP.</p> <p>The details of the assignment and the scope of work are given in Section 5- Terms of Reference of this RFP</p>
5	The KIADB will provide the inputs	<b>As per Terms of Reference</b>
6	<p>Clarification may be requested.</p> <p>The address for requesting clarifications is</p>	<p>Clarifications may be requested up to the date and time notified in the Karnataka Public Procurement Portal through email to <a href="mailto:cof@kiadb.in">cof@kiadb.in</a></p> <p><b>Controller of Finance</b></p> <p>Requests for clarifications must carry the subject line <b>“Queries for RFP for Selection of Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates for the assignment of arriving the Capital Receivables (including Revenue Receivables) &amp; Capital Payables of KIADB in digitized form as on 31<sup>st</sup> December 2025 to adopt in the accounts of KIAD”.</b></p>
7	Language of the Proposal	<b>English</b>

Sl. No	Titles	Details
8	Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates may associate with other participating firms.	<b>No.</b>  <b>No Consortium or Joint Venture is permitted for this assignment.</b>  <b>No sub-letting or downward contract of the assignment shall be permitted.</b>
9	The estimated number of key and sub key professional staff months required for the assignment is:	<b>As per Terms of Reference</b>  Based on the Scope of Work, the Firm shall form a multi-disciplinary team for undertaking this assignment.
10	Evaluation Criteria for Technical Proposal	As detailed below

**The Financial Bids of only the Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates satisfying all of the following evaluation criteria will be considered:**

Sl. No.	Evaluation Criteria	Supporting Document to be Submitted (all documents to be submitted unless indicated otherwise)
1	<b>Legal Entity:</b>  a) The registered Partnership Firm under The Indian Partnership Act or The Limited Liability Partnership Act 2008 or a firm registered as per guidelines / rules of ICAI / ICMAI with a registered office and operations in Bangalore. b) Registered with the Institute of Chartered Accountants of India / The Institute of Cost Accountants of India (ICAI / ICMAI) If bidder is a Chartered Accountant Firm, then they should be registered with the Institute of Chartered Accountants of India (ICAI) / The Institute of Cost Accountants of India (ICMAI)/ Companies / Associates.	<ul style="list-style-type: none"> <li>• Firm's References at Section 3B by the Bidder.</li> <li>• Bidder should submit the following documents.</li> <li>• Self-attested copy of PAN.</li> <li>• Self-attested copy of GST registration.</li> <li>• IT returns for the last completed financial years of FY 2021-22, 2022-23 &amp; 2023-24</li> <li>• If the Bidder is a partnership firm or a limited liability partnership;</li> <li>• Copy of Registration Certificate countersigned.</li> <li>• Copy of Partnership Deed</li> </ul> If bidder is a Chartered Accountant Firm, <ul style="list-style-type: none"> <li>• Undertaking for being registered with the Institute of Chartered Accountants of India (ICAI) / The Institute of Cost Accountants of India (ICMAI)</li> </ul>

		<ul style="list-style-type: none"> <li>• A copy of Certificate of registration, Registered with the Institute of Chartered Accountants of India (ICAI) / The Institute of Cost Accountants of India (ICMAI)</li> </ul>
2	<b>Years of Experience:</b> The Firm should have at least 3 (three) years of experience in providing services to Private/ PSUs Entities / Companies.	<ul style="list-style-type: none"> <li>• Firm's References at Section 3B</li> <li>• Undertaking for Experience for providing services at Section 3B duly filled in by the authorized signatory of the Firm.</li> <li>• A copy of the following documents signed by the authorized representative for the Client for the assignment should be submitted as undertaking proof for the respective assignment.</li> <li>• Work Order</li> <li>• Contract Agreement</li> <li>• Work completion Certificate.</li> <li>• Certificate of Satisfactory Performance</li> </ul>
3	Adequacy of proposed work plan and methodology in responding to the TOR	<ul style="list-style-type: none"> <li>• Firm's References at Section 3B</li> <li>• A copy of the following documents signed by the authorized representative for the Client for the assignment should be submitted as undertaking proof for the respective assignment.</li> <li>• Work Order</li> <li>• Contract Agreement</li> <li>• Work Completion Certificate</li> <li>• Certificate of Satisfactory performance</li> </ul>

**Note:**

- The Client reserves the right to request any further supporting documents from the selected firm prior to the signing of the Contract.
- The Client reserves the rights to contact any of the Firm's previous clients to verify the Firm's experience and credentials. The Firm shall have no reservations in this regard.

**ADDITIONAL INFORMATION FOR THE ASSIGNMENT OF ARRIVING OF CAPITAL RECEIVABLES & CAPITAL PAYABLES OF KIADB IN DIGITISED FORM AS ON 31<sup>st</sup> DECEMBER 2025 BY CA FIRMS/ CMA FIRMS/ASSOCIATES/ COMPANIES, TO ADOPT IN THE ACCOUNTS OF THE KIADB**

**1. INTRODUCTION**

- 1.1 The CA Firm / CMA Firm/ Company/Associates must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and on the local conditions, CA firms/ CMA Firms Associates /Companies are encouraged to visit to KIADB before submitting a proposal, and to attend a pre-proposal conference as specified in the Data Sheet. Attending the pre-proposal conference is optional. The representative should contact the officials to obtain additional information on the pre-proposal conference. CA firms/ CMA Firms Associates /Companies should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.2 **Cost of Tendering:** It may be noted that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the KIADB, are not reimbursable as a direct cost of the assignment; and (ii) the KIADB is not bound to accept any of the Proposals submitted.
- 1.3 KIADB expects to provide professional, objective, and impartial advice and at all times hold the KIADB's interest's paramount, without any consideration for future work, and strictly avoid conflicts of interest with other assignments or their own corporate interests. CA firms/ CMA Firms Associates /Companies shall not be hired for any assignment that would be in conflict with their prior or current obligations to KIADB that may place them in a position of not being able to carry out the assignment in the best interest of the KIADB.
- 1.4 It is KIADB's policy to require that Agency to observe the highest standard of ethics during the execution of such assignment.
  - (a) Defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
    - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of KIADB and includes collusive practices among CA firms/ CMA Firms Associates /Companies (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels



and to deprive KIADB of the benefits of free and open competition.

- (b) will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question; and
  - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded KIADB -financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing, a KIADB -financed contract.
- 1.5 Agency shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by KIADB in accordance with the above sub para 1.4 (c).
- 1.6 Any work not covered in the TOR/Scope would be agreed through mutual negotiations.
- 1.7 **One tender per tenderer:** Each tenderer shall submit only one tender in this package.
- 1.8 **Rejection:** Conditional bids, incomplete bids, bids not properly uploaded and bids submitted late shall be rejected.
- 1.9 KIADB reserve the right to reject any or all e-bids received without assigning any reason.

## 2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1 Agency may request a clarification of any item of the RFP document up to the previous day indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by electronic mail to KIADB e-mail ID indicated in the Data Sheet. KIADB will respond by electronic mail to such requests and will send the response (including an explanation of the query but without identifying the source of inquiry) to all invited Audit Firm/Companies/ Associates who intend to submit proposals.
- 2.2 **Amendment of Tender Document:** At any time before the submission of proposals, KIADB may, for any reason, whether at its own initiative or in response to a clarification requested by an invited Agency, modify the RFP documents by amendment. Any amendment shall be issued in writing through addendum/corrigenda. such addendum/corrigenda shall be notified in Karnataka Public Procurement Portal only and will be binding on all the parties. KIADB may at its discretion extend the deadline for the submission of Proposals.

### **3. PREPARATION OF PROPOSAL**

#### **Technical Proposal**

- 3.1 In preparing the Technical Proposal, Agencies are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.2 Reports to be issued by the Agency as part of this assignment must be in English. It is desirable that firms personally have a working knowledge of official language.
- 3.3 The Technical Proposal should provide the following information using the attached Standard Forms (Section 3):
- (i) A brief description of the CA firms/ CMA Firms Associates /Companies and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, duration of the assignment, Agency's involvement.
  - (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the KIADB (Section 3C).
  - (iii) A description of the methodology and work plan for performing the assignment (Section 3D).
  - (iv) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
  - (v) Any additional information requested in the Data Sheet.
- 3.4 **The Technical Proposal shall not include any financial information.**

#### **Financial Proposal Form – 4B.**

- 3.5 The Agency to consider the Scope of Work, and Output required timeliness to submit the report for providing the assignment. The quote submitted by the Agency shall be valid for the total period commencing from 10.08.2025 to 31.12.2025. There will be no increase in the quoted price during the contract period and extension of contract will be at the discretion of KIADB. Hence, the contract will be renewed by KIADB at the end of period subject to satisfactory performance.
- 3.6 In preparing the Financial Proposal, CA firms/ CMA Firms Associates /Companies are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the Assignment.

- 3.7 Agency shall express the price of their services in Indian Rupees.
- 3.8 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the CA firms/ CMA Firms /Associates / Companies is expected to keep available the key professional staff proposed for the assignment. The KIADB will make its best effort to complete negotiations within this period. If the KIADB wishes to extend the validity period of the proposals, the CA firms/ CMA Firms /Associates /Companies who do not agree have the right not to extend the validity of their proposals.

#### **4. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

- 4.1 The Proposal (Technical Proposal and Financial Proposal) shall be uploaded electronically before the due date.
- 4.2 An authorized representative of the Agency initials all pages of the Proposal.
- 4.3 The CA firms/ CMA Firms /Associates /Companies shall upload the Technical, Financial Proposal along with scanned copies of the supporting documents as per the tender document through Karnataka Public Procurement Portal.
- 4.4 The completed Technical and Financial bids along with scanned copies of the supporting documents must be uploaded online only on or before the time and date stated in the Data sheet.
- 4.5 After the deadline for submission of proposals the Technical Proposal shall be opened on the date fixed as per the data sheet by the evaluation committee. The Financial Proposal shall remain unopened until all process of technical evaluation is completed, and decision is taken to open the same.

## **5. PROPOSAL EVALUATION**

### **General**

- 5.1 From the time the proposals are opened to the time the contract is awarded, if any CA firms/ CMA Firms /Associates /Companies wishes to contact the KIADB on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the CA firms/ CMA Firms /Associates /Companies to influence the KIADB in the KIADB's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Agency's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained.

### **Evaluation of Technical Proposals**

- 5.3 The evaluation committee appointed by the KIADB as a whole, and each of its members individually evaluates the proposals on the basis of their responsiveness to the Terms of Reference. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference.

### **Opening and Evaluation of Financial Proposals: Ranking**

- 5.4 After the evaluation of technical proposal is completed, Agency that have qualified will be notified through registered email, indicating the date and time set for opening the Financial Proposals.
- 5.5 The Financial Proposals shall be opened in the presence of the CA firms/ CMA Firms /Associates /Companies representatives who choose to attend. The KIADB shall prepare minutes of the opening of financial proposals.

## **6. NEGOTIATIONS**

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The KIADB and Agency will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the KIADB to ensure satisfactory implementation of the Assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.
- 6.4 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the KIADB and the Agency will initial the agreed contract. If negotiations fail, the KIADB will invite the Agency whose proposal received the second lowest to negotiate a contract.

## 7. AWARD OF CONTRACT

- 7.1 The contract will be awarded following negotiations. After negotiations are completed, the KIADB will promptly notify other Agency on the shortlist that they were unsuccessful through registered email.

## 8. CONFIDENTIALITY

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Agency who submitted the proposals or to other persons not officially concerned with the process, until the successful firm has been notified that it has been awarded the contract.

### Evaluation Criteria and Points:

Sl.No	Criteria	Points
1	Number of years of experience	25
2.	Agency Head Office located in Bengaluru	25
3.	Adequacy of the proposed work plan and Methodology in responding to the TOR	50

**The minimum technical score required to pass is: 50 Points.**

- 8.2 The formula for determining the financial scores is the following :  
( $S_f = 100 \times F_m/f$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration)

The weights given to the Technical :  $T=0.50$  and  $F=0.50$   
and Financial Proposals are

- 8.3 The address for negotiations is:

**Controller of Finance**  
**Karnataka Industrial Areas Development Board (KIADB)**  
No.49, 4<sup>th</sup> & 5<sup>th</sup> Floor,  
East Wing, Khanija Bhavan,  
Race Course Road,  
Bengaluru-56001  
Phone: 080-22267893  
Email: ceoem@kiadb.in

### **SECTION 3. TECHNICAL PROPOSAL - STANDARD FORMS**

- 3A. Technical Proposal submission form
- 3B. CA firms/ CMA Firms /Associates /Companies of Agency references
- 3C. Comments and suggestions on the Terms of Reference
- 3D. Description of the methodology and work plan for performing the assignment
- 3E. Activity (work) schedule



### 3A TECHNICAL PROPOSAL SUBMISSION FORM

(On the letter head of the firm)

Date:

To,

**The Controller of Finance**  
**Karnataka Industrial Areas Development Board**  
No.49, 4<sup>th</sup> & 5<sup>th</sup> Floor, East Wing,  
Khanija Bhavan, Race Course Road,  
Bengaluru-56001

Sir/Madam,

**Sub:** Selection of Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates for arriving the Capital Receivables & Capital Payables of KIADB in digitized form as on 31<sup>st</sup> December 2025, to adopt in the accounts of KIADB.

I/We, the undersigned, offer to provide the services for the above in accordance with your request for proposal notified in the Karnataka Public Procurement Portal dated **17.07.2025** We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal through Karnataka Public Procurement Portal <http://kppp.karnataka.gov.in>.

I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Selection of CA firms/ CMA Firms /Associates /Companies to provide services to Karnataka Industrial Areas Development Board (KIADB)

**I/We hereby undertake as follows:**

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. I/We shall make available to KIADB any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We certify that in the last two years, we or any of our Associate have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Firm, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

4. I/we have not blacklisted/barred against by the Government of Karnataka or any of its agencies for any reasons whatsoever.
5. I/we have not been blacklisted/ barred against by the Central / any other State / UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices or for backing out from the execution of contract after an award of work.
6. I/we am/are not involved in any major litigation that may affect or compromise the delivery of service required if we were to be awarded with this work.
7. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by KIADB.
8. I/We do not have any conflict of interest.
9. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any Contract entered into with KIADB or any other public sector enterprise or any government, Central or State; and
10. The Proposal is unconditional.

If negotiations are held during the period of validity of of the proposal. i.e before (Date), we undertake to attend negotiations. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive. We remain.

Yours sincerely,

Authorized Signature:  
Name and Title of  
Signatory:  
Name of CA firms/ CMA  
Firms /Associates  
/Companies: Address:

### 3B. CA firms/ CMA Firms /Associates /Companies References

#### Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Key professional staff Provided by Your Firm/entity(profiles):
Name		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Rs.in Lakh):
Name of Associated CA firms/ CMA Firms /Associates /Companies/Institutes, if any:		No. of Months of Key professional staff, provided by Associated Agencies.
Name of Senior Staff (Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Audit Firm's Name: \_\_\_\_\_

**AUDIT FIRM'S NAME:**

**3C. COMMENTS AND SUGGESTIONS OF AUDIT FIRMS ON THE  
TERMS OF REFERENCE**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

**AUDIT FIRM'S NAME:**

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

- Explain the Audit Firms approaches to the assignment including methodology, nature, time and extent of audit procedures to be performed.
- Make a statement concerning the independence of the proposer.
- Demonstrate experience and expertise of auditing.

### **3E. ACTIVITY (WORK) SCHEDULE**

#### **A. Field Investigation and Study Items:**

#### **B. Completion and Submission of Report/Statements**

## **SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS**

- 4A. Financial Proposal submission form
- 4B. Summary of costs

**4A. FINANCIAL PROPOSAL SUBMISSION FORM**  
**(On the letter head of the Firm)**  
**(Do not disclose the financial bid amount in this letter)**

Date:

To,

**The Controller of Finance**  
**Karnataka Industrial Areas Development Board**  
No.49, 4<sup>th</sup> & 5<sup>th</sup> Floor, East Wing,  
Khanija Bhavan, Race Course Road,  
Bengaluru-560001.

**Sub: Financial Proposal for Selection of CA firms/ CMA Firms /Associates /Companies to provide services for arriving the Capital Receivables & Capital Payables of KIADB in digitized form as on 31st December 2025, to adopt in the accounts of KIADB.**

We, the undersigned, offer to provide service for the above in accordance with your Request for Proposal dated [Date], and our Proposal (Technical and Financial Proposals). The Financial proposal separately submitted includes all applicable taxes.

We understand that the Client reserves the right to negotiate the Financial Proposal for the services as a whole or for individual sub-components of the services as specified in the Data Sheet.

We undertake that our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e., [Date].

We undertake that, in competing for (and, if the award to us, in executing) the above Contract, we will strictly observe the Laws against Fraud and Corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name of Bidder:

**Note:**

**The Financial Proposal shall not be submitted with Technical Proposal. The bidders submitting any Financial Proposal information along with the Technical Proposal shall be disqualified.**



**4 B. SUMMARY OF COSTS** (to be submitted online - on e-procurement portal only)

Sl No.	Description	Rate per Unit* (Rs)
A	<p><b>1. Capital Receivables</b></p> <p>a) From allottees in the Industrial Areas (including revenue receivables to the respective allotment files)</p> <p>b) From Single Unit Complexes (including revenue receivables to the respective allotment)</p> <p>c) From allottees of Housing Tenements in the Industrial Areas (including revenue receivables to the respective allotment files)</p> <p>d) From allottees of Housing Sites in the Industrial Areas (including revenue receivables to the respective allotment files)</p> <p>e) Rent from Shops/ Commercial Complexes, Interest, Penalty Interest including EMD / Security Deposit kept with KIADB.</p> <p>f) Other Capital Receivables if any.</p> <p><b>2. Capital Payables</b></p> <p>a) Land Compensation Releases to the Industrial Areas</p> <p>b) Land Compensation Releases in respect of Single Unit Complexes (General/Metro/KRIDE,BMICP etc)</p> <p>c) Other Capital Payables if any.</p>	

**\*(Rate Per Unit means Rate per File)**

**Notes:**

1. The rates are fixed throughout the Contract period
2. KIADB will provide Workspace for conducting the assignment
3. **Rate quoted shall be inclusive of GST, Out of Pocket expenses, transportation etc.**
4. The bidder shall quote the rates for per file.

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## **SECTION 5. TERMS OF REFERENCE**

1. Background
2. Objectives
3. An Outline of the tasks to be carried out - Scope of work of
4. Schedule for Completion of Tasks -Timeline for submission of reports/ Statements.
5. Data, Services and Facilities to Be Provided By the KIADB.
6. Final Outputs / reporting.
7. Payment Schedule

## **Section 5. TERMS OF REFERENCE (TOR)**

### **1. Back Ground**

Karnataka Industrial Areas Development Board (KIADB) is a statutory body, constituted under sec.5 of Karnataka Industrial Areas Development Act (KIAD Act)-1966 to promote rapid and orderly establishment and development of industries and for providing industrial infrastructural facilities and other amenities in Industrial areas in the State of Karnataka. KIAD Act-1966, a special Act, provides for expeditious acquisition of lands for industrial and infrastructure purposes.

### **2. Objectives:**

The objective of the assignment is to provide the services of Chartered Accounts Firms/Cost Accountants Firms/ Companies/ Associates for arriving the Capital Receivables & Capital Payables of KIADB in digitized form as on 31st December 2025, to adopt in the accounts of KIADB.

### **3. Scope of Work**

The following are the details of work of preparation of Capital Receivables and Capital Payables in digital form on file wise/allottee wise/tenant wise.

#### **Capital Receivables (including revenue receivables pertaining to the respective files)**

1. Deposit for Lease of Plots from Allottees (from the allotment files approximately around 25,000 files)
  - 1) Land cost receivable
  - 2) Lease Rent
  - 3) Interest
  - 4) Penal interest
  - 5) Penalty
  - 6) Transfer charges
  - 7) Difference in cost / final price difference in cost of land
  - 8) Others
2. Deposit from Single Unit Complexes (General / BMICP/ BMRCL/ K-RIDE etc) and corresponding payables also (approximated about 600 files) **(including revenue receivables pertaining to the respective files)**
  - 1) Land cost receivable
  - 2) Lease Rent
  - 3) Interest
  - 4) Penal interest
  - 5) Penalty
  - 6) Service Charges

- 7) Transfer Charges
- 8) Others
3. Deposit for Housing Tenements (approximately 100 files) (**including revenue receivables pertaining to the respective files**)
  - 1) Tenement Cost
  - 2) Interest
  - 3) Penal interest
  - 4) Penalty
  - 5) Difference in cost / final price difference
  - 6) Others
4. Deposit for Housing Sites (approximately about 250 files) (**including revenue receivables pertaining to the respective files**)
  1. Land Cost
  2. Lease Rent
  3. Interest
  4. Penal interest
  5. Penalty
  6. Difference in cost / final price difference
  7. Others
5. Rent from Shops / Commercial Complexes, Interest, Penal Interest (approximately 200 files) including EMD/Security Deposit kept with KIADB.
6. Other Capital /Revenue Receivables if any

### **Capital Payables**

1. Land Compensation Releases to the Industrial Areas (on industrial area wise, approximately 200 files)
2. Land Compensation Releases in respect of Single Unit Complexes (General/ Metro/ KRIDE/ BMICP etc, approximately 600 files)
3. Other Capital Payables if any

The successful Agency have to carry out the computation of Capital Receivables & Payables in the digital form as at the end of 31<sup>st</sup> December 2025 for the files available at the following offices;

List of the Departments at Head Office and list of branch offices are detailed below;

#### **I. Head Office – List of Departments**

1. Land Acquisition
  - a) Special DC, KIADB, Bengaluru.
  - b) Special DC, KIADB, Bengaluru (Metro, KRIDE & BMICP)

2. Engineering
3. Allotment
4. Finance & Accounts

## II. Branch Offices

### a) Executive Engineers Offices

- 1) Executive Engineer-1, Bengaluru
- 2) Executive Engineer-2, Bengaluru
- 3) Executive Engineer-3, Bengaluru
- 4) Executive Engineer, Tumakuru
- 5) Executive Engineer, Mysuru
- 6) Executive Engineer, Hassan
- 7) Executive Engineer, Mangaluru
- 8) Executive Engineer, Davanagere
- 9) Executive Engineer, Dharwad
- 10) Executive Engineer, Belagavi
- 11) Executive Engineer, Ballary
- 12) Executive Engineer, Kalaburagi
- 13) Asst. Executive Engineer, Bidar
- 14) Asst. Executive Engineer, Raichur

The Agency can inspect the sample files at the KIADB Head Office during the time of pre-proposal conference mentioned in the Calendar of events for RFP.

## 4. Timeline for Submission of Reports / Statements:

Monthly progress Report shall be furnished for the above mentioned works carried out.

## 5. Data, Services and Facilities to be provided by the KIADB:

KIADB would provide all necessary assistance required to complete the task.

## 6. Final output / Reporting:

The agency shall submit the final report / ledgers in Digital forms and summary statement both in Digital as well as Hard Copy to the Controller of Finance by the 15<sup>th</sup> January-2026. The method of reporting and other related aspects shall be decided in consultation with the Controller of Finance, HO. Both hard and soft copies (CD) of the report shall be handed over.

**7. Payment Schedule:**

The payments shall be on monthly basis 80% of the number of files completed. The Board shall release professional fees within fifteen days of acceptance of each month report/ statement and submission of invoice. Payment for the last month would be within Thirty days of acceptance of report/statement and submission of invoice for the last month and consolidated report/statement as on 31.12.2025.

**Sd/-  
Cotroller of Finance  
KIADB**