

REQUEST FOR PROPOSAL (RFP) DOCUMENT FOR
“ **Providing Services of Internal Audit** ”



**TENDER CONDITIONS FOR SUBMISSION OF TECHNICAL BID &
COMMERCIAL BID**

Karnataka State Electronics Development Corporation Ltd,
2nd Floor, TTMC “A” Block, BMTC Building, KH Road, Shanthinagar,

BANGALORE-560027

KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.,

Regd Office: 2nd Floor, TTMC “A” Block, Shanthinagar, K H Road,
Bangalore – 560 027

No: KSEDC/F&A/IA/01/2021-22

Date: 27/10/2021

SHORT TERM TENDER NOTIFICATION

(Through electronic tendering mode only)

Director-operations, **KEONICS** invites the Tenders from eligible Chartered Accountant Firms / Cost Accountant Firms for “**Providing Services of Internal Audit**”

Both Technical and Commercial Bid should be submitted on e-Procurement portal. The tender shall be a two bid system. The Commercial bid shall be opened only for approved technical bids.

Further details can be obtained from web site – www.eproc.karnataka.gov.in or in person from the undersigned.

Last Date for submission of Tender	:	06-11-2021 up to 14:00 Hrs.
Date of opening Technical Bid	:	08-11-2021 at 14:30 Hrs.
Date of Opening of Commercial Bid	:	15-11-2021 at 15:00 Hrs.

Contact Person	:	M. Maruthy
Designation	:	Asst. Manager-F&A
Mobile No	:	9731560711
Phone	:	080 22225645

Place of Opening the Tender

KEONICS HO, 2nd Floor, TTMC “A” Block, Shanthinagar, K H Road, Bangalore – 560 027

Sd/-
DIRECTOR (OPERATIONS)

KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED

Background

Karnataka State Electronics Development Corporation Limited (KEONICS) was incorporated as a public Limited Company in September 1976 with the objective of promoting the development of Electronic industry in the State and to create infrastructure for the rapid growth of Electronic industries. Now it is envisaged to function as a facilitator and as a catalyst for the development of electronic and IT industries in the State. The Company's turnover is around **Rs. 630 Crores**.

Activities of Karnataka State Electronics Development Corporation Limited

1. IT Education

Company has a network of around 196 franchisee training centers throughout Karnataka.

2. Infrastructure Facility Services:

KEONICS has set up Electronics City on a sprawling 332 acres of land on Hosur Road, Bangalore. This Electronics City is today a major hub for Information Technology activities. Company has also taken up establishment of IT Parks at Tier II cities in the State

3. IT Services:

Company has undertaken various projects of providing and programming of IT software to various Government Departments of Government of Karnataka. KEONICS is also marketing computer hardware, software and electronic equipments to various Government organizations. KEONICS is also providing e-tendering solution 'Tender Wizard' to Government organizations. KEONICS has also signed Memorandum of Understanding with various agencies to market their products and services.

Company has developed in-house competence in offering consultancy on project implementation to various Government Departments in the areas of Networking, Web creation, Software Development and Computerization plans.

4. Man power supply Services:

KEONICS has also entered in to the field of providing skilled Manpower Services to various Government Departments and organizations

1. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

The original Proposal (i.e. Technical Proposal and Commercial Proposal) shall be prepared and submitted in e-Procurement platform.

The bidder shall digitally sign and submit the proposal electronically through the unified e-Procurement platform: www.eproc.karnataka.gov.in

The completed Technical and Commercial Proposal must be submitted electronically in the e-Procurement platform on or before the due date for bid submission specified in the e-Procurement platform. The Centre for e-Governance will not be responsible for technical glitches in the Computers and internet connectivity services used by the bidder.

2. **Bid Processing Fee:** Each bidder shall pay bid processing fee through any of the 5 e-Payment options only:

1. Credit Card
2. Direct Debit
3. NET Banking
4. National Electronic Funds Transfer (NEFT)
5. Over the Counter (OTC) – designated Bank branches located across the country

Please note that payments submitted through cheque or demand draft shall not be accepted. Further details regarding e-Payment; please refer to e-Procurement website – www.eproc.karnataka.gov.in

3. **Earnest Money Deposit (EMD): Rs. 5,000/- (Rs. Five thousand only)** Each bidder shall pay Earnest Money Deposit through any of the e-payment options only.

1. Credit Card
2. Direct Debit
3. NET Banking
4. National Electronic Funds Transfer (NEFT)
5. Over the Counter (OTC) –/ designated bank branches located across the country

Please note that payments submitted through cheque or demand draft shall not be accepted. Further details regarding e-Payment; please refer to e-Procurement website – www.eproc.karnataka.gov.in

4. Firms who have served earlier as Internal Auditors of KEONICS, need not apply.

5. **Technical Bid format and Eligibility criteria:** Bidder shall be in conformance with the conditions specified as per Annexure - 1.

6. **Commercial Bid Format:** Bidders shall quote inclusive of Transportation and other expenses excluding taxes directly in e-Procurement portal.

Note: KEONICS reserves the right to accept or reject the EOI (without assigning any reason).

Annexure -1
Technical Bid Format

Sl No	Eligibility Criteria	Points	Documents
1.	Age of entity: Minimum 3 Years	10	Enclose Incorporation certificate (Completed years will be counted as on 31/03/2021).
2.	The entity's Head Office must be in Bengaluru	10	Enclose Latest Constitution certificate having address of the entity.
3.	Proprietor/Partner and staff should have knowledge of kannada, both reading and writing.	10	Enclose Resumes of the partner and the audit staff to be deployed for the work. Enclose Acceptance Letter to submit the Internal Audit Report both in English and Kannada.
4.	Professional Receipts of the firm: Minimum Rs. 10 Lakhs per annum	10	Enclose Audited Financial Statements of firm for the year ended March 2020.
5.	Firms must have conducted Internal Audit Work of a Corporate having a annual turnover of Rs.150 Crores and above during any One of the following Financial Years. <u>Financial Year</u> 2018-19 2019-20 2020-21	10	Enclose Internal Audit Appointment Letter from the concerned corporate along with corporate's audited annual accounts.
6.	Interaction with High Level Management Committee (Bidders with technical score of 50 in the above five mentioned criteria or as may be shortlisted by the Company on its discretion)	50	Bidder (represented by Concerned Partner who will be leading the internal audit team) will be required to be present before the committee.

Financial Bids of only those bidders whose Technical Score (including points scored in Interaction stage) is more than 80 shall be opened.

Annexure-2

Evaluation of the Tenders

- a) **KEONICS** shall first evaluate the technical bids. The commercial bids of only those bidders who qualified in the technical bids will be opened.
- b) Decision of the **KEONICS** in the evaluation of the Technical bids shall be final.

Commercial bid evaluation: The commercial quotes submitted by technically qualified bidders will be opened in e-Procurement portal. The Contract will be awarded to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the Best Value Bid.

Bid submission timelines: The timelines for bid-submission and bid evaluation will be as it is given in the Tender Schedule published in the e-Procurement system.

PAYMENT SCHEDULE

Payment will be released on quarterly basis after the receipt of the Internal Audit Report of the quarter. Last Quarter payment will be released only after receipt of report of compliance of all Accounting Standards.

VALIDITY OF QUOTATION:

The quotation should be valid for 01 month. (30 days)

KEONICS reserves the right to cancel the tender, without assigning any reasons.
Conditional Bid will not be accepted.

Annexure-3

Scope of work

1. 100% Vouching of basic documents (approx. vouchers 6300 per month) and review of ledger accounts (Around 15900 ledgers) – Accounts are computerized Tally prime version).
2. Transaction Audit of different divisions of the company.
3. To review the system and procedures existing in the Company and measure of internal check and to suggest modifications and improvement to strengthen the Internal Control, Internal check, Systems and procedures.
4. Verification of Stock Ledger.
5. Guidance in all statutory tax matters.
6. Guidance in filing of all statutory returns
7. Advice on the applicable statutory laws to the company
8. Compliance review on timely submission of statutory returns and remittance of statutory dues.
9. Complete report on compliance of all Accounting Standard prescribed as per Companies Act. 2014.
10. Guidance in preparation of final Accounts.

A. OTHER TERMS

1. Internal Audit work has to be completed on or before **31st May 2022**
2. Audit Reports have to be submitted quarterly, both in English and Kannada.
3. Internal Audit work should be effective and purposeful.
4. Minimum two experienced Senior Assistant to be deputed for Internal Audit work with periodical visits by proprietor / partners.
5. If and when KEONICS determines that the competency level of the participating team is inadequate, it is within the powers of KEONICS Management to remove the existing firm and offer the opportunity to any other firms.

Annexure-4

COMMERCIAL BID:

The following is the format required to be used

Sl No.	Description	Internal Audit Fee	GST @ 18%	Total amount in Rs. with GST
1	Providing Services for Internal Audit Work as per the scope for 2021-22			

Total amount in Rs. (in words)

Sd.....

Director-Operations