



## Bidding/TENDER DOCUMENT

### Short Term Tender Notice for Hiring of Chartered Accountant (Online only)

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Invitation for bid/tender for Hiring Chartered Accountant for preparation of Annual Account of the Karnataka Bhavan for the year 2025-26

The office of the Resident Commissioner, Karnataka Bhavan, New Delhi intends to Hiring Chartered Accountant for provision of complete services for income tax & uploading of challans like forms, GST & 7/7A, advice on GST rates on items on monthly / Quarterly basis and Generate Form No-16 and other financial related work at Karnataka Bhavan, Kautilya Marg, Chanakyapuri New Delhi for the period from 01.04.2025 to 31.03.2028, for a period of three years extendable further as per performance and with the approval of Competent Authority. Interested Chartered Accountant/Firm Consultants may kindly refer, inter alia, to the detailed document as referred to in the table above interested bidders should submit the bids through Karnataka Public Procurement Portal (<https://kppp.karnataka.gov.in/>) only.

1. NOTE: For any clarification on Karnataka Public Procurement Portal, procedure/ problem etc. Kindly contact the help desk of e-procurement and or refer to e- procurement website of the Government of Karnataka (<https://kppp.karnataka.gov.in/>); the help desk details are - email: [support@eprochelpdesk.com](mailto:support@eprochelpdesk.com); Phone +91- 8046010000, +91-8068948777.
2. Contact Details of ICICI Bank Helpdesk (e-PaymentServices) Phone Numbers: **080-41296235, 41296261**, email: [helpdeskeproc@icicibank.com](mailto:helpdeskeproc@icicibank.com), [helpdeskceg@icicibank.com](mailto:helpdeskceg@icicibank.com).
3. Contact Details of e-Procurement Cell: 10:00am to 05:30pm on all working days: Phone Numbers: 080-22230960, 080-22234115
4. Supplier/ Contractor/ Service provider Registration ([registrar.eproc@karnataka.gov.in](mailto:registrar.eproc@karnataka.gov.in)).
5. EMD Refunds ([refund.eproc@karnataka.gov.in](mailto:refund.eproc@karnataka.gov.in)).
6. Payments Reconciliation ([reconcile.eproc@Karnataka.gov.in](mailto:reconcile.eproc@Karnataka.gov.in)).

The interested bidders are advised to register themselves with e-procurement for submitting the bids.

The Bidders may note that no further clarification will be published in the newspapers. All further clarifications, corrigendum, pre bid clarifications etc. will be published on the Karnataka Public Procurement Portal of the Government of Karnataka.

## NOTICE INVITING TENDER

**TENDER REF NO: KB/KAS/6/2021/RCE KARNATAKA**

**Dated:08-05-2025**

“Office of Resident Commissioner, Government of Karnataka, “Karnataka Bhavan”, 10, Kautilya Marg, Chanakyapuri, New Delhi - 110021. Ph: +91-11-24103701/2/3; invites bids on e- procurement portal (<https://kppp.karnataka.gov.in/>) from eligible bidders for Hiring of Chartered Accountant to Karnataka Bhawan as per bidding schedule given below.

### **BIDDING SCHEDULE AND TENDER DETAILS**

Name of Tender	Hiring of Chartered Accountant in the office of the Resident Commissioner, Karnataka Bhavan, New Delhi.
Reference Number	<b><u>KB/KAS/6/2021/RCE KARNATAKA</u></b>
Address For Communication	OFFICE OF THE RESIDENT COMMISSIONER, KARNATAKA BHAVAN (CAUVERY), 10, KAUTILYA MARG, CHANAKYAPURI, NEW DELHI- 110021. Phone : 011- 24103701 FAX : 011-26889030
Date of publishing Tender Document on e- Procurement platform	<b>08-05-2025</b>
Earnest Money Deposit	Rs.7500/-
Pre bid meeting date	<b>12-05-2025 Time-03.00 PM</b>
Last date for submission of bids	<b>15-05-2025 Time-05:30 PM</b>

Date and time of opening of Technical bid	<b>17-05-2025. Time-11:30 AM</b>
Date and time of opening of Financial bid	<b>19-05-2025. Time- 04:00 PM</b>
Contact Person's Address for Clarifications	<b>Smt. Kusuma P. Nandaragi,</b> Accounts Officer, Office of the Resident Commissioner, Karnataka Bhavan, New Delhi -110021. Tel: 011-24103701-03 Mobile No.9868393955

Interested bidders can download the tender form along with NIT, Terms and Conditions and other details from the above-mentioned website/ portal by navigating to list of tenders, and then entering "service" in type of tender and "DPAR" in the field of department. In case of any difficulty in locating the Tender Document on portal, Additional Resident Commissioner may be contacted aforementioned numbers or by email.

It is also informed that all future announcements/public notice regarding the tenders will be made only on the Karnataka Public Procurement Portal (<https://kppp.karnataka.gov.in/>). The helpline phone numbers are +91 80 46010000, +91 80 22631200 and Email is [support@eprochelpdesk.com](mailto:support@eprochelpdesk.com).

Additional Resident Commissioner  
Karnataka Bhavan, New Delhi

## **INTRODUCTION**

Karnataka Bhavan is the State hospitality organization for elected representatives, officers and officials of the State government, it is housed in three premises located in the capital city of New Delhi and the prestigious nodal organization of the State Government of Karnataka. Serving to facilitate Coordination between the State Government and the Ministries / Departments /Embassies and other offices / Institutions based in the city, and it is governed by Department of Personnel and Administrative Reforms (DPAR), Government of Karnataka, Bengaluru.

### **1. 1. Procedure for Submission of Bid**

The Tender set is divided into two parts i.e.

- a. Part - I (Technical information) - this should be put into sealed Envelope No. 1 along with authorized signatory on each page.
- b. Part - II (Financial bid) - this should be put into sealed Envelope No. 2 along with authorized signatory on each page.
- c. Both the Bids should be put into separate Envelope i.e. Envelope 1 & Envelope 2 respectively. These two envelopes should further be put into a big envelope marking "bid for the engagement of Chartered Accountant/Firm".
- ii. Documents should be submitted in the Envelope No. as per eligibility criteria of Bidding/ tender document.
- iii. After opening of the Tender Part 1 i.e. Technical Bid and analyzing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those bidders' Tender Part 2 (i.e.

Financial Bid as per Annexure A of Bidding/Tender document) will be opened with the approval of Competent Authority.

- iv. Resident Commissioner reserves right to accept/reject any Tender without assigning any reason.

## **2. Amendment of Bidding Documents**

- i. At any time prior to the deadline for submission of Bids, this office may amend the Bidding Documents by issuing an addendum.
- ii. The amendment will be notified in writing or by e-mail to all prospective bidders who have directly purchased the Bidding Documents from Karnataka Bhavan. The amendment will be binding on all the bidders.
- iii. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the Karnataka Bhavan may, at its discretion, extend the deadline for the submission of Bids.

## **3 . Language of Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Karnataka Bhavan, shall be written in English or Kannada language, provided that any printed literature furnished by the Bidder may be in another language so long as it is accompanied by an accurate translation in English/Kannada of its pertinent passages.

## **4. Bid Prices:**

- i. Bid Prices will not be adjusted for any conditional or unconditional circumstances.
- ii. Prices quoted by the Bidder shall remain fixed during Bidder's performance of the contract and not be subject to variation on any account.
- iii. A Bid submitted with any different adjustable price quotation will be treated as no - responsive and rejected.
- iv. Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

## **5. Eligibility Criteria (Essential for Technical Bid)**

- i. The firm should have minimum 05 years of experience in relevant field of PSU/Govt. Department or any other large scale company preferably during 2021-2024. The firm should provide the list of at least two clients for which they have rendered services in the past.
- ii. **The firm should have its office in Delhi- NCR / Karnataka**
- iii. Photocopy of Pan Card, Photograph of owner/partner to be attached.
- iv. Regn./License No. & Date and valid and its validity may be attached.
- v. GST No. may be attached.
- vi. Present assignments in hand if any. **(All supporting documents should be attached duly signed and stamped otherwise no cognizance with regard to mere filling up the documents will be taken.)**

**6. Documents Establishing Bidder's Eligibility and Qualifications** The Bidder shall provide documentary evidence of his/her eligibility and

qualifications to perform the contract (to Karnataka Bhavan satisfaction) if his/her Bid is accepted, as per the Eligibility Criteria specified in the Bidding/tender document.

## 7. Deadline for Submission of Bids

{i} Bids must be received by the Resident Commissioner, Karnataka Bhavan at the address specified not later than the time and date specified in the Bidding Data Sheet. In the event of the specified date for the submission of Bids being declared a holiday for the Karnataka Bhavan, the Bids will be received up to the appointed time on the next working day.

{ii} The Karnataka Bhavan may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.

{iii} The Bids are to be uploaded only on the Karnataka Public Procurement Portal and no hard copy needs to be submitted to the Karnataka Bhawan.

## 8. Job Description

Sl No.	Scope of Work
1.	TDS returns shall be filed within the stipulated date.
2.	Downloading and cross-checking of various forms like 16-A for staff, corrections if any,
3.	Preparation of TDS & TDS-GST statement for salary and non-salary payments and assist this office for timely payment of TDS. The TDS certificate to the concerned staff and parties shall also be generated by stipulated dates and TDS returns shall also be filed within the stipulated date. (Quarterly filing)
4.	Preparation of statement, uploading the tax paid, filing of return etc. time to time of any other taxes levied by Government.
5.	Ensuring corrections and rectifications against every entry / instance noted in the data base / demand notices received from the Government Department in respect of current and pending.
6.	To reconcile, solve and reduce the TDS towards IT and TDS towards GST demand notices of Rs. 15,80,490/- lakh pertains to 2008-09 to 2024-25.

## 9. Award Criteria:

The Karnataka Bhavan will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

## 10. Fraudulent and Corrupt Practices:

Karnataka Bhavan requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988, and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

**11. Time for completion of work:**

The work should be completed within stipulated period as per income tax act and Rules.

**12. Terms of Payment**

The payment will be made after the completion of work:

**13. SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:**

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.

**Resident Commissioner, Karnataka Bhavan , Reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory without assigning any reason any time during the contract.**

**14. Annexure "A" for technical bid only (Eligibility Criteria for Technical bid as per clause no. 5 of tender documents) to be filled by the applicant.**

1	2	3	4
Name the of Firm	Address of the office in Delhi	Regd./License no. and date and its validity upto	Pan card no. of the firm

**15. Annexure "B" for financial bid only**

5	6	7	8
<b>GST No.</b>	Name of the banker	Mention 3 years experience as per clause no. 5 (1)	Details of Present assignment in hand

All supporting documents should be attached duly signed and stamped along with the Annexure otherwise, no Cognizance with regard to mere filling up the documents will be taken.

**Signature and stamp of authorized signatory**

**16. Professional Fees:**

The rates quoted should be inclusive of all incidental expenditures like conveyance photocopy charges, charges typing charges generation of forms etc.

Particulars	Basic Rate	GST	Total
Lump sum amount			

Name of firm

Name of owner/partners Address of a firm

**Sign and stamp of authorized signatory**

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