

Additional Skill Acquisition Programme Kerala (ASAP) Kerala

(Government of Kerala Undertaking)

KINFRA Film and Video Park

Sainik School PO, Chanthavila, Kazhakkootam

www.asapkerala.gov.in

Request for Proposal

**Selection of Chartered Accountant Firm for Deployment of Temporary Finance
Professionals at ASAP Kerala**

TENDER DOCUMENT

Tender Ref: **ASAPHQ/359/2025-FIN-ACMGMT**

Tender ID: **ASAPK/OFT/2025/004**

Key Events	Timelines for completion
Mode of bid submission	Offline (By Hand or Post)
Type of proposal required	Least Cost Selection Mode
Date of issue of Tender	20-05-2025
Bid Submission end date	28-05-2025, 5:00 PM
Technical bid opening date	29-05-2025, 11:00 AM
Tender Processing fee	₹472/-
EMD	₹1,500/-
Evaluation of the proposals & scoring	Detailed in the RFP document
Contact Person (tender document related queries)	Ms. Parvathy Vijayan Programme Manager procurement@asapkerala.gov.in Cell No: 9446912168
Contact person. (technical queries)	Mr. Swathi Ajay Programme Manager accounts@asapkerala.gov.in Cell No. 9495999728
Address where queries/ correspondence concerning this RFP is to be sent	ASAP Kerala, KINFRA Film and Video Park, Sainik School P.O, Chanthavila, Kazhakkootam, Kerala 695585

Note:

1. The tender document is the property of ASAP Kerala and is not transferable.
2. The above dates of events may be changed at the discretion of ASAP Kerala without assigning any reasons thereto.
3. No queries will be entertained after the date and time mentioned in this schedule.
4. This Bid Document contains 14 Pages.

Additional Skill Acquisition Programme Kerala (ASAP Kerala)

(A Government of Kerala Undertaking)

Section 1 – Notice Inviting Tender

Dear Sir/Madam

Ref No: **ASAPHQ/19/2021-FIN-ACMGMT**

Subject: Selection of Chartered Accountant Firm as for Deployment of Temporary Finance Professionals for ASAP Kerala

The Additional Skill Acquisition Programme (ASAP) Kerala, a Government of Kerala Company, (hereinafter called ASAP Kerala) invites proposals from eligible chartered Accountant firms to provide two temporary full-time finance professionals—a Finance Officer and a Senior Accountant—for a period of one year,

- 1.1. More details on the scope of works, terms and conditions are specified in Section 3.
- 1.2. Details/Documents provided for the submission of Proposal
 - (a) Section 1 – Notice Inviting Tender
 - (b) Section 2 – Instructions to Bidders
 - (c) Section 3 – Terms and conditions
 - (d) Section 4 – Selection Process
 - (e) Section 5 – Bidding forms (Technical and Financial)
- 1.3. Proposals must be direct, concise, and complete. ASAP Kerala will evaluate the bidder's proposal based on its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- 1.4. Bidders shall furnish the required information on their technical and financial proposals in the enclosed formats only. Any deviations in format, the tender will be liable for rejection.
- 1.5. The tender documents can be downloaded from the website www.asapkerala.gov.in.
- 1.6. Interested bidders are requested to clarify their doubts regarding tender and seek information on the assignment. ASAP Kerala will discuss and review the queries and provide reply through the ASAP Kerala website.
- 1.7. ASAP Kerala will follow the **Least Cost Selection (LCS)** process. One bidder will be selected based on technical and financial evaluation and an agreement will be signed between the selected firm and ASAP Kerala for as the Deployment of Temporary Finance Professionals auditor.
- 1.8. However, ASAP Kerala holds the right to revoke the ongoing contract with the selected professional agency and call for new proposals in case of unsatisfactory performance of the

selected professional agency or due to any other administrative reasons at any point of time during the contract period.

SECTION 2. INSTRUCTIONS TO BIDDER

- 2.1 The bidder shall not subcontract or outsource the whole or a part of the services unless otherwise agreed by ASAP Kerala, failing which penalty will be imposed.
- 2.2 **Shortfall:** ASAP has the full discretion to call for shortfalls for insufficient supporting documents or as and when further documents are required. The eligibility criteria mentioned in those documents must be satisfied before the bid publication date.
- 2.3 **Contract Negotiation:** The aim of the negotiation is to reach an agreement on all points with the bidder. Negotiation commences with a discussion of the bidder's proposal, the proposed hiring plan, staffing and any suggestion made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the hiring and the activity schedule.
- 2.4 **Arbitration and Jurisdiction:** If any disagreement or dispute arising between ASAP Kerala and bidder in connection with the work order, both parties will make every effort to resolve it amicably, by direct negotiation. If they failed to resolve, ASAP Kerala will refer such issues to an arbitrator, appointed and the award of the arbitrator, as the case may be, will be final and binding on both the parties. Proceedings shall, unless otherwise agreed by the Parties, be held in Thiruvananthapuram, Kerala.
- 2.5 **Applicable law:** The work order shall be governed by the laws and procedures established by Government of Kerala, within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings. Any default in the terms and conditions of the document by the Bidder will lead to rejection of work order.
- 2.6 **Amendment of Tender Document:** At any time prior to the deadline for submission of the tender, ASAP Kerala may for any reason, modify the tender document. The amendment document shall be made applicable on ASAP Kerala website and will be notified through the website www.asapkerala.gov.in and such amendments shall be binding on all the bidders
- 2.7 **Payment of EMD and Tender Fee**
 - 2.7.1 Bidders while participating in tender should pay applicable Tender Fee and EMD and should ensure the following:
 - 2.7.2 In order to ensure maximum number of competitive tenders and to avoid indication of the price quoted, an amount of **₹1,200/-** (*Rupees One Thousand and Two Hundred only*) and **₹590/-** (*Rupees Five Hundred and Ninety only*) (Incl. GST) has been fixed as Earnest Money Deposit (EMD) and Tender Fee respectively and

should be submitted in the form of Demand Draft addressed to “Additional Skill Acquisition Programme Kerala”, payable at Thiruvananthapuram.

- 2.7.3 Government Institutions/Public Sector Undertakings/MSME/Startups registered within the State are exempted from remittance of EMD subject to submission of valid documents.
- 2.8 **Performance Security Deposit:** The successful bidder has to mandatorily remit 5% of the total value of work order as performance security deposit, in terms of Bank Guarantee/Deposit and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations. In case of Bank Guarantee, the same shall be executed on stamp paper worth ₹500/- and should be issued by any nationalized bank. The bank guarantee/deposit will be released/refunded to the successful bidder after completion of the contract period, including warranty obligations and after deducting the penalties if any.
- 2.9 **Commencement of service:** The successful bidder shall commence the service from **02-06-2025** for a year and should sign the contract agreement in stamp paper of value 0.1% of total contract value for a year (value of stamp paper to be borne by the successful bidder).

SECTION 3. TERMS AND CONDITIONS

3.1. Termination of the Contract

ASAP Kerala reserves the right to terminate the contract, in whole or in part, before issuing the work order, if the services are no longer required. In such cases, the bidder shall not be entitled to any payment, compensation, or claims for anticipated profit or losses due to the termination or any changes in the scope, specifications, or instructions.

3.2. General Conditions

- a. The deployed personnel shall adhere to the work ethics and schedule of ASAP Kerala.
- b. The agency shall ensure continuity of personnel. In case of non-performance or resignation, a replacement shall be provided within 1 week.
- c. ASAP Kerala reserves the right to terminate the contract in case of breach or unsatisfactory performance.
- d. The firm shall be responsible for the legal liabilities of deployed personnel, including compliance with labor laws and taxation.
- e. The selected firm and its personnel shall maintain strict confidentiality of all information received in the course of their duties and shall not undertake any other assignments that may create a conflict of interest.
- f. The personnel deployed shall be employees of the selected CA firm. ASAP Kerala shall have no liability whatsoever in respect of their employment, salary, statutory benefits, or disciplinary action.
- g. The Professionals are expected to present at the office on every working day. The Professionals are entitled for 1 paid leave per month. The conditions for loss of pay leave shall be finalized after mutual discussion.
- h. The senior consultant of the chartered accountant firm shall submit monthly report of performance against the job description of the Professionals deployed.

3.3. Job Description

Finance Officer

1. Financial Planning and Analysis: Financial planning, analysis, budgeting, and reporting.
2. Team Supervision: Supervise the finance team and oversee day-to-day financial operations.
3. Profit Analysis: Prepare monthly profit analysis reports for each vertical/divisions .
4. Revenue and Expenditure Analysis: Prepare monthly reports on revenue and expenditure analysis.

5. Asset Management: Prepare and maintain Asset Registers and other documents as directed by the AG.
6. Audit and Compliance: Manage audit-related activities and ensure compliance with applicable laws and regulations.
7. Invoice Verification: Verify invoices and payment files in accordance with applicable laws and regulations through the E-office system.
8. Software Development Support: Assist in software development for vertical-wise revenue, expenditure, and profit analysis.
9. Communications with the stake holders – ie like Banks , Internal Audit , etc
10. Additional Responsibilities: Perform other duties as assigned by reporting officer.

Senior Accountant

1. Daily Voucher Verification: Verify voucher entries on a daily basis.
2. Imprest Cash Book Verification: Verify Imprest Cash Book and recoupment procedures prepared by the Finance Executive.
3. Advance Register Verification: Verify Advance Register, including advance settlements, prepared by the Finance Executive.
4. Cheque Issue Register Verification: Verify Cheque Issue Register prepared by the Finance Executive.
5. Cheque Preparation and Distribution: Prepare and distribute cheques based on payment proceedings.
6. Bank Guarantee Register Verification: Verify Bank Guarantee Register prepared by the Finance Executive.
7. Skill Loan Register Verification: Verify Skill Loan Register prepared by the Finance Executive.
8. Treasury Cheque Submission: Verify and submit treasury cheques through Treasury Software (BIMS).
9. Salary Preparation: Prepare salaries, arrears, leave surrenders, etc., through software.
10. Tax Payment and Filing: Prepare and remit tax payments (Income Tax TDS, TDS on GST, GST) and hand over to the Internal Auditor for return filing.
11. Monthly Expenditure Update: Update monthly expenditure (Government Grant Utilization) in PLAN SPACE before the 10th of every month.
12. PLAN Proposal Submission Support: Assist during PLAN proposal submission.
13. Statutory Deduction Verification and Remittance: Verify and remit statutory deductions (EPF, ESI).

14. Budget Fund Withdrawal: Prepare budget fund withdrawals through Treasury Software (BAMS).
 15. Daily Bank Balance Report: Report daily bank balances to the Head of Finance.
 16. Fixed Deposit Register Verification: Verify Fixed Deposit Register, account for interest, and perform reconciliations.
 17. Monthly Bank Reconciliation: Perform monthly bank reconciliations.
 18. Monthly Receivable Preparation: Prepare monthly receivables.
 19. Trial Balance Verification: Verify trial balances on a monthly basis.
 20. Statutory Deduction Verification: Verify challans and schedules for statutory deductions (GPF, SLI, GIS, LIC, Medicep, etc.) for deputation staff.
 21. Payment and Invoice Update: Update payment details and invoices through E-Office.
 22. Audit Interaction: Interact with internal auditors, AG audit, statutory audit, and Tally personnel.
 23. Cash Book Verification and Printing: Verify and print cash books at the end of each financial year.
 24. Financial Statement Preparation Support: Assist the Internal Audit Team in preparing financial statements.
 25. Additional Support: Assist with other accounts management, finance officer, and Head of Finance-related tasks.
- b. Auditing standards: The accounting will be carried out in accordance with the Auditing standards promulgated by the Institute of Chartered Accountants of India and Government of India.

3.4. Prequalification Criteria

The invitation to bid is open to all bidders who qualify the prequalification criteria as given below.

Sl No	Prequalification Criteria	Documents to be submitted
1	Bidder must have a valid PAN Number and GST registration (if applicable)	Copy of GST registration (if available) and Copy of PAN
2	Registered Chartered Accountant Firm.	Constitution/ charter documents/ Registration under which the Chartered Accountants Firm has been established/ incorporated.

3	The bidder should not be currently blacklisted by any Central/ State Govt. dept. /Public Sector Unit.	Self-declaration to be submitted in stamp paper of Rs.200 and duly attested by notary public as given in Annexure 1
4	The bidder should have registered office in Trivandrum	Registration certificate/KSEB Bill/Landline bills

3.13 Technical Evaluation Criteria

Sl No	Job Role	Minimum Educational Qualification and Experience	Documents to be submitted
1	Financial officer	CA Inter Experience: 6+ years	CA Inter Certificate & resume
2	Senior Accountant	B.Com + CA Inter, any Group pass Experience: 2+ years	CA Inter pass group Certificate & resume

3.14 All the documents submitted by the bidder in tender should carry the signature of the authorized signatory and stamp of the organization.

3.15 Payment Terms

3.15.1 The chartered accountant firm shall be entitled, by way of remuneration for the services, inclusive of GST, payable monthly on submission of audit report as per the terms of this Bid document.

3.15.2 TA or DA or food expenses or out of pocket expenses (for visiting CSPs) will be paid for the assignment against actuals following Government rules.

3.15.3 Payment will be processed subject to the receipt of audit reports (in Hard and Soft Copies) as per the conditions of this engagement, along with an invoice.

3.15.4 The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties (leave without pay)

SECTION 4. SELECTION PROCESS

4.1 Evaluation

- 4.1.1 A two-stage evaluation procedure will be adopted for evaluating the proposals for selection of the bidder. The financial bids shall be opened only after completing the evaluation of the technical proposal. ASAP Kerala will follow the **Least Cost Selection (LCS) process**. Only one bidder will be selected.
- 4.1.2 The bidder is deemed to have included all prices in the financial proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, including taxes, specified in the financial proposal shall be considered as the offered price.

SECTION 5: BID FORMS

Form 1

Details of Applicants Operations

SL No	Information sought	Details to be furnished
1	Contact Details of the Applicant	
1.1	Name of Organization	
1.2	Address	
1.3	Telephone	
1.4	Email	
1.5	Website	
1.6	Name, Designation Email and Mobile No of key functionary	
1.7	Name, Designation Email and Mobile No of SPOC	
2	Business Information	
2.1	Registration Number	
2.2	Registration Status of the Organization (Public/Private Ltd/ Company/ Society/Trust/ Joint Venture/ etc.)	
2.3	Year of Establishment	
2.4	PAN No:	
2.5	GST Registration No.	

Form 2
Financial Proposal Submission Form

{Location, Date}

To: [Name and address of Client]

Dear Sir,

I/We, the undersigned, offer to Selection of Chartered Accountant Firm for Deployment of Temporary Finance Professionals at ASAP Kerala in accordance with your tender document [Insert Date] and our Technical Proposal.

My/Our attached Financial Proposal is for the amount of Rupees

S/No	Item Description	Qty	Unit rate (Excl. GST)	Total rate (Excl. GST)
1	Monthly Fees (for 2 employees)	1		
Total (Excl. GST)				
GST				
Total (Incl. GST)				

My/Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Tender.

This bid should be “firm and irrevocable offer “and should be valid 120 days from date of opening of the bid.

I/We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of:

Address:

Office seal

Annexure 1

Self-Declaration - Non Blacklisting

(To be duly attested by notary in a non-judicial stamp paper of value ₹200/-)

To,
The Chairperson and Managing Director,
Additional Skill Acquisition Programme Kerala

Sir,

In response to the RFP reference no dated **for the selection of Chartered Accountant firm for deployment of temporary finance professionals at ASAP Kerala**

I hereby declare that presently our company is having an unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any state/Central Government/PSU/Autonomous body.

I further declare that our company is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of submission of RFP.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking You

Name of the Bidder

Authorized Signatory

Seal of the Organization

Annexure 3

Compliance Check list for Bidders

(The documents listed below should be enclosed)

Sl No	Documents
Document to be enclosed with technical cover	
1	Form 1- General Information about the applicant
2	Certificate of incorporation/ Registration under which the firm has been established / incorporated
3	The bidder shall submit non-blacklisting declaration duly attested by notary in a non-judicial stamp paper of value ₹200/- (Rupees Two Hundred Only)
4	Copy of GST registration (if applicable), Copy of PAN.
5	Resume and Pass certificate of Professionals
6	Registration certificate/KSEB Bill/Landline bills showing office in Kerala
Document to be enclosed with financial cover	
1	Form 3: Financial Proposal Submission form