

No.:PCB/92/FIN/2015-16/4519

Date:13.03.2015

TENDER NOTIFICATION

(Through GoK e-procurement platform [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in))

Karnataka State Pollution Control Board (KSPCB) invites tenders from reputed Chartered Accountants who are registered with the Institute of Chartered Accountants of India for Internal Auditing of Accounts of the Board for the year 2015-16, 2016-17 and 2017-18 respectively. The professional fees to be offered shall be quoted in schedule –B for the activities as indicated at 'A' of tender document (functions & duties).

The interested Chartered Accountants are requested to visit the e-procurement web site :<http://www.eproc.karnataka.gov.in>.

Last date for uploading the filled tender document is 18.04.2015 upto 4.30 P.M.

Tender will be opened on 20.04.2015 before 5.30 P.M.

Sd/-

**MEMBER SECRETARY**

Copy to:

- 1) Technical Officer to Chairman for information and to bring it to the kind notice of Chairman.
- 2) The Administrative Officer, KSPCB for information.
- 3) E-governance cell to publish in KSPCB web-site.
- 4) PRO, KSPCB for information.
- 5) NOTICE BOARD.

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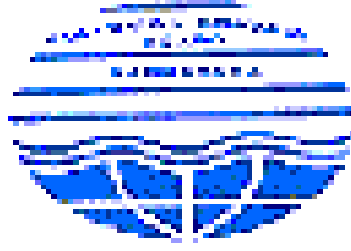
**e-procurement portal**

<b>Sl.No.</b>	<b>General Details</b>		<b>Tender Details</b>
01.	Tender Number	:	PCB/29 /FIN/2015-16/
02.	Tender Title	:	Appointment of Chartered Accountants for internal Auditing of the KSPCB accounts for the period 2015-16 to 2017-18.
03.	Description	:	Appointment of Chartered Accountants for internal Auditing of the KSPCB accounts for the period 2015-16 to 2017-18.
04.	Tender Category	:	Service
05.	Type of Tender	:	Year-wise
06.	Tender Evaluation Type	:	Single Cover
07.	Department	:	Karnataka State Pollution Control Board
08.	Bid validity period	:	90 days
09.	NO. of Calls	:	1 <sup>st</sup> Call
10.	Tender Type	:	Open
11.	Currency Type	:	Rupees.

Sd/-

**MEMBER SECRETARY**

**TENDER DOCUMENT**



**KARNATAKA STATE POLLUTION  
CONTROL BOARD**

**Tender Document for Appointment of Chartered Accountants  
for Internal Auditing of Accounts of the Karnataka State Pollution  
Control Board for the period 2015-2016 to 2017-2018.**

**"Parisara Bhavan", No.49, Church Street,  
Bangalore- 560 001**

No.:PCB/92/FIN/2015-16/4519

Date:13.03.2015

### **TENDER DOCUMENT**

Sub: Appointment of Chartered Accountants for Internal Auditing & Preparation of Final Accounts of the KSPCB for the period 2015-2016 to 2017-2018 – reg.

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Sealed tenders are invited by the under signed through e-procurement process for Internal Auditing and preparation of Final Accounts of the Board for the years 2015-2016 to 2017-2018. The professional charges for aforesaid service shall be quoted in the schedule-B Annexed to this tender document.

The functions and duties to be carried out during the course of Auditing period are detailed below:

#### **A. Functions & Duties:**

1. To verify the Accounts of the Board including all transaction and also monthly accounts received from the Regional Offices.
2. To pass the necessary Journal entries and guide the Accounts staff of the Board to carryout the Accounts work.
3. To prepare Trial Balance, Receipt & Payments Accounts, Income & Expenditure Accounts, Balance Sheet including Schedules every half yearly and submit the same to the management alongwith Internal Audit Report within 30 days from the completion of half year.
4. To prepare the Final Accounts every year ending 31<sup>st</sup> of March, taking into consideration applicable Accounting standards and submit the Final Accounts alongwith Internal Audit Report within 45 days from the completion of Financial year.
5. To verify the Stores, Lab & Library and issue report thereon.
6. To assist the Board during Statutory & Accountant General (A.G.) Audit and also assisting to furnish the replies.
7. To advice the management to improve the maintenance of accounts of the Board.
8. To verify the Grants received from GoI, GoK, CPCB, etc., and issue the utilization certificate and preparing expenditure statement of grant accounts.
9. To prepare Fixed Assests schedule.

10. Any clarification/modification required in the final accounts as suggested by the statutory Auditor shall be attended to and modified accordingly.
11. Advances schedules of all kinds shall be prepared and reconciled.
12. EMD/FSD/SD and fixed deposit A/c's shall be reconciled and schedules to be prepared.
13. Electricity/Water/Telephone deposit A/c shall be reconciled & schedules to be prepared.
14. Qualified staff of minimum 2 shall be deployed for internal Audit and chartered accountant shall visit fortnightly for supervision/counter verification of work done by their staff positively.
15. To visit the Regional Offices or Laboratories, if required for finalization of accounts.
16. Any other jobs as entrusted by the CFO/MS shall also be carried-out from time to time in addition to above works in relation to finalization of accounts.

**B. Terms and Conditions:**

1. If the successful tenderer fails to carryout the duties and responsibilities during the tenure of Auditing period, shall have no right to participate in any ensuing year of Audit .
2. Proprietorship Chartered Accountants shall not be participated in the tender.
3. The Firm of Chartered Accountants shall have minimum 3 partners and having a professional experience of minimum 3 years each.
4. The Firm shall have main office in Bengaluru for communication purpose and to carry out the functions & duties effectively.
5. Rate shall be quoted in the Schedule-B enclosed to this tender document separately along with any taxes/levies therein separately for financial evaluation purpose.
6. Last date for uploading the filled tender document is 18.04.2015 upto 4.30 P.M. and tender will be opened on 20.04.2015 before 5.30 P.M.
7. The rates shall be mentioned both in words and figures in schedule-B, least among them will be considered for evaluation of rate.
8. The rates offered shall be kept open at least for a period of 90 days.
9. The decision of the Chairman of the Board is final, incase of any disputes.
10. The undersigned reserves the right to accept or reject the tenders without assigning any reasons.
11. The financial transaction of the Board shall not be revealed to anybody without prior written permission of the Board.
12. Any revision of fees shall not be considered in the middle of the Auditing years, except changes in taxes/levies, if any.
13. The EMD of unsuccessful tenderer shall be refunded from e-portal through electronic fund transfer system.
14. The EMD shall not carry any interest.

**C. ELIGIBILITY CRITERIA:**

1. An Earnest Money Deposit of Rs.50,000/- to be paid in favour of Member Secretary, Karnataka State Pollution Control Board, Bengaluru, through e-procurement portal.
2. The Chartered Accountants Firm shall be Registered with Institute of Chartered Accountants of India having office at Karnataka and shall furnish a copy of Registration Certificate.
3. A client list of 3 Government Organization shall be furnished with full address & contact number in Karnataka.
4. The Firm shall be registered with service tax department and a copy of registration certificate be submitted alongwith three years Service Tax returns for the year 2011-2012 to 2013-2014 (F/Y).
5. PAN Card copy of the Firm shall be furnished.
6. Income Tax returns for the Financial Year 2011-2012, 2012-2013 & 2013-2014 shall be furnished.
7. The minimum turnover (Income from professional charges) shall be Rs.50.00 Lakh. Copy of the Balance Sheet and Profit and Loss Accounts shall be furnished.

Sd/-

**MEMBER SECRETARY**

## **SCHEDULE-B**

<b>Sl.No.</b>	<b>Activities</b>	<b>Years</b>	<b>Amount Rs.</b>	<b>Service Tax</b>	<b>Total Amount Rs.</b>
01.	" Functions & Duties" as detailed at "A" in tender document.	2015-2016 2016-2017 2017-2018.			
	<b>Total</b>				

(Rs. )

(Name and Signature of tenderer with seal)

Place:

Date:

## **UNDER TAKING**

**(To be furnished in letter head of Chartered Accountants)**

M/s. \_\_\_\_\_, Chartered Accountants, do hereby undertake to carry out all the functions & duties as mentioned in 'A' of tender document and to submit the final statement of accounts/schedules without fail and without causing any hardship to the Karnataka State Pollution Control Board within the stipulated period positively.

Signature:

Name :

Address :

Bangalore

Date:

## **ACCEPTANCE LETTER**

**(To be furnished in letter head of Chartered Accountants)**

Tenderer Name :

Registered Company Address :

Telephone No. :

Fax No. :

(Full name & address of the tenderer should be quoted in all communication from to this office)

To,  
The Member Secretary,  
Karnataka State Pollution Control Board,  
'Parisara Bhavan', # 49, Church Street,  
Bangalore-560 001.

Dear Sir,

We do hereby undertake to carryout all functions & duties as mentioned in tender document at 'A' and submit final statement of accounts/schedules for the professional fees offered in the schedule-'B' and agree to hold this offer for 90 days from the date of opening of the Bid. We should be bound by a communication of acceptance of tender within this prescribed time.

We have understood the terms & conditions, eligible criteria mentioned in tender document to the tenderer for submitting the tender as stipulated by the Member Secretary, Karnataka State Pollution Control Board, (on behalf of Karnataka State Pollution Control Board) and we thoroughly examined the functions & duties mentioned in the tender document and shall be carried-out strictly in accordance with the terms & conditions stipulated in the tender document.

Yours faithfully,

Signature of Tenderer