

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-04-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-04-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Steel
विभाग का नाम/Department Name	Kiocl Limited
संगठन का नाम/Organisation Name	Kiocl Limited
कार्यालय का नाम/Office Name	Kiocl Limited/ Bangalore
वस्तु श्रेणी /Item Category	Custom Bid for Services - Engagement of CA ICWA firm for accounting and financial support services
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> Financial Advisory Services
अनुबंध अवधि /Contract Period	1 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	3209605
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
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Limited Tender

Limited Tender Applicable	Yes
Reason	The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
List of Seller Organization for participation	*****, ***** , *****

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
8. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
 - i. If number of technically qualified bidders are only 2 or 3.

- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BID - [1776516231.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1776515407.pdf](#)

Payment Terms:[1776515411.pdf](#)

GEM Availability Report (GAR):[1776515424.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1776515432.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1776515537.pdf](#)

Custom Bid For Services - Engagement Of CA ICWA Firm For Accounting And Financial Support Services (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Engagement of CA ICWA firm for accounting and financial support services
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	B Ananthalakshmi	560034,KIOCL LIMITED, II Block, Koramangala, Sarjapura Road,Bangalore	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Bidder can submit tender documents with seal and signed on all pages including GEM bid.

अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including

specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.

13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



KIOCL Limited
(A Govt. of India Enterprise)
2nd Block, Koramangala, Bangaluru – 560034



KUDREMUKH

Telephone No : 080 – 25531461-66
Mail : bprojects@kioclltd.in

(ISO 9001:2015, 14001:2015 & 45001: 2018 Certified Company)

INTRODUCTION OF PROPOSAL

It is proposed to fix an agency for Engagement of CA/ICWA firm for accounting & financial support services.

INSTRUCTIONS TO BIDDERS

Bidders are requested to visit KIOCL Limited, Corporate office, 2nd Block, Koramangala, Bengaluru, to ascertain the working conditions and nature of work involved before submission of their bids. In general, shall themselves obtain all necessary information as to risks contingencies and other circumstances which may influence or affect their tender. Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent or any misunderstanding or otherwise shall be allowed.

1. The following words and expressions shall have the meaning hereby assigned to them except where the subject or context otherwise required.
 - a) “Company” shall mean KIOCL Limited, incorporated under the Companies Act, 1956, having its Registered office at II Block, Koramangala, Bangalore 560 034 and include its successors and assigns.
 - b) “Agency” shall mean the Contractor to whom the contract is awarded and shall include his/their legal representative/s assigns.
 - c) “Contract” shall mean and include instructions to tenderers, conditions of contract, scope of work and letter of intent / Work Order/ Agreement.
 - d) “Letter of Intent” means intimation by a letter to the tenderer that his tender has been accepted.
 - e) “Contract price” means the sum named in the tender subject to such additions thereto or deductions there from as may be made under the

provisions of the Contract.

- f) Tenderers are advised to go through all the documents and affix the signature on each page with seal. The Tenderers will sign each page of the tender document for having accepted the same. The signature on these documents shall be deemed to be acceptance in all terms and conditions of tender and any other documents forming parts of the tender documents.
2. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required as per the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Confirm acceptance of all Techno-commercial terms in to without any reservation.

In case bidder is silent on any clause mentioned in this tender document KIOCL shall construe that the bidder had accepted all the clauses as per this Invitation to Tender.

3. Amendments to Bidding Documents: At any time prior to the deadline for submission of bids, the Tendering Authority, KIOCL Limited may, for any reason modify, change, incorporate or delete certain conditions in the bidding document. All prospective bidders are to note these changes on the GeM online portal, <https://gem.gov.in/> & official website of the Company.
4. KIOCL reserves the right to reject any or all the tenders without assigning any reason.
5. KIOCL reserves the right to award part of the work or the whole, as may be considered necessary.
6. Conditional tenders will be summarily rejected.
7. No post tender negotiations with the bidders will be held except in certain exceptional situations.
8. The Bids shall be valid for a period of **three months** from the due date of submission of the bid.
9. Any clarification please contact:
 1. Smt. Ananthalakshmi, AGM (Projects), MOB: 9108526206 For any clarifications regarding this tender's terms and conditions
 2. Mr. VIKASH AGARWAL, SR. Manager (F&A), Mob: 7022024784. For any Finance & Accounts related clarifications.

SCOPE OF WORK

1. Revenue section and Cash section:

Revenue:

- a. Raising of GST Commercial Invoice through SAP,
- b. Ledger reconciliation: The activity should be carried out for GL matching with the sub ledger data of debtors as well as reconciliation of receipts, invoices, credit memo, refund and TDS on monthly basis,
- c. TDS reconciliation with 26AS data to be done on periodical basis,
- d. Monthly analysis of revenue posting in GL codes,
- e. GST related issues: Helping the taxation cell for any GST related errors and rectification of revenue section,
- f. Reconciliation of accounts and correction of wrong accounts or bills,
- g. Attending observations of various Audit quarries,
- h. Preparing various letters for outstanding intimation receipt confirmation etc,
- i. Wharfage rate calculation of KIOCL yearly basis,

2. Cash Section

- a. Bank Reconciliation of all banks accounts to be carried out in daily basis and report should be submitted on weekly basis. The differences in the Bank Reconciliation statement also to be analysed and necessary action has to be taken in co-ordination with the concerned officer and reconcile the differences.
- b. Fund transfer reconciliation all bank to be carried out on daily basis and report should be submitted on weekly basis.
- c. Information of high value amounts which are more than 1 lakh received in the bank accounts to be sent through mail to the section in charge on daily basis.
- d. Closing balance of all bank accounts to be communicated to the section in charge on daily basis.
- e. Reconciliation of ledgers, with cash book, investment statements.
- f. Calculation of accrued interest and verification of interest on maturity of investment and reporting as per the requirement of officer.
Reconciliation of 26AS in coordination with tax consultants

3. Accounts Payable and payroll:

a. Invoice Processing & Verification

- Receipt of vendor invoices
- Invoice numbering and tracking
- Invoice scanning and indexing
- Invoice data entry in ERP (SAP / other system)

- Checking invoice completeness (GST, PAN, PO reference, etc.)
- Matching of Invoice with PO and GRN (3-way matching)
- GST validation on vendor invoices
- Coordination with user departments for clarifications
- Coordination for debit / credit notes

b. Accounting & Posting

- Posting of standard vendor accounting entries
- Clearing and reporting of monthly GR/IR balances
- Support in provisioning for expenses
- EMD (Earnest Money Deposit) accounting and payments
- Security Deposit accounting and payments
- Bank Guarantee register maintenance

c. Payment Processing

- Processing of payments during the period
- MIS on due / overdue payments
- Reporting of outstanding payables
- Aging analysis
- Identification of open / old outstanding items

d. Reporting & Compliance

- Support for balance confirmation (year-end / audit)
- Auditing and compliance reporting

4. Books Section:

- a. Compilation of accounts on monthly basis by 7th of following month. Following work needs to be done in this regard:
 - i. Reconciliation of general ledger and sub ledgers.
 - ii. Reconciling control accounts and taking necessary action to sort out the differences.
 - iii. Analysing pending unpaid invoices and taking necessary action.
 - iv. Preparation of schedules and reconciliation pertaining to general ledger accounts in coordination with various sections.
 - v. Scrutiny of ledgers & providing analysis report with regard to income, expenditure & Capital expenditure.
 - vi. Identification of wrong bookings in income, expenditure & Capital expenditure and corrective action.
 - vii. Submitting MIS reports in the format provided by officer.

- b. Compilation of Annual Accounts: Assist in preparation of Balance sheet, Profit & Loss account and other schedules as per accounting policies as approved by board from time to time.
 - c. Assisting officer in drafting replies to C&AG and internal audit queries.
 - d. Asset accounting and CWIP monitoring.
 - e. Assisting in compiling financial data for various purposes.
5. Employee Trust fund account (P.F., Pension, Gratuity Funds)
- a. Monthly report, compliance investment, sanction of loan, advances, and final settlement.
 - b. Bank Reconciliation of all bank.
 - c. Compliance of TDS under income tax Act.
 - d. Fund transfer reconciliation all bank accounts including RCHW, Employee trusts & Company accounts to be carried out for all revenue bank accounts on daily basis and report should be submitted on weekly basis.
 - e. Preparation of Receipt & payment account, Income expenditure account and balance sheet on monthly basis.

6. **GENERAL:**

The above scope of work is indicative only and not exhaustive at Bengaluru and Mangaluru locations. The firm is required to carry such of those other related works pertaining to accounting functions as may be decided by CGM(F) from time to time. The Firm is also required to explain and provide clarifications on the reports and throughputs provided by them. The firm is also required to provide necessary advice to improve the current system so as to make the existing system simpler and user friendly.

The firm shall depute a minimum of three (03) personnel possessing Commerce graduation or CA/ICWA Intermediate qualification, having at least two (02) years' experience in the field of accounting on a regular basis for carrying out the scope of work. Out of three minimum two personnel possessing CA/ICWA Intermediate qualifications.

7. **TERMS AND CONDITIONS**

- i) **PRICE:** Offered price should be inclusive of applicable GST.
 - a. **GOODS & SERVICE TAX (GST):** Percentage applicable to be indicated. Our GST No. 29AAACK8438M1ZX. Applicable TDS will be deducted as per GST provision.

- b. The price quoted shall be firm through-out the currency of the contract and is not subject to escalation of any kind whatsoever.
- c. No escalation is admissible on any account whatsoever.

ii) Deployment Requirement

The firm shall deploy:

- Minimum 4 personnel
- At least 2 CA/ICWA Intermediate qualified
- Minimum 2 years' experience in accounting

iii) **Contract Period:** The contract will be for a period of ONE YEAR. The effective date of start of work will be intimated in LOI/WO.

iv) **EXECUTING AUTHORITY:** The Contract will be operated by General Manager (F&A), KIOCL Limited, Bengaluru or authorized representative of KIOCL Limited, II Block, Koramangala, Bengaluru-560034

v) **Price bid evaluation:** The price evaluation of tender will be done on the grand total amount including GST. The price bids will be evaluated based on the lowest offer received after e-reverse auction.

vi) **PAYMENT TERMS:** Payment will be released on monthly basis based the certification by executing authority.

vii) **CONFIDENTIALITY:** The Agency shall keep all the information shared with him as confidential and shall not disclose the same under any circumstances to anyone, without obtaining written consent from KIOCL.

viii) **JURISDICTION:**

Only courts in Bengaluru shall have jurisdiction regarding the matters relating to this Contract.

ix) **FRAUD PREVENTION POLICY OF KIOCL LIMITED:**

Everyone may take note that a "Fraud Prevention Policy" is being followed at KIOCL, which provides a system for prevention / detection / reporting of any fraud. It also forbids everyone from involvement in any fraudulent activity and that where any fraudulent activity is suspected by anyone, the matter must be reported to the 'Nodal Officer' (Chief Vigilance Officer) as soon as he / she comes to know of any fraud or suspected fraud.

x) Bidders shall make no alterations in the tender documents.

UN-PRICE BID

Sub: Engagement of CA/ICWA firm for accounting & financial support services

Sl.no.	Details	Unit	Qty	Unit price/ Month	Total amount
1	Engagement of CA/ICWA firm for accounting & financial support services. Note: Minimum 4 personnel <ul style="list-style-type: none">• At least 2 CA/ICWA Intermediate qualified• Minimum 2 years' experience in accounting	month	12	Quoted	Quoted
2	GST @%				Quoted
3	Total amount including GST				Quoted

Total amount in words: Rupees Quoted including GST.

Seal and Signature of the Agency

Undertaking for Custom Bid / BoQ Creation on GeM

File number: F-959

Date: 18.04.2026

Subject: Undertaking for Creation of Custom Bid / BoQ for Goods / Services required on GeM

1. Goods / Services Required (Please specify the exact goods / services required):

Engagement of CA/ICWA firm for accounting & financial support services.

2. Search String Used in the GeM Availability Report & Past Transaction Summary (Please state the exact search string used to find suitable categories):

CA/ICWA firm for accounting & financial support services.

3. GARPTS ID (mention GeM Availability Report ID):

GEM/GARPTS/18042026/SKCPHJ2O9521

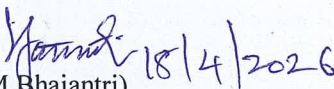
4. Categories which will be selected for sending notification from GeM:

Category: Engagement of CA/ICWA firm for accounting & financial support services is not available in GeM Existing Catalogue. Hence, it is necessary to make Custom Bid for Services.

5. Undertaking:

I acknowledge that the creation of a custom bid/BOQ is an exceptional process, warranted only when categories are unavailable on GeM for the required goods/services. I, Babu M Bhajantri, General Manager (Projects), undertake to the following:

1. Our office/organization has diligently conducted a comprehensive search using the provided search parameters, confirming the absence of relevant categories for
2. To the best of our knowledge, our office/organization has provided an accurate and detailed description of the required goods/services in para 1 above.
3. We have meticulously selected the most relevant categories for notification in para 4 above.
4. Our office/organisation stands fully prepared to justify the necessity for a custom bid/BOQ to GeM upon request


(Babu M Bhajantri)
General Manager (Projects, CP&TS),
KIOCL Limited, Bengaluru, Karnataka-560034