



## **Kandla SEZ Authority (KASEZA)**

(Government of India)

Ministry of Commerce & Industry,

Kandla Special Economic Zone,

Gandhidham-Kutch-370 230

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No.KASEZ/EM/II/113/2017-18/

Dated:- 06/12/2017

### **TENDER NOTICE OUTSOURCING OF ACCOUNTING WORK TO CHARTERED ACCOUNTNT FIRM**

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.
- Preparation of provident fund statements and of P.F. and Gratuity fund accounts.
- Any other items of work pertaining to accounting.

## **TERMS AND CONDITIONS OF CONTRACT**

1. On the basis of quantum and type of work it is envisaged that the service provider will have to deploy 6 personnel, preferably Commerce graduates well conversant with accounts and hands on experience in Tally and other accounting software.
2. The outsourcing firm shall have Registration with (i) Service Tax and (ii) Income Tax - PAN, which will be submitted along with Technical Bid.
3. 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.
4. The service provider shall provide a substitute well in advance if any worker leaves the job.
5. The service provider shall replace immediately any of its personnel, if they are unacceptable to Kandla SEZ Authority.
6. Kandla SEZ Authority has the right to increase/decrease the number of personnel depending upon the work requirement of the company.
7. 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/Aadhar card, etc.
8. 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.
9. 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.
10. The service provider shall not assign, transfer, pledge or sub contract the performance of services without prior written consent of Kandla SEZ Authority.
11. The service provider will raise monthly Bill by 5<sup>th</sup> day of the next month which Kandla SEZ Authority shall pay after due verification.
12. The service provider shall provide back up of the accounts on daily basis.



13. 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.
14. Kandla SEZ Authority reserves the right to reject any or all the bids without assigning any reason thereto.
15. The service provider shall start providing service within a period of 15 days from the date of the contract.
- 16. The contract will initially be for a period of five years, extendable, at the discretion of Kandla SEZ Authority and any increase in the monthly fees shall be decided by the Authority while considering extension.**
17. 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.
18. 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.
- 19. Tender should be addressed to The Chairman, Kandla SEZ Authority, Kandla Special Economic Zone, Gandhiham-Kutch 370 230, in a sealed envelope, to reach him by 1400 hours on 26<sup>th</sup> December, 2017.**

  
(Rajesh Kumar)

Dy. Development Commissioner,  
Kandla Special Economic Zone.

## PROFORMA

To

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

### **Subject: Quotation for Outsourcing of Accounting Work with six persons**

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.	
9	<b>Monthly fee for accounting work with six commerce graduates</b>	

Place:  
Business Address:

Designation:  
Seal: