Kandla SEZ Authority (KASEZA)
(Government of India)
Ministry of Commerce & Industry
Gandhidham-Kutch-370 230
Phone (02836)-253300, 252475, 252273
Fax (02836) – 252250 & 252194
E-mail authority@kasez.com
Website: www.kasez.com

TENDER NOTICE
OUTSOURCING OF ACCOUNTING WORK TO CHARTERED ACCOUNTANT FIRM

Tender No.	– KASEZA/01/2010-2011
Tender closing date/time	– 31-05-2010 at 1400 hours (IST)
Tender opening date/time	– 31-05-2010 at 1530 hours (IST)

Kandla SEZ Authority, Kandla Special Economic Zone, Gandhidham, is an autonomus body of Government of India, Ministry of Commerce & Industry, engaged in development of Kandla Special Eonomic Zone, invites tenders (in two bid system) for outsourcing of its accounting work as per above mentioned time schedule.

Interested Service Providers with minimum 2 years' experience in outsourcing accounting work, may obtain tender documents by remitting an amount of Rs.500/- in favour of "Kandla SEZ Authority" in the designated account with Punjab National Bank, Kandla SEZ Branch. Tender documents can be obtained from the undersigned producing the bank challan as proof of deposit. The tender information also available on www.kasez.com. -

Devaraj.C,
Secretary,
Kandla SEZ Authority.

KANDLA SEZ AUTHORITY

(Under Government of India),
Ministry of Commerce & Industry,
Kandla Special Economic Zone,
Gandhidham-Kutch 370 230.

I. SCOPE OF WORK OF OUTSOURCING OF ACCOUNTING WORK TO CHARTERED ACCOUNTANT COMPANY

Kandla SEZ Authority, (under Govt. of India in the Ministry of Commerce & Industry) invites tenders from well established Chartered Accountant Company for outsourcing of Accounting work relating to Kandla SEZ Authority, mainly:-

- Pay roll, advances & recovery, Income Tax calculations, TDS, remittance and returns relating to Provident Fund, Employee Pension, Income Tax, etc.
- Cash and bank transactions, reconciliation of bank accounts.
- Complete registers of recovery of lease rent, water supply, etc.
- Trade – sale purchase vouchers, sale purchase books, receipt/payment vouchers, Journal vouchers, sales tax returns, debit credit notes, service tax/TDS returns, preparation of party accounts, stock records.
- Accounting of branch expenses, branch accounts reconciliation.
- Fixed Assets register – Computation of depreciation, reconciliation of assets with physical verification report.
- Corporate accounts – Consolidation of divisional accounts, preparation of balance sheet and profit and loss account with schedules, segment report, Cash flow Chart, foreign exchange earning and outgo report.
- Corporate Tax – Service Tax, Sales Tax, TDS Return, With-holding Tax – Advance Tax, filing of Income Tax return, assistance at assessment stage.
- Preparation of provident fund statements and of P.F. and Gratuity fund accounts.
- Any other items of work pertaining to accounting.

The tender should be submitted in two sealed covers. The first sealed cover should be prescribed “Technical Bid”. The second sealed cover should be subscribed “Price Bid”.

II. TERMS AND CONDITIONS OF CONTRACT

TECHNICAL BID

1. On the basis of quantum and type of work it is envisaged that the service provider will have to deploy 4 personnel, preferably Commerce graduates well conversant with accounts and hands on experience in Tally and other accounting software.

2. The service provider should have minimum 1 years' experience of providing accounting services on contract basis for large/medium size organizations. A list of such organizations must be submitted along with the Technical Bid.

3. The outsourcing firm shall have Registration with (i) Service Tax and (ii) Income Tax - PAN, which will be submitted along with Technical Bid.

4. The service provider shall be responsible for complying with all statutory requirements for providing its personnel with requisite facilities such as payment of minimum wages as per Govt.'s Minimum Wages Act. The liability of weekly rest and leave wages to the workers will be of the service provider.

5. The service provider shall provide a substitute well in advance if any worker leaves the job.

6. The service provider shall replace immediately any of its personnel, if they are unacceptable to Kandla SEZ Authority.

7. Kandla SEZ Authority has the right to increase/decrease the number of personnel depending upon the work requirement of the company.

8. The service provider should ensure police verification of character and antecedents of his staff and must furnish their identification proof like copy of election card or ration card duly attested by Gazetted Officer of Central or State Govt., Sub-Divisional Magistrates/Officers, Post Masters or persons duly authorized to sign identity certificates by GOI and countersigned by the service provider after getting himself/herself satisfied.

9. Since the persons engaged by the service provider shall be the employees of the service provider, it shall be his duty to pay their salary every month. In addition, the service provider shall be responsible for all statutory payments, like provident fund, gratuity, etc.

10. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters.

11. The service provider shall not assign, transfer, pledge or sub contract the performance of services without prior written consent of Kandla SEZ Authority.

12. The service provider will raise monthly Bill by 5th day of the next month which Kandla SEZ Authority shall pay after due verification. Deduction will be made from the monthly bill for inadequate and/or unsatisfactory service.

13. The service provider shall provide back up of the accounts on daily basis.

14. In case the service provider fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by Kandla SEZ Authority by giving one month's notice. The performance guarantee/security, if any, in that case shall be forfeited without assigning any reason.

15. Kandla SEZ Authority reserves the right to reject any or all the bids without assigning any reason thereto.

16. The service provider shall start providing service within a period of 15 days from the date of the contract.

17. The contract will initially be for a period of two years, extendable, at the discretion of Kandla SEZ Authority.

18. Each bid shall be accompanied by a demand draft of Rs. 20,000/- towards earnest money deposit, payable in favour of Kandla SEZ Authority, payable at Gandhidham without which bid will not be considered valid. In case the bidder withdraws his bid within the validity period, the earnest money shall be forfeited without assigning any reason whatsoever.

19. The successful bidder shall furnish a bank guarantee or FDR from a nationalized Bank of Rs. 1 (one) lakh as performance guarantee for the contract period. In case the successful bidder fails to sign the contract or submit performance guarantee, earnest money of that bidder shall be forfeited.

20. Tender should be addressed to The Secretary, Kandla SEZ Authority, Kandla Special Economic Zone, Gandhiham-Kutch 370 230, to reach him by 1400 hours on 31-05-2010. The Price Bid will be opened on 03-06-2010 at 1530 hrs. The bidders who wish to attend may be present at their sole discretion.

PRICE BID

1. The Price Bid in a separate sealed cover should give the comprehensive fee for the job.

2. The Price Bid of only eligible bidders on the basis of evaluation of Technical Bid will be opened.

FORM I

PROFORMA

To

The Secretary,
Kandla SEZ Authority,
Kandla Special Economic Zone,
Gandhidham-Kutch 370 230.

Sir,

Subject: Outsourcing of Accounting Work

The undersigned, having read and examined in detail the tender document in respect of providing services for outsourcing of accounting work on contract basis, do hereby express our interest to provide such services.

Correspondence Details:

Our correspondence details are:

1.	Name of the Company/Firm	
2.	Address of the Company/Firm	
3.	Name of the contact person to whom all references shall be made regarding this tender	
4.	Designation and address of the person to whom all references shall be made regarding this tender	
5.	PAN and Service Tax details	
6.	Telephone	
7.	E-Mail of the contact person	
8.	Fax No.	

Cont… 2/-

Document forming part of the bid:

We have enclosed the following:

(i) Form II : Minimum Eligibility
(ii) Form III : Prior Experience
(iii) Form IV : Price Bid.
(iv) Form V : Declaration Letter.
(v) Details of Earnest Money deposit of Rs. 20,000/-
Bank Draft/Pay Order No. _____ dated _____ drawn on _____ payable at Gandhidham.
(vi) Letter of authorization in the name of the contact person representing the company.

Thanking you,

Yours faithfully,

(Signature of the Authorised Person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

FORM II

MINIMUM ELIGIBILITY

The details in respect of the company are given as under:

1.	Name of the Company/Firm	
2.	Year of Registration/Incorporation (with a copy of Regn/Incorporation Certificate).	
3.	Number of Employees as on March 31, 2009 Chartered/Cost Accountants Commerce Graduates (excluding Article Clerks) • with 2 years experience on accounting software • with 1 year experience on accounting software	
4	Annual Turnover from providing outsourcing of accounting work during 2008-09.	

Yours faithfully,

(Signature of the Authorised Person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

FORM III

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Company/Organisation to whom outsourcing services on contract basis was provided by the company during the last one year)

Names of the company along with its address and details of contact person to whom outsourcing service was provided.	
Type of service provided	
Chartered/Cost Accountants provided and its value/contract with documentary evidence	
Commerce Graduates provided • with 2 years experience on accounting software • with 1 year experience on accounting software	

Yours faithfully,

(Signature of the Authorised Person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

FORM IV

PROFORMA FOR PRICE BID

1. Name of the Company/Firm, address, etc.

2. Details of rate quoted
   (Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the 'written in words' will be taken into consideration)

Note: No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.

TABLE

Sl. No.	Designation	No.	Rate per unit	Cost
1.	Commerce Graduates	**04**		

I understand that for total cost calculation of the lowest bid, the following formula will be used:

04 x rate for Commerce graduates.

Yours faithfully,

(Signature of the Authorised Person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

FORM V

DECLARATION

Declaration Letter on official letter head stating the following:

1. We are not black-listed by any Central/State Government/Public Sector Undertaking/Institute of Chartered Accountants of India/Institute of Cost & Works Accounts of India.

2. The facts and information furnished by us are true to the best of our knowledge.

Yours faithfully,

(Signature of the Authorised Person)

Date:
Place:
Business Address:

Name:
Designation:
Seal: