

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 as Internal Auditors for ASAP Kerala

TENDER DOCUMENT

Tender Ref: **ASAPHQ/19/2021-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	23-04-2025
Bid Submission end date	06-05-2025, 5:00 PM
Technical bid opening date	07-05-2025, 11:00 AM
Tender Processing fee	₹590/-
EMD	₹1200/-
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 21 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 Internal Auditors for ASAP Kerala

The Additional Skill Acquisition Programme (ASAP) Kerala, a Government of Kerala Company, (hereinafter called ASAP Kerala) invites proposals from Chartered Accountant Firms (Partnership/Limited Liability Partnership (LLP)) for the Selection of Chartered Accountant Firm as Internal Auditors for ASAP Kerala to ASAP Kerala

- 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. **Submission of Proposal**
 - 1.3.1 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.
 - 1.3.2 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.
 - 1.3.3 The tender documents can be downloaded from the website www.asapkerala.gov.in
 - 1.3.4 Submission of both Technical and Financial bids must be by Hand or Post. The proposals should be submitted in 2 parts viz technical proposal and financial proposal in accordance with the instructions given in the RFP.
- 1.4. 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.

- 1.4.1 At any time prior to the last date for receipt of bids, ASAP Kerala may, for any reason, whether at its own initiative or in response to a clarification requested by a participating entity, modify the RFP document by issuing a corrigendum.
- 1.4.2 The corrigendum(s) and clarifications to the queries from all bidders will be published on www.asapkerala.gov.in.
- 1.4.3 Any such corrigendum(s) shall be deemed to be incorporated into this RFP.
- 1.4.4 In order to provide reasonable time to the participating entities for taking the corrigendum(s) into account, ASAP Kerala may, at its discretion, extend the last date for the receipt of proposals.
- 1.5. **Opening of Proposal:** Technical proposals will be opened by Chairperson and Managing Director, Additional Skill Acquisition Programme Kerala or her authorized representative or by a committee constituted for this purpose, on **07-05-2025, 11:00 AM**.
- 1.6. Financial bid will not be opened until technical evaluation has been completed and results are approved.
- 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 internal 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.

Yours faithfully,

*Chairperson and Managing Director
Additional Skill Acquisition Programme Kerala*

SECTION 2. INSTRUCTIONS TO BIDDER

2.1 Definitions

ASAP Kerala means Additional Skill Acquisition Programme Kerala, a Section 8 Company of Government of Kerala, represented by the Chairperson and Managing Director of Additional Skill Acquisition Programme Kerala.

Tender Inviting Authority is the Chairperson and Managing Director (CMD) of Additional Skill Acquisition Programme Kerala who on behalf of ASAP Kerala calls and finalize tenders.

Bidder means any person, participating in the procurement process.

Blacklisting/debarring – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 1 to 5 years from participating in the future tenders of Tender Inviting Authority or any other State Government/Central Government/PSUs.

2.2 General Provisions:

2.2.1 The tender document can be downloaded from ASAP Kerala website www.asapkerala.gov.in.

2.2.2 The firms should familiarize themselves with the local conditions and take them into account in preparing their proposals. ASAP Kerala will timely provide, at no cost, to the bidder, available inputs, relevant project data, and reports required for the preparation of the proposal upon request.

2.3 Conflict of Interest

2.3.1 The bidder is required to provide professional, objective, and impartial services, at all times holding ASAP Kerala's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The bidder has an obligation to disclose to ASAP Kerala any situation of actual or potential conflict that impacts its capacity to serve the best interest of ASAP Kerala. Failure to disclose such situations may lead to the disqualification of the bidder or the termination of its Contract and/or sanctions by the Government.

2.3.2 Without limitation on the generality of the foregoing, and unless stated otherwise in this RFP, the bidder shall not be hired under the circumstances set forth below: -

2.3.2.1 Relationship with the ASAP Kerala's staff: A bidder (including its subsidiaries/partners) that has a close business or family relationship with a

professional staff of the ASAP Kerala who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to ASAP Kerala throughout the selection process and the execution of the Contract.

- 2.4 In preparing the proposal, bidders is expected to examine the tender document in close detail. Material deficiencies in providing the information requested in the tender document may result in rejection of the proposal.
- 2.5 The bidders shall bear all costs associated with the preparation and submission of proposal, and ASAP Kerala shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. ASAP Kerala is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Bidders.
- 2.6 The proposal, as well as all correspondence and documents relating to the proposal exchanged between the bidders and ASAP Kerala, shall be written in English only. All documents produced as annexures in any Language, other than English, should be accompanied by certified translated copy in English.
- 2.7 ASAP Kerala undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
- 2.8 **Validity of Terms of the Bid:** Each bid shall indicate that it is a 'firm and irrevocable offer' and shall remain valid for a period of **120 days** from the last date of submission of the bid. Non-adherence to this requirement may be a ground for declaring the bid as non-responsive. ASAP Kerala may solicit the applicants consent to an extension of tender validity (but without the modification of the tender conditions).
- 2.9 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.
- 2.10 **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.
- 2.11 **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. Once these matters have been agreed contract negotiations will be initiated with a discussion on proposed rates per for the rate per kilometer for the fixed kilometers. The service provider etc. must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by them, as may be required to justify the reasonableness of their price proposals, if required by ASAP Kerala.

2.12 **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.

2.13 **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.

2.14 **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

2.15 **Disqualification**

ASAP Kerala may at its sole discretion and at any time during the evaluation of tender, disqualify any applicant and the EMD shall be forfeited, if the applicant;

2.15.1 Submitted the tender after the response deadline;

2.15.2 Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

2.15.3 Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years;

2.15.4 Submitted a tender that is not accompanied by required documentation or is non – responsive

2.15.5 Failed to provide clarification related thereto, when sought;

2.15.6 Was declared ineligible/blacklisted by State/UT/Central Government;

2.15.7 Tried to influence the evaluation process either directly or indirectly.

2.16 Disclaimer

- 2.16.1 The information submitted in response to this tender may be subject to the public release (as per RTI norms). Applicants responding to this invitation assume the risk of public disclosure.
- 2.16.2 This is not to be considered as a commitment by ASAP Kerala to contract for services. Please be advised that ASAP Kerala will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any tender submission.
- 2.16.3 This tender does not entail any commitment on the part of Government, either financial or otherwise.
- 2.16.4 ASAP Kerala reserves the right to accept or reject any or all tender without incurring any obligation to inform the effected applicant/s of the reasons.
- 2.16.5 Submission of tender documents does not create any obligation on the part of ASAP Kerala in terms of providing business or in any other area.

2.17 Payment of EMD and Tender Fee

- 2.17.1 Bidders while participating in tender should pay applicable Tender Fee and EMD and should ensure the following:
- 2.17.2 Submission of tender documents does not create any obligation on the part of ASAP Kerala in terms of providing business or in any other area.
- 2.17.3 Bidders should ensure the correctness of details provided at the bank while making payment.
- 2.17.4 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.
- 2.17.5 Government Institutions/Public Sector Undertakings/MSME/Startups registered within the State are exempted from remittance of EMD subject to submission of valid documents.
- 2.17.6 None of the bidders other than those specified above are exempted from the remittance of EMD, in any case and non- submission of sufficient EMD shall be one of the primary reasons for rejection of the offer in the first round.
- 2.17.7 EMD of unsuccessful bidder will be discharged/ returned promptly.

- 2.17.8 The successful bidder's EMD will be discharged upon the bidder signing the contract and furnishing the performance security.
- 2.17.9 No interest will be paid for the EMD submitted. The EMD will be forfeited, if a tenderer;
- 2.17.10 Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of tender process.
- 2.17.11 Withdraws its bid after the opening of bid;
- 2.17.12 A successful bidder, fails to sign the contract after issuance of Letter of Intent
- 2.17.13 Fails to furnish performance security after issuance of Letter of Intent.
- 2.17.14 The bids will not be considered for further processing if bidders fail to comply with clauses above.
- 2.18 **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.
- 2.19 **Commencement of service:** The successful bidder shall be onboarded as the te internal auditor of ASAP Kerala for the Financial year 2025-26 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).
- 2.20 **ASAP Kerala – Corrupt and Fraudulent Practices**
- ASAP Kerala follows policy of Government of Kerala for anti-corruption and fraudulent practices to maintain sound procurement principles of open competition, economy and efficiency, transparency, and fairness. ASAP Kerala requires the bidders to observe the following Government manuals (amended from time-to-time) and Procurement and Asset Management Manual of ASAP Kerala during the selection process and in execution of such contracts
- The Kerala Financial Code (KFC), 2008 (7th Edition, 1st Edition was in 1963),
 - The Stores Purchase Manual (SPM), 2013.
 - Procurement and Asset Management Manual, ASAP Kerala

SECTION 3. TERMS AND CONDITIONS

- 3.1.** Sequential page numbering should be provided on all the pages of the bid submitted (including supporting documents).
- 3.2.** In the event, the due date being a closed holiday or declared Holiday for State Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.
- 3.3.** ASAP Kerala shall have the right to assess the competencies and capabilities of the Tenderer/Bidder by going through the credentials given in the Technical/Financial bid and on the basis of such credentials, ASAP Kerala may reject the candidature of the Tenderer/bidder without assigning any reason. In such case(s) the financial bid shall not be opened for that particular Tenderer/bidder. The Financial bid of only those parties who qualify in the technical scrutiny shall be opened.
- 3.4.** Non acceptance of any of the terms and conditions as stated in tender and non-submission of the stipulated Earnest Money Deposit (EMD) shall render the Tender invalid. Only tenderer(s) bidder(s) whose Technical / Infrastructure particulars as stated in tender are determined to be in consonance with Institute's requirements shall be considered further in the Tender Evaluation Process.
- 3.5.** In case the bidder fails to execute the work as per the tender; or fails to deliver the satisfactory after sales service or fails to execute Service Level Agreement (SLA), the ASAP Kerala shall have the right to invoke the said Bank Guarantee and shall also forfeit the entire security deposit. No interest will be payable by ASAP Kerala on the security deposit, so held. The CMD of ASAP Kerala reserves the right to accept or reject any or all tenders including the lowest tender/s. without assigning any reason at its sole discretion and the decision of the CMD shall be final and binding on all concerned.
- 3.6.** ASAP Kerala does not bind itself to accept the lowest or any tender or to assign any reason thereof and also reserves the right of accepting the tender in whole or in part. The part acceptance of the tender will not violate the terms and conditions of the contract and the tenderer / bidder will execute the work at the specified rates without any extra charges or compensation with in the stipulated period.
- 3.7. Termination of the Contract**
 - a. The contract in whole or part can be terminated before the issue of work order at the option of the ASAP Kerala, if the ASAP Kerala for any reason whatsoever does not require the whole or part of the items thereof as specified in the tender to be supplied out and in the said event the ASAP Kerala shall give notice of the fact with reason to the

Tenderer / Bidder, who shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the supply of the items in full, but which he did not derive in consequences the whole supply of the items not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of termination of contract by the ASAP Kerala and of any alterations having been made by the ASAP Kerala in the original specification or the designs and instruction which shall involve any curtailment of the items contemplated.

- b. The ASAP Kerala without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist a Tenderer / Bidder for a suitable period in case he fails to honor his bid / contract without sufficient grounds or found guilty for breach of condition of the tender / contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by such Tenderer / Bidder or by its staff.

3.8. No claim for interest shall be entertained by ASAP Kerala with respect to any money or balances, which may be in its hands owing to a dispute between itself and the tenderer/bidder.

3.9. Scope of Work

- 3.9.1 Audit of books of accounts and propriety Audit of the Company.
- 3.9.2 Verification of payment vouchers and journal vouchers.
- 3.9.3 Prepare Financial Statements of company for the purpose of Statutory Audit.
- 3.9.4 Audit of tax accounts concurrently. Monthly verification of statutory payments like Income tax (TDS), GST, KCWWF, EPF, ESI etc.
- 3.9.5 Return filing of tax accounts concurrently like TDS , GST
- 3.9.6 Verification and uploading of all taxes collected on behalf of State & Central Governments mainly TDS/KVAT/GST/SERVICE TAX and filing of periodic return whenever necessary.
- 3.9.7 Periodic return filing with the Registrar of Companies/ Ministry of Corporate Affairs, whenever necessary.
- 3.9.8 Advice ASAP on all Tax related matters mainly on KVAT, GST and Income Tax whenever required
- 3.9.9 Evaluation of Internal Financial Control Mechanism and to advice and support Company to establish a strong and effective financial and Audit standards/Protocols.
- 3.9.10 To verify reliability and integrity of financial and operational information.
- 3.9.11 The Internal Auditor shall adopt a risk-based approach to audit, identifying key risk areas in consultation with management and designing audit procedures accordingly

- 3.9.12 To check whether the transactions are complied with laws, regulations, and contract agreements.
- 3.9.13 Physical verification of fixed assets and review of methods of charging depreciation/amortisation.
- 3.9.14 Audit of Revenue share received from Training Partners etc.
- 3.9.15 Verification of MOU/Agreements /Bank guarantees etc. and its payment/receipts.
- 3.9.16 Review of the system of tender receipts and the connected process.
- 3.9.17 FCRA Registration process when applicable
- 3.9.18 The Internal Auditor shall be provided necessary access to accounting and MIS software/systems for efficient and real-time audit.
- 3.9.19 The Internal Auditor shall prepare the Financial Statement of the Company including following statements:
- 3.9.19.1 Balance Sheet
 - 3.9.19.2 Profit and Loss account
 - 3.9.19.3 Cash flow Statements and other notes
 - 3.9.19.4 Income & Expenditure Accounts and Balance Sheet.
 - 3.9.19.5 DCB (Demand Collection Balance)
 - 3.9.19.6 Reconciliation Statements (with Bank accounts and Treasury Accounts
 - 3.9.19.7 Reconciliation of Receivables / Payable accounts
 - 3.9.19.8 Preparation of Form 16 and allied statements relating to Income-Tax
 - 3.9.19.9 Project the quarterly, half yearly and annual requirement of the Company including the same in the Annual Plan proposal.
 - 3.9.19.10 Prepare progress reports for submission to higher authorities.
 - i. Financial Performance Overview
 - ii. Comparative analysis of budgeted vs actual expenditure and income.
 - iii. Monitoring of intervertical fund transfers and utilization.
 - 3.9.19.11 Any other financial reports/statements required by ASAP from time to time.
 - 3.9.19.12 Prepare and submit records and documents required by ASAP from time to time.
 - 3.9.19.13 Assist to prepare and submit records and documents required by Accountant General from time to time.
 - 3.9.19.14 AG Audit reply preparation
- a. 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.

- b. The Chartered Accountant Firm should have at least two qualified Chartered Accountants, out which one should be a FCA.
- c. Internal Audit report should be submitted on a monthly basis.
- d. Audit of accounts of Head Quarters and Field Offices (16 CSPs), if found necessary. The fund allotment to field offices and expenditure booking of the same are at HQ and necessary accounts are keeping at HQ.
- e. The finance division will prepare the Cash Book and connected records required for the smooth

3.10. Prices quoted should be for the scope of work as Internal Auditors for ASAP Kerala Headquarters and various offices.

3.11. Prequalification Criteria

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

SI No	Prequalification Criteria	Documents to be submitted
1	Bidder must have a valid PAN Number and GST registration	Copy of GST registration and Copy of PAN
2	Chartered Accountant's Firm has been active and operational continuously for the last five (5) years preceding the date of submission of its bid.	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	Bidder must have average annual turnover of Rs.10 lakhs during any of the last 3 consecutive financial years i.e; (2020-21,2021-22, 2022-23 and 2023-24)	Certificate of the Chartered Accountant stating that Annual turnover for during any of the last 3 consecutive financial years i.e., (2020-21,2021-22, 2022-23 and 2023-24)/ Audited financial statement of the organization for above period signed by Chartered Accountant
5	The Chartered Accountants Firm should have at least two qualified Chartered Accountants out of which one should be an FCA working in the firm as employed/ partner.	Self-certification to be submitted authenticated by the authorized signatory (As authorized by top management/ Board of Directors of the firm) stating that they have two qualified Chartered Accountants out of which one should be an FCA-working in the firm as employed/partner

6	The firm should not have been debarred from Statutory Audit/Internal audit of any Company.	An undertaking to this effect shall be furnished.
7	The bidder should have registered office in Kerala	Registration certificate/KSEB Bill/Landline bills

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

3.14 Technical Evaluation (Mandatory)

SI No	Technical Evaluation Criterion	Supporting Documents to be Submitted
1	The firm shall have a standing of at least five years in the profession with at least 3 years' experience in internal audit/statutory audit and should have handled internal and/or statutory audit of at least 5 PSUs/Government Companies/Government Boards or corporations/ Infrastructure or project implementation tasks in the Government sector during the 3-year period (2021-2024)	Certificate of incorporation and a statement showing Name of PSUs etc., Year of audit and Nature of audit supported by copies of appointment orders/ work orders shall be furnished.

Self-attested copies of relevant documents proving all the above requirements should be attached with the technical bid. No correspondence in this regard after tender submission/opening shall be entertained. Bids without any of the documents above shall be summarily rejected.

3.15 Delivery Period

The service commencement date - FY 2025-26 i.e., from 01-04-2025.

Any delay by the tenderer in the delivery of service shall render the Tenderer liable to any or all of the sanctions viz. invocation of Bank Guarantee / forfeiture of security deposit/EMD, imposition of liquidated damage, blacklisting etc. If the tenderer fails to deliver any or all of the goods within the period specified in the purchase/work order, the ASAP Kerala shall without prejudice to its other remedies deduct penalty as per penalty clause

3.16 Penalty Clause: If the successful bidder fails to deliver the service within time specified above, ASAP Kerala shall deduct penalty at the rate of 5% of the quoted price for the first

seven days past the delivery period and 10% of the quoted price for the next 8 days against the delayed commencement.

3.17 Order will be cancelled and EMD will be forfeited if the delay is more than 25 days from the date of work order and work will be issued to the next successful bidder.

3.18 Payment Terms

3.18.1 No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.

3.18.2 The Internal Auditors shall be entitled, by way of remuneration for his services as Internal Auditors, to a fee, inclusive of Service Tax, payable quarterly in arrears (without interest) on submission of audit report as per the terms of this Bid document.

3.18.3 No TA or DA or food expenses or out of pocket expenses will be paid for the assignment.

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

3.18.5 The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.

SECTION 4. SELECTION PROCESS

4.1 Responsiveness of Bid

The bids submitted by bidders shall be initially scrutinized to establish “Responsiveness”. A Bid may be deemed “Non-responsive” if it does not satisfy any of the conditions mentioned below, but not limited to:

- i. It is not received within the time and date specified.
- ii. It does not include sufficient information for evaluation and
- iii. It is not in the formats specified or incomplete in any respect.

4.2 Evaluation

4.2.1 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.

4.2.2 The evaluation shall be strictly based on the information and supporting documents provided by the applicants in the tender. It is the responsibility of applicants to provide all documents necessary to fulfil the mandatory eligibility criteria.

4.2.3 Initially the bidder's responses will be reviewed for compliance with the terms and conditions mentioned across different sections of this RFP document. The bidders who fail to comply with any of the terms and conditions mentioned may be termed as non-responsive and will not be evaluated further. For those bidders who have qualified the terms and conditions and prequalification criteria, technical evaluation will be conducted followed by the price-bid evaluation.

4.2.4 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. No component of cost / tax shall be paid by the ASAP Kerala unless the same is included specifically in the bid. Any alteration in the rates etc., will not be allowed on any ground, such as mistake, misunderstanding etc., after the bid has been submitted. The bidder shall quote rate only in Indian Rupees.

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

Undertaking

We have carefully read the entire set of Tender Documents (Tender no:) of ASAP Kerala for the selection of Chartered Accountant Firm as Internal Auditors for ASAP Kerala to ASAP Kerala and accept all the terms and conditions therein are submitting herewith. We also undertake that there is no conflict of interest as specified in Clause 2.3 of Tender document.

We as a firm confirm our acceptance for the Terms and conditions in the RFP with Chairperson and Managing Director, ASAP Kerala

We agree to bind by this offer if we are the selected bidder.

For and on behalf of:

Signature:

Name:

Designation with seal:

(Authorized Representative and Signatory of the bidding entity)

Form 3
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 as Internal Auditors for ASAP Kerala to 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	Fees per annum	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 as Internal Auditors for ASAP Kerala to 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	Form 2- Undertaking
3	Certificate of incorporation/ Registration under which the firm has been established / incorporated
4	Turnover Certificate (2020-21,2021-22, 2022-23 and 2023-24)
5	The bidder shall submit non-blacklisting declaration duly attested by notary in a non-judicial stamp paper of value ₹200/- (Rupees Two Hundred Only)
6	Copy of GST registration (if applicable), Copy of PAN.
7	Certificate showing experience
8	Self-certification to be submitted authenticated by the authorized signatory stating that they have two qualified Chartered Accountants out of which one should be an FCA-working in the firm as employed/partner
9	An undertaking showing that the firm has not have been debarred from Statutory Audit/Internal audit of any Company
10	Registration certificate/KSEB Bill/Landline bills showing office in Kerala
Document to be enclosed with financial cover	
1	Form 3: Financial Proposal Submission form