

**Kerala State Backward Classes Development Corporation  
Ltd.  
(Department of Backward Communities Development)  
Govt. of Kerala undertaking**

Notice inviting  
**TENDERS FOR APPOINTMENT OF CHARTERED  
ACCOUNTANTS FOR FINALISATION OF ACCOUNTS AND  
PREPARATION OF FINANCIAL STATEMENTS**

**NOTICE****INVITING TENDERS FROM CHARTERED ACCOUNTANT FIRMS FOR FINALISATION OF ACCOUNTS AND PREPARATION OF FINANCIAL STATEMENTS FOR THE FY 2022- 23**

Kerala State Backward Classes Development Corporation Ltd (herein after called as the KSBDC / Company / Corporation) invites Tenders from Partnership firms/LLP Firms of 'Practicing Chartered Accountants in India', herein after called as the bidder/ firm, who fulfill the eligibility criteria as mentioned hereunder and are willing to take up the assignment of finalisation of annual accounts and preparation of Financial Statements of the Corporation for the financial year 2022-23.

Name of work	Appointment of Chartered Accountant Firms for Finalisation of Accounts And Preparation Of Financial Statements For the Financial year 2022- 23.
Period of work	One year (1)
Type of Tender	Two Bid System (Technical Bid & Financial Bid)
Tender Processing Fee	Rs 1180/- (18% GST inclusive)
Period of bid validity	90 days from the date of submission of tender.
Tender submission start date and time	05/01/2024 at 10:00 hrs
Last date & time of submission of Tenders	15/01/2024 at 15:00 hrs
Date & time of Opening of Tenders.	15/01/2024 at 17:00 hrs

**Eligibility Criteria for the selection of bidders:**

- i. The Bidder should be registered with “The Institute of Chartered Accountants of India (ICAI)”(Copy of self-attested registration certificate to be enclosed) and have Income Tax Permanent Account Number and GST Registration.
- ii. The Bidder should be empanelled with The Comptroller and Auditor General of India. (Copy of the empanelment certificate issued by C&AG to be enclosed)
- iii. The Bidder should have been in practice for minimum 10 years after its registration.
- iv. The bidder should have minimum average annual turnover of Rs. 50 lakhs during the previous three financial years ending 2022-23. (Copy of the Balance Sheet, Profit and Loss Account shall be submitted for proof)
- v. The Bidder should have prior experience in preparation of half yearly /annual financial statements of companies having paid up capital of Rs.150 Crores or more or Asset size of Rs 1500 Crores or more, in accordance with IND AS, Companies Act and RBI norms, OR Statutory audit of Companies having paid up capital of 150 Cores or more or Asset Size of Rs. 1500 crores or more in accordance with IND AS, Companies Act and RBI Norms, OR prior engagement in the field of advisory services for preparation of half yearly / annual financial statements in accordance with IND AS, Companies Act and RBI norms for companies having paid up capital of Rs.150 Crore or more or Asset size of Rs 1500 Crores or more.
- vi. The Bidder should have experience in preparation of financial statements of NBFCs as per RBI norms, ECL Calculations, NPA Provisioning, RBI disclosures etc.
- vii. The Bidder should have its Registered /main office within the State of Kerala.
- viii. The Bidder should have not been debarred/ blacklisted/disqualified from audit of any Government Company /PSU/statutory body for corrupt or fraudulent practices.

Documentary evidence(s) in support of above is required to be submitted. Proposals without the required documentary evidence(s) shall be summarily rejected.

**About the Company**

Kerala State Backward Classes Development Corporation Ltd (KSBCDC) is a Private Limited Company registered under the Companies Act 1956 came in to existence on 28<sup>th</sup> February, 1995, having its Registered Office at Thiruvananthapuram. The Company is fully owned by the Government of Kerala. The Corporation is also a Non-Banking Finance Company registered with the Reserve Bank of India in the Non-Deposit taking Systemically Important category. The Corporation has its Head Office at Thiruvananthapuram and other offices in all the 14 Districts of the State and 20 Taluk level Sub District Offices.

Authorized Share Capital of the Company is Rupees 200 Crores and the paid-up capital is Rupees 151.138 Crores. KSBCDC Ltd is the State Channelizing Agency of Three National Agencies – National Backward Classes Finance Development Corporation (NBCFDC), National Minorities Development Finance Corporation (NMDFC) and National Safai Karamcharis Finance Development Corporation (NSKFDC). It focuses on the implementation of various schemes for the welfare of backward classes and minorities in the State.

**Business**

The Company is primarily engaged in financial lending to people belonging to backward and minority communities living below double the poverty line for setting up employment ventures. Various schemes funded by National Agencies include loan assistance for self-employment, education loans, micro finance etc. Other assistance are also provided by the company like marriage assistance, assistance for seeking foreign employment, working capital, computer loan, house maintenance, personal loan etc. The Company is having an asset size of Rs 1781.97 Crores by the financial year 2021-22.

**Terms and Conditions**

The detailed terms & conditions are as under : -

- a. Firms applying for appointment must submit along with application, the copy of partnership/LLP deed, copy of registration certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest).
- b. Mere submission of application does not, in any way, constitute guarantee for allotment of work.
- c. The Assignment will be terminated in the following cases:

- a. If the Bidder obtains the appointment on the basis of false information/false statement.
- b. If the Bidder does not take up work in terms of appointment letter within 15 days.
- c. If performance of the firm is not found satisfactory.
- d. Incomplete Applications' and 'Application without Requisite Enclosures' will not be entertained and shall be summarily rejected.
- e. The Bidder shall undertake that they shall not sub contract/ sub assign the work and shall give an undertaking accordingly.
- f. Only those applications which are received between the date of notice and the last date of receipt of applications, will be considered.
- g. The Company reserves the right to accept or reject any application at any time without assigning any reason.
- h. KSBCDC will not accept any claim other than professional fee/ charges etc specified in financial bid.
- i. Each page of the tender documents is required to be signed by two Partners of the Firm who is authorised to sign. The documents/ Certificates in support along with the tender shall also be signed by the Partners.
- j. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- k. Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.

**In addition to the above, the Chartered Accountants firm is advised to certify and ensure as follows: -**

- l. The Bidder is not in any case disqualified under provision of Sec.141 (3) of Companies Act, 2013.
- m. The license of the proprietor / Key Person of the partnership concern have been issued for Full Time practice by The Institute of Chartered Accountants of India.
- n. The Bidder shall be free from any disqualification under The Companies Act, 2013 if any.
- o. The Bidder shall work in strict confidence and shall ensure that the data and any other information in respect of the operation of the company is dealt with in strict confidentiality and secrecy.

**Scope of the work**

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1. Preparation of standalone Annual Financial statements of KSBCDC (Balance Sheet, Profit and Loss Account, Cash Flow Statements) for the Financial Year ending 31<sup>st</sup> March, 2023 with necessary disclosures/Notes to Accounts in accordance with the Companies Act, 2013, IND AS, RBI guidelines and other applicable laws/regulations.
2. Advisory Assistance in preparation of reply to audit observations/queries of Comptroller and Auditor General of India, Reserve Bank of India.

### **General Terms and Conditions**

Bids should be submitted on the Firm's letterhead, duly signed and stamped on every page by two partners of the firm who are authorized to sign.

Bidders are required to submit their bids in hard Copies as follows:

- i. Two separate sealed envelopes consisting Technical Bid and Financial Bid duly superscribing "**Technical Bid for Finalisation of Accounts and Preparation of Financial Statements**" and "**Financial Bid for Finalisation of Accounts and Preparation of Financial Statements**" respectively.
- ii. The envelope containing Technical Bid must contain all the documents required as per details in Tender document. There should be no indication whatsoever, of any pricing information in the Technical Bid.
- iii. The two separate sealed envelopes containing the Technical Bid and Financial Bid, shall further be sealed in another master envelope, duly superscribed with the "**Tender for Finalisation of Accounts and Preparation of Financial Statements**".

The last date for submission of the bid is **15th January 2024 by 1500 hrs**". The bids are to be submitted at the address given below:

**"The Managing Director", Kerala State Backward Classes Development Corporation Ltd, TC 27/588 (7) & (8), Sentinel, 2nd floor, Pattoor, Vanchiyoor P.O, Thiruvananthapuram –**

The Name & Address of the Bidder must also be mentioned on the envelope. Offers submitted in any other form or after above-mentioned date and time shall not be considered.

### **Selection Process**

The qualification for selecting a bidder will primarily depend upon the level of expertise and experience, capacity and capability of the bidder to successfully execute the assignment for KSBCDC Ltd.

Non-fulfillment of the prescribed Technical Evaluation Criteria and not providing any of the requisite documents or furnishing incomplete/incorrect submissions as per the above list would lead to disqualification of bid / proposal and no correspondence whatsoever would be entertained by KSBCDC Ltd in this regard.

KSBCDC Limited reserves the right to call for clarification / submission of additional documents, if deemed fit from the bidder.

The bidders must comply with all criteria mentioned in the Tender and shall furnish all relevant documents in support of the information submitted in the bid .

KSBCDC Limited reserves the right to verify/evaluate the information submitted by the bidders independently and the decision of KSBCDC Limited taken in that regard shall be final, conclusive and binding upon the bidder.

### **Bidding Process (Two Stages)**

The bidders will have to submit the Technical and Financial Bids along with supporting documents in physical form as indicated above.

### **Technical Bid (Part I)**

In the first stage, only Technical Bids will be opened and evaluated. The Technical Bids will be evaluated for their compliance to the technical requirements of the TENDER as indicated in the Eligibility criteria and Terms and Conditions.

KSBCDC reserves the right at its sole discretion to seek whatever information, documents, etc. from the bidder, as it may consider necessary for the purpose of evaluation of the bids. Bidders not meeting any of the essential Eligibility Criteria will be summarily rejected. The remaining bids, meeting all the Eligibility Criteria, and meeting all the terms and conditions of the TENDER, would qualify the technical evaluation and would qualify would be shortlisted for opening of the financial bids.

### **Financial Bid(Part II)**

The Financial Bid of only those bidders whose Technical Bid is qualified, will be opened. The Financial Bid must confirm to the following:

- i. Fees/ charges to be quoted as per **Annexure-III** in the given Financial Bid format only.
- ii. The date and time of opening of the Financial Bid would be intimated in advance to the bidders who have qualified, and their authorized representatives would be permitted to participate in the opening of the Financial Bid, if they so

desire.

- iii. KSBCDC Limited reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability and obligation to inform the reason for it.
- iv. This Tender is not an offer, but an invitation for Bids. No contractual obligation on behalf of the Company whatsoever, shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorized officers of KSBCDC.
- v. At any time prior to the closing date for receipt of the bid, KSBCDC. may, for any reason, whether at its own initiative or in response to a clarification requested by any of the prospective bidder, modify the Tender document by an amendment. The amendment will be notified by posting the same on website <http://www.ksbcdcc.com/>
- vi. The bidder is expected to go through all the instructions, terms, forms and specifications of the Tender document. Failure to furnish all information required by the Tender document or submission of bid not substantially responsive to the Tender document in every aspect will be at bidder's risk and may result in the rejection of the bid.
- vii. The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and KSBCDC, must be written in English.
- viii. Bidder should quote all-inclusive charges/fees for the assignment which will be valid for the entire period of contract from the date of signing of contract. Applicable GST to be quoted separately.
- ix. Bids shall remain valid for 90 days from date of submission mentioned in this document.
- x. The rates and/or Charges/Fees in any form or for any reasons should not be disclosed in the technical or other parts of the bid except in the Financial Bid, otherwise, it will lead to the bid being rejected.
- xi. The complete bid documents to be serially numbered and each page shall be stamped and signed. Non-compliance may lead to such bid being rejected.
- xii. Bids must be received at the address specified not later than the time and date specified in the tender. KSBCDC may at its discretion extend the bid submission date. The modified bid submission date & time, if any, will be notified on the web site of KSBCDC.
- xiii. The bid shall contain no alterations, erasures or over-writing except as necessary to correct errors made by the Bidder, in which case such corrections shall be duly confirmed under signature/initials of the person(s) signing the bid, failing which the Tender Bid is liable to be rejected. Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bidder (including successful bidder) shall be allowed to withdraw the bid.
- xiv. Any effort on the part of the bidder to influence bid evaluation process or award of contract decision may result in the rejection of the bid.

**Fees**

Fee for the assignment shall be quoted inclusive of all charges. However, applicable Statutory Taxes including Goods and Service tax will be paid at prevailing rate.

**Terms of Payment**

The Company shall make payment only on receipt of such invoice in duplicate and based on the satisfactory completion of the work in sole discretion of KSBCDC.

**Important documents to be enclosed with Technical bid**

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- Attested copy of Partnership Deed
  
- Copy of Empanelment Certificate issued by CAG, New Delhi.
  
- Declaration that the firm is not debarred/blacklisted by Government/PSU in Annexure II format.
  
- Declaration that the firm is not disqualified U/s 141 (3) of Companies Act, 2013.
  
- Brief profile of the Audit firm
  
- Copy of appointment letters in proof of experience.
  
- Copy of Balance sheet, P&L Accounts in proof of average annual turnover.

Thiruvananthapuram  
04.01.2024

Sd/-  
**Managing Director**

1.

**Annexure 1****Bidder's Profile**

**General Information**

1	Name of the Bidder	
2	Date of Registration	
2	Registered/Main Office Address	
3	Registration No (FRN)	
4	No of full time Partners	
4	No. of Partners	
5	Name of Partners	
6	No. of Chartered Accountant Employees (as on closing date of tender)	
7	No of Articles Clerks	
8	Whether firm has peer review by members of ICAI for any financial year (Yes/No). The year of peer review shall be mentioned.	

**Eligibility Criteria**


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1	Whether the firm meets all the eligibility criteria (Yes/No)	
2	No. of years of experience	
3	Date and year of registration of Chartered Accountants firm (dd/mm/yy)	
4	Whether firm is empanelled with C&AG (Yes/No)	
5	C&AG empanelled no.	
6	Whether the Chartered Accountants firm have its registered office in the State of Kerala	
7	Whether the Chartered Accountant firm have average annual turnover of Rs 50 Lakhs during the previous three financial years ending 2022-23.	
8	Whether the Chartered Accountant firm have prior experience in preparation of annual accounts of eligible clients/organization.  (Provide list of eligible clients/organization along with their appointment letters)	
9	Whether the firm have been debarred/ blacklisted/disqualified from audit of any Government Company /PSU/statutory body for corrupt or fraudulent practises.	
10	Details of Audit and similar assignments undertaken during the last 5 years	

**Declaration**

I, \_\_\_\_\_ Partner of the Firm \_\_\_\_\_....., hereby certify that all information furnished by our Firm is true & correct and I shall abide by the terms & conditions set by the Company and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason thereof summarily reject the bid or terminate the contract.

(Signature and seal of the firm)

**Annexure II**

*(In the Letter head of the Partnership Firm / LLP)*

**Declaration of ineligibility**

(By the Bidder)

We, M/s ..... (Name of Internal Audit Firm)..... hereby certify that, we have not been banned/de-listed/de-barred/ blacklisted/disqualified by any PSU/Govt. Department / statutory body for corrupt or fraudulent practices

(Signature and seal of the firm)

**Annexure III**

**TENDERS FOR FINALISATION OF ACCOUNTS AND PREPARATION OF**

**FINANCIAL STATEMENTS FOR THE FY 2023 - 24****FINANCIAL BID**

<b>Particulars</b>	<b>Fee (In Rupees)</b>	<b>GST @ 18% (In Rupees)</b>	<b>Total Fee (In Rupees)</b>