



**KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED**

(A Government of Karnataka Undertaking)

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FIN/Con Aud/2024

DATE :31-07-2024

**NOTICE INVITING TENDER (NIT)  
(GOK E-procurement system)**

Tenders are invited through e-procurement system (E-procurement portal) as per Karnataka transparency in public procurement Act 2000 under two cover bid system from reputed service Chartered Accountants who are providing professional support for internal Audit.

Sl. No	Name of the work	Amount put to contract in Lakhs	EMD in Rs	Tender Processing fee in Rs	Period of Contract
1	Providing professional support for internal Audit	21.00 Lakhs (including GST)	3% of Amount put to contract	Refer e-portal	02 year (Two years)

Tenders documents may be downloaded from Government of Karnataka e-procurement website [https://eproc.karnataka.gov.in/eportal/index.seam\(Industries and commerce department\)](https://eproc.karnataka.gov.in/eportal/index.seam(Industries%20and%20commerce%20department)) from 01.08.2024 onwards.

**1. BRIEF OF EXISTING SCOPE OF WORK**

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED (KSSIDC) is a state government undertaking incorporated on 29.04.1960 under the Companies Act, 1956. KSSIDC is the industrial and investment promotion agency of the Government of Karnataka established in Rajajinagar Industrial Estate since its inception. The growth of Small-Scale Industries in our country since independence is rightly regarded as one of the most significant features of planned economic development. The Small Scale Industries have provided opportunities for self employment to educated young men and experienced technicians from the middle level of society and contributed fully to the growth of industrial entrepreneurship in our country. Today Small-scale Industries are regarded as power tool for balanced regional economic development. These achievements are primarily due to the dynamic enterprising spirit of the Small-Scale industrialists themselves. KSSIDC is having around 195 established Industrial Estates all over the State of Karnataka apart from distribution of Industrial Raw materials to the needy SSI units.

## **SCOPE OF INTERNAL AUDIT WORK**

### **Verification :**

#### **a. Finance and Works Section :**

- Bank accounts, sweep in and sweep out accounts, Reconciliation.
- Bank / Cash receipts / Demand bills / Instalments on various accounts in ERP.
- Salary and Non-Salary TDS in respect of bills of contractors / security Agency / Contract / Vehicle repairs / gifts / donations / sitting fees / subscriptions / advertisement bills / statutory payments etc., and to reconcile the accounts thereon.
- Remittance of slum cess / royalty / CBF / CWWC and IT within the stipulated period every month.
- Passing of work bills and its payments.

#### **b. Internal Audit Section :**

- Verification of collection of proceeds in respect of allottees of Plot / Sheds / Flat at the time of execution of absolute sale Deeds.
- Verification of Instalment / Rental Demand bills, Service charges, Power line charges, stamp duty, slum cess in respect of allottees of plot / sheds / Flat at the time of execution of absolute sale Deeds.

KSSIDC reserves the Rights to modify / Alter / Change the terms and conditions of the tender at any instance of the time.

## **2. ELIGIBILITY CRITERIA OF THE BIDDER**

The bidder must meet the eligibility criteria and must furnish the proof of documents as required in **ANNEXURE - A** otherwise the bid will be rejected. The said documents must be notarized.

The technical bids will be opened in the presence of bidders on the date specified in the time schedule.

## **3. TENDER PROCEDURE**

- The tender will be a two part system.
- First shall be the "TECHNICAL BID" and shall contain detail of technical proposal as per Annexure-A attached with the tender document duly signed and Stamped.
- Second shall be the FINANCIAL BID and shall contain financial bid in the prescribed format as per Annexure-B attached with the Tender document on Company Letter head duly signed and Stamped.

**"Submission of Bids shall be only through e-portal and physical submission of covers will not be accepted"**

- Cover-II (Financial Bid) will be opened only if the bidder fulfils the conditions prescribed in this tender document and qualifies in technical bid at Cover-1
- The bidder should fulfil the following Technical Bid Criteria and these documents shall be produced for TWO COVER BID system.

#### 4. CALENDAR OF EVENTS :

- |  |  |
|--|--|
| A) Last date of receipt of completed tenders | : 16.08.2024 - 4.00 PM   |
| B) Opening of Technical bid of Tenders       | : 17.08.2024   |
| C) Opening of Financial Bid of Tenders       | : 19.08.2024   |
| D) Place of opening of Bid                   | :Office of the General Manager(Fin)<br>KSSIDC Limited, A.O.Building,<br>Industrial Estate,<br>Rajajinagar, Bengaluru – 10. |

#### 5. CLARIFICATION ON TENDER DOCUMENT :

Bidders are expected to do a comprehensive study of KSSIDC and understand its requirements before submitting the bids. Interested bidders may visit KSSIDC at their own Cost to have a firsthand knowledge on the activities of KSSIDC, available Infrastructure, work culture and IT systems etc, prior to submission of the bid. Interested bidders will not be given any additional time for undertaking such visits.

#### 6. RIGHT TO TERMINATE TENDER DOCUMENT PROCESS:

- The KSSIDC Ltd reserves the right to accept or reject any proposal, and to annul the tender process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.
- This tender document does not constitute an offer by the KSSIDC Ltd, The Bidders Participation in this process may result in KSSIDC Ltd selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the KSSIDC Ltd to execute a contract or to continue negotiations. The KSSIDC Ltd may terminate negotiations at any time without assigning any reason.
- The bidder must deploy qualified staff to KSSIDC as required for execution of this Audit work.

• **EARNEST MONEY DEPOSIT (EMD)**

The Bidder shall furnish, as part of its bid, and Earnest Money Deposit (EMD) of 3% of amount put to Contract payable through e-portal only in any of the following modes.

Online payments:

- Credit card / Visa or Master or Maestro card of any bank.
- Debit card / Visa or Master or Maestro card of any bank.
- Net banking – Selected banks only.
- NEFT/RTGS – any nationalized bank

**Offers which are not accompanied with EMD, will be summarily rejected.**

Unsuccessful Bidders EMD will be discharged / refunded after finalization of tenders.

7. **PAYMENT TERMS:** The payment schedule will be as follows:

- a) Monthly payment on submission of bills supported by reports of successful completion of period.
- b) No Advance payment shall be made.

8. **TECHNICAL EVALUATION:**

All the bids (applications) will be evaluated based on the Eligibility Criteria and documentary evidence furnished as per Annexure A. The tender evaluation Committee will shortlist those companies which are satisfying the eligibility criteria in all respects and declare the companies which are technically qualified for further evaluation. Bidders who qualify in the Technical evaluation will be considered further for Financial / Commercial Evaluation.

9. **OPENING OF FINANCIAL BIDS:**

The Financial bids of bidders who qualify in the Technical evaluation will be opened in the presence of the bidders on the date and time specified in the time schedule.

10. **EVALUATION OF FINANCIAL BIDS:**

Financial Proposals of only the Technically qualified Bidders would be opened on the date and time as specified in the time schedule for further evaluation. The rates quoted shall be inclusive of all taxes. KSSIDC reserves the right to Cancel the tender if the prices quoted by the bidders is not beneficial to the Corporation.

**Validity of Bids**

The bid should be valid for period of 180 days from the opening of the proposal.

The EMD shall be forfeited:

- If a Bidder withdraws its bid during the period of Bid validity Specified by the Bidder on the Bid Form.
- In case of a Successful Bidder, if the Bidder denies to accept the work.

11. **AWARD OF WORK**

The Managing Director, KSSIDC Ltd, reserves the right to award the contract to the lowest Financial bid that complies with all the technical requirements.

12. **FINALITY IN DECISION MAKING :**

The decision taken by the department in the process of Proposal evaluation will be Full and final and binding on all the bidders. In case of any ambiguity in the interpretation of any of the clauses in Proposal document or the Contract Document, interpretation of the Department shall be final and binding on all parties.

16. **PENALTY CLAUSE:**

If the Firm is not executing the contract to the satisfaction of the Department then the department may invoke any or all of the following clauses.

- Forfeit the Earnest / Money Deposit
- Terminate the Contract.

17. **TERMINATION FOR DEFAULT:**

The Department may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the firm can terminate the Contract in whole or part thereof.

- It the firm fails to perform as per the performance standards.
- If the firm in the Judgement of the department is engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- During the Contract period, KSSIDC will have the option to terminate the contract immediately by giving a notice in writing to the agency/firm and on the date mentioned in such a notice, the contract will come to an end without prejudice to any claim which KSSIDC may have against the agency/company.

18. **LEGAL JURISDICTION:**

All legal disputes are subject to the jurisdiction of Karnataka counts only:

19. **TAXES AND DUTIES:**

The rates quoted shall be in Indian Rupees (INR) and shall be **INCLUSIVE** of all Taxes like GST and other taxes as applicable up to the completion of job. Any Increase in the rates will not be allowed.

20. **REVISION AUTHORITY:**

To verify, modify, revise, amend or change any of the terms and conditions mentioned above, or to reject any or the bid's without assigning any reason whatsoever or may terminate the bid process midway without assigning any reason. The Decision regarding acceptance by KSSIDC will be full and final.

## 1. GENERAL TERMS AND CONDITIONS:

- The work contract will be up to the Period of TWO years from the date of issue of Work order.
- One of the partners shall be nominated as 'incharge' of the contract and shall be designated as Attorney signed by legally authorised signatories of all the partners in case of partnership.
- The contract agreement should be signed by each Partners / proprietors. Subsequent declarations/letters/documents shall be signed by Lead partner authorised to sign on behalf of the authorised signatory on their behalf.
- The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person/persons signing the bid.
- The Quoted professional charges once offered must remain fixed and shall not be subject to any escalation for any reasons whatsoever within the period of contract and such conditional price quotation is liable for rejection as non responsive.
- The bidder should have sufficient experienced and qualified man power to handle the project.
- The Corporation shall deduct at source the applicable taxes and surcharge thereon if any and any other statutory deductions on the gross amount admitted.
- The bidders should attach all the scanned copies of the documents pertaining to the technical criteria indicate above in respect of works under Two cover BID SYSTEM mentioned above.
- The Managing Director, KSSIDC Limited, Bangalore reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
- KSSIDC reserves right to verify any information / documents furnished by the bidder, if the circumstances warrant in the interest of the Corporation.
- The bidder/representatives should know English and Kannada Languages.
- Any dispute arising out of this agreement or that which may arise in future will be resolved by taking recourse to mutual settlements and decision of Managing Director, KSSIDC is final.
- The bidder shall be responsible for all the statutory provisions. For its non compliance, the bidder shall be wholly responsible for penalties levied by the appropriate authority under various acts.
- For any details / Tender Condition / Information regarding tender of the above works, the office of the Asst General Manager (FIN), Bengaluru-560010 may be contacted on all working days during office hours.
- E.M.D. of unsuccessful bidder will be refunded only after issue of work order to be successful bidder,
- Blacklisted firms either in KSSIDC or in any of the departments are not eligible to participate in this tender.

**Interested agencies / companies can contact Sri. Anilkumar, Finance Section Ph: 9739437295 for further details.**

**ANNEXURE A:**

**FORMAT FOR TECHNICAL PROPOSAL SUBMISSION**  
(To be submitted by the company on its letter head)

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TENDER DOCUMENT Reference no. and Date:

Bidders Name and address:

Persons to be contacted:

Name:

Designation:

Phone/mobile no:

E-mail:

Telephone no(s):

**Subject: providing professional support service as Internal Auditor.**

Sir,

We, the undersigned, having read and examined the tender document in detail, offer to provide the services for above in accordance with your tender dated.\_\_\_\_\_. We are hereby submitting our Proposal in the required format which includes this Technical proposal and a Financial proposal separately.

If negotiations are held during the period of validity of the Proposal, i.e., before we undertake to negotiate on the basis of the proposal staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

Thanking You,

Yours faithfully,

(Signature)

Printed Name and Designation

Seal

Date

Place

**Business Address:**

**Technical bid Eligibility Criteria- Format**

ANNEXURE A:

No	Clause	Documents Required	Attached documents (numbered as Annexure-1 and so an)	Whether complied or not
1.	The bidding firm / company should have experience in working on at least 06 (SIX) Months in public sector undertakings including web based ERP software.	Self declaration / supporting documents if any.		
2.	The bidder should be a company registered under the companies Act, 1956/2013 or partnership firm as per partnership act 1932 or individual and should have been in operation at least since last 3 years	Certificate of Practise		
3.	The bidder should have an annual turnover of minimum Rs. 25 lakhs and above in any preceding three financial years. With positive net worth in each of the previous years	Copy of the audited profit & loss account of the company for the last three years		
4	The Bidder should be a registered company and should have office in Bangalore dedicated to Accounting ventures a team of minimum 07 or more t qualified staff	Documentary proof to be attached. Certificate from the HR department for number of technically qualified professional details with resume with educational certificates of individuals and should provide permanent team for the same		



No	Clause	Documents Required	Attached documents (numbered as Annexure-1 and so on)	Whether complied or not
5.	The bidder should not have been blacklisted by Government Departments/ organizations in Karnataka.	Undertaking from Authorized Signatory of the bidder, on the company letter head to be provide.		
6.	Bidder must have taken up similar works and satisfactorily completed the Audit from departments of government of India in last three years relevant to the scope of work and business profile successfully implemented.	Documentary proof be attached-sample documents including work orders and certificate of completion.		
7.	The bidder should have PAN / GST / ICAI registration certificate	Copies of certificate to be attached along with copies of returns filed for the last three years		
8.	The bidder should be an Chartered Account and in line of consultancy and support services.	Self- declaration to be submitted/ any other supporting documents.		

**Note: The above said documents must be notarized.**

Signature with seal of the company  
Date:  
Place:  
Business Address

FORMAT FOR FINANCIAL BID  
(To be submitted by the company on its letter head)

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TENDER DOCUMENT Reference no. and Date:

Bidders Name and address:

Persons to be contacted:

Name:

Designation:

Phone/mobile no:

E-mail:

Telephone no(s):

Fax No.:

Subject: "FINANCIAL BID FOR **providing support professional service as  
Internal Auditor FOR KSSIDC**"

Sir,

We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents in respect of services for the above mentioned subject do hereby propose to provide services as specified in the Bidding documents for which the cost will be as under:

- 1. PRICE AND VALIDITY- Cost of all works/ services mentioned in section III "scope of work " including providing services as Internal Auditor for a period of 02 (TWO) years is Rs. \_\_\_\_\_ (as per Annexure III)**

**In words:** \_\_\_\_\_

All the period mentioned on our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of one year from the date agreement.

We are an Indian firm and do hereby confirm that our bid prices **INCLUDES** all taxes like Income tax / GST.

We hereby declare that all taxes which are liable under law prevailing at that time will be paid by us.

**(Note:** The bidders should quote the price in words also. In case of any discrepancy between the prices quoted in words and figures, the price quoted in words shall prevail and will be considered for comparison of bids.)

## 2. EMD

The EMD of Rs.           /- (Rs.    ) has been remitted through Credit card Debit card/NEET/RTGS vide No ----- This EMD is liable to be forfeited in accordance with the provisions of Bid documents . We declare that all the Services/ Works shall be performed strictly in accordance with the Scope of Work.

### 3. Bid Price

We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in attached with our proposal as part of the Financial Bid. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature)

Printed Name and Designation

Seal

Date

Place

**Business Address:**

**FORMAT – COMMERCIAL BID BREAKUP (To be submitted on the company’s letterhead)**

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<b>Item No</b>	<b>Description of works</b>	<b>Cost</b>
1.	Providing Internal Audit services	
	<b>Professional Charges per month INCLUSIVE of all taxes</b>	
<b>Total cost In words:</b>		

Signature with seal of the company

Date:

Place:

Business Address:

**MANAGING DIRECTOR**

KSSIDC Ltd