

REQUEST FOR PROPOSAL (RFP) DOCUMENT FOR  
**Providing Services of Internal Auditing**



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

Karnataka State Electronics Development Corporation Ltd,  
2<sup>nd</sup> Floor, TTMC "A" Block, BMTC Building, KH Road, Shanthinagar,

**BANGALORE-560027**

**KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.,**

Regd Office: 2<sup>nd</sup> Floor, TTMC "A" Block, Shanthinagar, K H Road,  
Bangalore – 560 027

**No: KSEDC/F&A/MM/01//2020-21**

**Date: 25/11/2020**

**SHORT TERM CLOSED TENDER NOTIFICATION**

**(Through electronic tendering mode only)**

Director-operations, **KEONICS** invites the Tenders from eligible Chartered Accountants for  
**"Providing Services of Internal Auditing "**

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

Further details can be obtained from web site – [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in) or in person from the undersigned.

Last Date for submission of Tender	:	04-12-2020 up to 14:00 Hrs.
Date of opening Technical Bid	:	05-12-2020 at 14:30 Hrs.
Date of Opening of Commercial Bid	:	05-12-2020 at 15:00 Hrs.

<b>Contact Person</b>	:	<b>M. Maruthy</b>
<b>Designation</b>	:	<b>Asst. Manager-F&amp;A</b>
<b>Mobile No</b>	:	<b>9731560711</b>
<b>Phone</b>	:	<b>080 22225645</b>

**Place of Opening the Tender**

**KEONICS HO, 2<sup>nd</sup> 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 500 Crores.

### **Activities of Karnataka State Electronics Development Corporation Limited**

#### **1. IT Education**

Company has a network of around 169 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 Financial 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](http://www.eproc.karnataka.gov.in)

The completed Technical and Financial 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](http://www.eproc.karnataka.gov.in)

## 3. Earnest Money Deposit (EMD): Rs. 1,000/- (Rs. One 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](http://www.eproc.karnataka.gov.in)

## 4. Technical Bid format: Bidder shall be in conformance with the conditions specified.

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

## 6. Eligibility Criteria

1. The service provider must be a Chartered Accountant
2. Experience of conducting Internal Audit work of State/ Central Public Sector

undertaking or Central or State Government entity as on the date of EOI

3. Knowledge of Kannada is must for Audit staff and the proprietor / partners of the Chartered Accountant firm.

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

#### **Annexure-1**

##### **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.

#### **Annexure-2**

##### **Terms & Conditions**

The Successful Bidder has to submit DD for **Rs. 50,000/-** as Performance Guarantee in favor of **KEONICS**, Bangalore. The PG will be returned only after successful completion of the assignment. The contract may be renewed on mutual consent for a further period of two years.

##### **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 and accepted by Company's Statutory Auditors.

##### **VALIDITY OF QUOTATION:**

The quotation should be valid for 03 months. (90 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 6750 per month) and review of ledger accounts (Around 14500 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 31<sup>st</sup> May2021
2. Audit Reports have to be submitted quarterly.
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.

### **Annexure-4**

#### **FINANCIAL BID:**

The following is the format required to be used

SI No.	Description	Service Charges	GST @ 18%	Total amount in Rs. with GST
1	Providing Internal auditing service as per the scope of work for 2020-21			

Total amount in Rs. (in words)

**Note:**

1. Rates must be inclusive of all applicable taxes
2. Please specify the nature of taxes quoted.

Sd.....

Director-Operations