

कांडला विशेष आर्थिक क्षेत्र
प्राधिकरण
भारत सरकार
वाणिज्य तथा उद्योग मंत्रालय
गांधीधाम-कच्छ



KANDLA SPECIAL ECONOMIC ZONE AUTHORITY

Government of India
Ministry of Commerce & Industry
Gandhidham-Kutch-370 230
Phone: (02836)
53300/252475/253950
Email: secy.kasez-gj@gov.in
Website: www.kasez.gov.in

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

05.09.2023

NOTICE INVITING TENDER FOR OUTSOURCING OF ACCOUNTING WORK TO CHARTERED ACCOUNTANT FIRM FOR KANDLA SEZ AUTHORITY

For and on behalf of Chairman, Kandla SEZ Authority, tenders are invited in TWO BID SYSTEM (Separate Technical Bid and Financial Bid) from reputed Chartered Accountant firms for hiring of Contractor/Chartered Accountant firm in the Office of the Chairman, Kandla SEZ Authority, Ministry of Commerce & Industry, Kandla Special Economic Zone, Gandhidham-Kutch 370 230.

2. The detailed Tender process and terms and conditions are enclosed as Annexure-"A" to this Tender Notice. The tender form can be downloaded from the website www.kasez.gov.in.
3. The bids have to be submitted on or before 3.00 PM on 27th September, 2023. The bids shall be opened at 04.00 PM on 27th September, 2023.
4. Bid Submission: Bids shall be submitted in sealed cover and should be dropped in Tender Box placed near reception of office of Development Commissioner, Kandla SEZ Authority.
5. Tenderer who has downloaded the tender document from our website www.kasez.gov.in shall not tamper/modify the tender form in any manner. In case if the same is found to be tampered/modified in any manner, his tender will be completely rejected and EMD would be forfeited and firm is liable to be banned from doing further business with this Office.
6. The tenders/bids received unsigned/ incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. **The financial bids of only those bidders shall be opened, whose technical bids are qualified.** The format of the "Technical Bid" and "Financial Bids" are enclosed as Annexure-'B' and Annexure-'C'.
7. The Chairman, Kandla SEZ Authority, Kandla Special Economic Zone, Gandhidham reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/-

(Marut Tripathi)

Joint Development Commissioner &
Member, Kandla SEZ Authority

Introduction

Background:

1. Kandla SEZ Authority, an autonomous body under Ministry of Commerce & Industry, Government of India invites sealed quotations from well established Chartered Accountant Firm for Book keeping & Accounting work relating to Kandla SEZ Authority as per the scope mentioned under for a period of 05 (five) years.
2. The brief particulars of the work and the Bidding Process are as follows:

S.No.	Particulars	Details
1	Name of the work	Outsourcing of Chartered Accountant Firm for Accounting work of Kandla SEZ Authority.
2	Estimated Cost of CA work.	Rs.85,28,400/- for 05 years (60 months) FY 2023-24, 2024-25, 2025-26, 2026-2027 & 2027-2028.
3	Estimated period for completion of the project	05 Years from the date of LOA.
4	Bid Due Date and Time	By 14.00 Hrs IST on 27th September, 2023.
5	Physical submission/ retention/production of all documents uploaded by the Bidder	By 14.00 Hrs. IST on 27th September, 2023.
6	Date and Time of Opening of Bid	15.00 Hrs. On 27th September, 2023
7	Mode of tendering	Single stage two packet (Sealed)
8	Consortium/Joint venture	Not allowed
9	Mode of submission of Bids	Offline submission at the Reception counter at the Office of the Development Commissioner/Chairman, Kandla SEZ.
10	Bank Account Details of The Authority	Kandla SEZ The Authority A/c No.159800VS00000015 PUNJAB NATIONAL BANK KFTZ (1598) Branch IFSC: PUNB0159800
11	The Authority's Representative for this RFP procedure	Name of the Officer: The Secretary Kandla SEZ The Authority Office of the Development Commissioner/ Chairman, Kandla SEZ Gandhidham, Dist. Kutch, Gujarat Phone: 94299 96694 Email: secy.kasez-gj@gov.in
12	Validity of the Bid	90 days from the Bid Due Date
13	EMD	Rs.1,00,000/- (One Lakh only)
14	Performance Security	3% (Three percent) of the total estimated amount. i.e. Rs.2,55,852/-.
15	Submission of Performance Security	Within 15 days of issue of Letter of Award (LoA)
16	Acceptance of the work order	Within 15 days of submission of Performance Security

Scope of works:

- Maintenance of 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.
- Maintenance of 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 earnings and outgo report.
- Preparation of provident fund statements and of P.F. and Gratuity fund accounts.
- Drafting of comments on the observations made/queries raised by C&AG Authorities, reply to internal audit queries in respect of accounting issues;
- Preparation of Annual accounts of the Authority pertaining to a financial Year Latest by 30th of April of subsequent financial year.
- Any other items of work pertaining to accounting which are specifically not mentioned here.

Technical Bid:

The Technical Bid should be as per Annexure-B. It should be supported by the documents indicated in the said Annexure. **In case of non-submission of all mandatory documents along-with the bids, such bids shall be rejected.** The Demand Draft/Banker's cheque in respect of the Earnest Money Deposit should be submitted with the "Technical Bid".

1. The Contractor/CA firm should have a minimum five (05) years of accounting work experience with any Central Govt. Office/PSUs/Special Economic Zones with good quality work and staff availability.
2. The Contractor/CA firm should submit work experience Certificate from Authorities of Central Govt. office/PSUs/Special Economic Zones for having experience of minimum 5 years, at the time of Technical bid evaluation. Failing to submit this Experience Certificate shall lead to summarily rejection of the bid.
3. The Firm should have their Head Office preferably in the District of Kutch.
4. The CA firm shall have Registration with (i) Service Tax and (ii) Income Tax - PAN, which will be submitted along with Technical Bid.
5. Each bid shall be accompanied by a Demand Draft/Banker's cheque of **Rs.1,00,000/- (Rupees One Lakh only)** towards Earnest Money Deposit, payable in favor 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.

Annexure-A

Terms & Conditions of the Contract

1. The Performa for Technical Bid and Financial Bid are kept respectively at Annexure-B and Annexure-C.
2. On the basis of quantum and type of work it is envisaged that the CA firm will have to deploy minimum 6 personnel of semi skilled, who shall be well conversant with accounts and hands on experience in Tally and other accounting software.
2. The Office timings of the personnel so deputed shall be as per the standard Office time of this office.
3. The CA firm 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 as notified from time to time. The liability of weekly rest and leave wages to the workers will be of the CA firm.
4. In case of any worker leaves the job, the CA firm shall provide a substitute well in advance so that the work should not be hampered.
5. The CA firm 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 Authority.
7. The CA firm should ensure police verification of character and antecedents of their staff and must furnish their identification proof like copy of election card/Aadhar card, etc. to the Authority.
8. Since the persons engaged by the CA firm shall be the employees of the CA firm, it shall be his duty to pay their salary every month as mentioned at Sl.No.3 above. In addition, the CA firm shall be responsible for all statutory payments, like provident fund, gratuity, etc.
9. The CA firm'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 CA firm shall not assign, transfer, pledge or sub contract the performance of services without prior written consent of Kandla SEZ Authority.
11. The CA should submit work experience certificate from authorized Central Govt. Office/PSUs, failing to submit the same shall be summarily rejected.
12. The CA firm will raise monthly Bill by 5th day of the next month for payment by the Kandla SEZ Authority after due verification.
13. The CA firm shall provide the data backup of the accounts to the Authority Office on a daily basis. The ownership of all such data will be of the Authority only.

14. Any act of omission, crime, fraud, indecent activity committed by the staff provided by the CA firm shall be the responsibility of the CA firm.
15. In case the CA firm 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. In that case, the performance guarantee/security, if any, shall be forfeited without assigning any reason.
16. Kandla SEZ Authority reserves the right to reject any or all the bids without assigning any reason thereto.
17. The CA firm shall start providing service within a period of 15 days from the date of the contract.
18. **The contract will initially be for a period of five (5) 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.**
19. The successful bidder shall furnish a **Bank Guarantee or FDR from a nationalized Bank a sum equal to 3% (Three percent) of the total estimated amount as Performance Guarantee** valid till 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. In case of violation of any provisions of this bid document which leads to discontinuation/withdrawal from the contract during the contract period, the Security Deposit shall be forfeited.
21. In case of any dispute between the Contractor/CA and the Kandla SEZ Authority, the matter will be subject to the jurisdiction of Gandhidham Courts only.
22. There will be scope for price escalation by 10% per year.
23. The Base Month for Price Variation Clause shall be taken as month of opening of bids including extensions, if any, unless otherwise stated elsewhere. The quarter of PVC shall commence from the month following the month of opening of bid. The Price Variation shall be based on the average Price index and minimum wages of the quarter under consideration.
24. In case of break of the contract within the contract period in force, the Security Deposit will be forfeited.
25. Rate accepted by the Kandla SEZ Authority shall hold good till completion of Service Contract period and no additional individual claim shall be admissible on account of fluctuations in market rates, increase in taxes/any other levies etc. except that payment/recovery for overall market situation shall be made as per Price Variation Clause given under:

26. The percentages of labour component in various types of Services shall be as under:

Consultancy contracts labour component	80%	Other Material component	5%
		Fixed Component	15%

Note: All commodities-as published in the R.B.I. Bulletin for the average price index of the 3 months of the quarter under consideration Index Number of Wholesale Prices.

27. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office of DC KASEZ.
28. Sealed technical bid and sealed financial bid shall be placed in separate covers and the two envelopes/covers shall be placed in a bigger envelope.
29. The service provider shall be responsible for providing the uninterrupted services in a time bound manner. Failure to complete the work in stipulated time as per requirement shall attract a **penalty of Rs. 2,000/- (per case)**.
30. The service provider shall sign all the pages of Tender Document for accepting the terms and conditions as mentioned in Tender Document.
31. The SEZ Authority reserves the right to terminate/close the tender at any point of time if the services found to be unsatisfactory by giving **01 month** notice period. In that case, the performance guarantee/security shall be forfeited without assigning any reasons.
32. Price variation clause will be applicable in case of any amendments in the minimum wages from time to time.
33. The persons engaged by the CA should be provided decent Uniform as per colour choice by the KASEZ Administration.
34. The payments to the persons engaged by the CA should be made through online mode.
35. The CA firm should produce an undertaking regarding compliance of payment towards GPF, ESI, Admin charges etc. in r/o the persons so employed.
36. The 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 or before 27th September, 2023.

Sd/-
(Marut Tripathi)
Joint Development Commissioner &
Member, Kandla SEZ Authority
Kandla Special Economic Zone.

ANNEXURE-B

DOCUMENTS TO BE PROVIDED ALONG WITH TECHNICAL BID FOR ENGAGING
CONTRACTOR/CHARTERED ACCOUNTANT FIRM FOR ACCOUNTING WORK OF KANDLA
SEZ AUTHORITY

Sr. No.	Subject	Yes/No
01	Name of the Contractor/CA Firm	
02	Address of the Contractor/CA Firm	
03	Name of the contact person to whom all reference shall be made regarding this tender	
04	Telephone Nos., & e-mail ID	
05	Annual Turnover during F.Y. 2020-21, 2021-22 & 2022-23	
06	Audited Financial statement for the last three years	
07	List of reputed clients	
08	Declaration as per Annexure-C that the bidder is not black listed by any Central/State Govt./Public undertaking, etc.	
09	GST registration no. (provide copy a self attested copy of GST Reg certificate)	
10	PAN No. (provide a self attested copy of PAN)	
11	EMD of Rs.1,00,000/- (Details of Demand Draft/Banker's cheque should be enclosed)	
12	Work Experience certificate of 80% total value from any Central Govt Office/PSUs/Special Economic Zones for the last 3 financial years & current financial year.	
13	Copies of Service Tax, Income Tax, PAN.	
14	Work Experience certificate having min. 5 years experience of Accounting work from any Central Govt Office/PSUs/Special Economic Zones.	

Date:

Place:

Stamp/Seal of the Bidder

Name and signature of the
Authorised Signatory.

ANNEXURE-C

FINANCIAL BID

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			
9	Professional fees for Book keeping, Accountancy including wages for engagement of semi-skilled persons.	Estimated cost of the total work period (60 months)	Professional fees for Accounting work of the Authority including Wages for six semi-skilled persons as per Central Minimum Wages Act.	Total Per month
		Rs.85,28,400/-		

Place:
Full address

Name:
Designation:
Seal: