



**TENDER (SINGLE BID SYSTEM) FOR APPOINTMENT OF
CHARTERED ACCOUNTANCY FIRM FOR INTERNAL AUDIT OF WE
CARE FOR THE FINANCIAL YEAR 2013-14 TO FY 2017-18**

- Kerala Social Security Mission (KSSM), organized under Social Justice Department, has a mission to extend service and support to the destitute, poor, aged, children, women, chronically ill cancer patients and other weaker sections of population. Kerala Social security mission identifies, undertakes and implements social security projects for the weaker sections. KSSM strives to revamp institutions under the Social Justice Department to make them more comfortable to the inmates. KSSM creates facilities for centralised food processing and food supplementation to poor patients undergoing treatment in government hospitals and rehabilitate patients discharged from hospitals who have nowhere to go. To make our society a balanced one, health status of poor should be addressed, and Social security mission draws up programmes for improving the health status by providing nutrition standards food to the poor. Mission is constantly working to identify the weaker section that are striving to recoup with the advancing world and was effectively functioning to retain their status in the society. KSSM is deeply dedicated to differently abled persons, destitute and those who demand care and deserve protection in our society.
- Social Justice Department proposes to start a gateway “We - Care” to mobilize funds. This is basically a relief fund to address the social security needs of the society. The donations/ Contributions from the public/ organizations can be collected under this project. The funds mobilized through the Payment Gateway will not be utilized for administrative purposes or overhead charges. Monitoring of this project will be assessed through statutory financial audit & social audit. Kerala Social Security Mission is proposing we - care not only to collect contribution for various charity programmes but also to propagate the message of charity, civic sense and social responsibility among the society.
- KSSM seeks to appoint a Chartered Accountancy firm for Internal Audit for the financial year 2013-14 to FY 2017-18.

Tender document can be purchased from Kerala Social Security Mission

Date of Publication of Tender	..	07-03-2019.	10:00 AM
Last Date for submission of tender	..	14-03-2019	0500 PM
Date of Bid Opening	..	15-03-2019	11:00 AM
Tender Fee (Non-Refundable)		Rupees 708	

The details of the work are as under:

1. Checking of Vouchers, Ledger Scrutiny, Verification of Impress register, Journal, Subsidiary Register & records, Deductions and Accounting treatment of all Receipts and Payments in ground level.
 2. Internal Audit of scheme WE CARE implementing by KSSM
 3. Assistance at the time of Statutory Audit/ Govt. Audit/ Ministry Audit's as and when required. The expert advice for Audit compliances and Govt. / Ministry queries if needed to verify of reply against the Audit observations.
 4. Appearance for meetings whenever required.
 5. Any others work as & when required.
- 6.

Duration of Engagement

The CA firm selected would be initially for a term of one year and may be extended further period of two years subject to satisfactory delivery of services and management decision with the same fee & terms & conditions.

Qualification of the Firm

s. No	Particulars	Description	Supporting Documents to be Submitted
1.	Years of establishment of the firm.	Firm must have registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India with minimum of <u>10 years old or above (from the date of establishment to date of advertisement published).</u>	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, contacts, details of partners and their membership nos. etc. as Indicated in the Certificate must be enclosed.
2.	Firm must have Head or the Branch office in Kerala	It is expected that the team working on this project/ assignment is based in Kerala	Declaration on letter head, that the team will be based in Kerala and address of the Head/ Branch office should be mentioned with complete correspondence details.
3.	Experience of the firm in <u>Internal audit</u> of Govt./ PSU/ Autonomous Body during the two F. Y.	Firm must have experience of minimum <u>5 Internal audits</u> of Govt./ PSU/ Autonomous Body, during the recent three F. Y. (2015-2016, 2016-2017, 2017-2018)	Copies of <u>contract completion of work certificates</u> during the recent three F. Y. (2015-2016, 2016-2017, 2017-2018) must be enclosed.

Minimum Fee for the Assignment

The minimum fee for the assignment is Rs.300000/- approximate plus taxes.

Other Terms and Conditions of tender: -

1. In case the service of the firm is not found satisfactory, the KSSM reserves the right to cancel the contract any time.
2. The bidders should furnish a declaration in the given format (to be signed with company seal by the authorized signatory) that his firm has not been blacklisted by any Ministry/ Department/ Autonomous Body/ PSU/ or any other organisation.
3. The Tendering Authority/ KSSM reserves the right to accept any Bid and to annul the bid process and reject all the bids at any time/ prior to the award of the assignment, without assigning of any reasons.
4. Acceptance letter of tender terms in company letter head.
5. Tender documents copy with signed and company seal.
6. One firm can submit only one bid. If more than one bid is submitted by a firm, all the bids submitted by the firm will be rejected.

EMD

EMD of 1 % Of the quoted amount will have to be submitted through Demand Draft in favour of "EXECUTIVE DIRECTOR ,KERALA SOCIAL SECURITY MISSION" payable at Trivandrum without which the application shall be treated as incomplete and bid will not be opened. The EMD of the unsuccessful firms shall be released after completion of tender process.

Security Deposit

EMD of the successful firm will be treated as security deposit and shall be released after completing the entire work.

Validity

The offer must be valid for 120 days.

Price Quote

The quoted fees should be inclusive of all taxes and duties, and all other charges including traveling expenditure, for the entire work. No amount shall be paid extra beyond the quoted fees.

Payment Terms

25% of total fees will be paid at the end of each FY upon submission of bill, subject to completion of work milestones for the quarter to the satisfaction of KSSM.

TDS/ applicable taxes shall be deducted from the fees paid by the KSSM.

Evaluation of Bids

Bids that do not comply to terms and conditions, instructions, qualifications will be considered as non-responsive.

Bidder with the lowest quote (LI) among the responsive bids will be declared successful bidder.

In case there are more than one LI bidders (Quoting same price), the bidder with highest average turnover of three F. Y. (2014-2015, 2015-2016, 2016-2017) will be considered the successful bidder.

Director
(Project)

DECLARATION

It is declared that our firm namely M/S _____

_____ has not been blacklisted by any government ministry/ department, Public Sector Undertaking or Autonomous Body or any other organisation
(Authorised Signatory)