

# कयर बोर्ड / COIR BOARD

भारत सरकार / Government of India

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय / Ministry of MSME,

एम रोड . जी ., कोच्ची / M.G. Road, Kochi – 682016.

17-12-2020

## CORRIGENDUM

With reference to the tender document No.G-28012/1/2015–B&A dated 04-12-2020 inviting bids for the Engagement of Chartered Accountants Firm for awarding the work of finalization of Annual Accounts of the Coir Board along with Data Entry for the year 2020-21, it is hereby inform that the last date of receipt of the Tender document has been extended to 25.12.2020 and as per the Guideline No. 1-CA(7)/03/2016 issued by the Council of the Institute of Chartered Accountants of India, the minimum fee of the assignment is prescribed as under:

- 1. Voucher Audit, Compilation / Consolidation and Preparation of Financial Statements along with all the Schedules inclusive of Notes to accounts, detailed Trial Balance for the year 2020-21 - Rs.3.25 lakhs ( Rupees Three lakhs twenty five thousand only) inclusive of all taxes.**
- 2. Providing Data Entry Operators (DEOs) of prescribed qualification and experience. The amount quoted should be for providing three DEOs. The charges will be applicable for working months only - Rs.15,000/- (Rupees Fifteen thousand only) per DEO per working month inclusive of all taxes.**

  
कयर बोर्ड, कोच्ची / SECRETARY  
कयर बोर्ड / COIR BOARD  


File No. G-28012/1/2015 – B&A

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एम जी रोड , कोच्ची / M.G. Road, Kochi – 682016.

04-12-2020

The Officer in charge (Branch)  
Institute of Chartered Accountants of India  
ICAI Bhavan  
Diwan's Road, Ernakulam

Sir,

**Sub : Display of Tender Notice in the Notice Board – reg.**

A copy of “Notice for inviting quotation in two bid system” from reputed firms of Chartered Accountants for awarding the work of Data Entry and Finalization of Annual Accounts of the Coir Board for the year 2020-21 is enclosed herewith for displaying the same in your Notice Board.

Thanking You,

Yours faithfully,

लेखा अधिकारी (ब.व.ले) / Accounts Officer (B&A)

Encl : As above



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एम रोड . जी ., कोच्ची / M.G. Road, Kochi – 682016.

04-12-2020

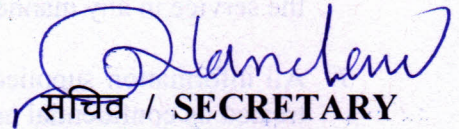
### NOTICE FOR INVITING QUOTATION

Sealed tender in two-bid system is invited from reputed firms of Chartered Accountants, who are preferably well experienced in compilation, consolidation and finalization of accounts in respect of Central Autonomous Bodies in the prescribed format, for awarding the work of finalization of Annual Accounts of the Coir Board along with Data Entry for the year 2020-21. The main objectives of the work are as under:

1. Voucher audit and Preparation of Annual Accounts in fully accrual system / mercantile system.
2. Compilation / Consolidation of Annual Accounts as per the prescribed format.
3. Voucher entry work in the Board's Accounting Package.
4. Suggestions for improving the accounting system and any other works suggested by the Senior Accounts Officer in connection with the finalization of accounts.

Eligible parties may submit their responses to the "Secretary, Coir Board" in sealed cover super scribed with "*Tender for Engaging Chartered Accounts for the FY 2020-21*", on or before 18.12.2020 as per the General Terms and Conditions attached.

The Secretary, Coir Board reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.

  
सचिव / SECRETARY

कयर बोर्ड / COIR BOARD

Encl:

1. General Terms & Conditions
2. Format for Technical & Financial Bid.



## **General Terms and conditions:**

1. The CA firm has to prepare individual and comprehensive Financial Statements Viz. Income & Expenditure Account, Balance Sheet & Schedules, Receipts and Payments Account etc. in the uniform format of financial statements applicable to central autonomous bodies. The financial statements comprise of all annexure and details along the unit-wise/group-wise trial balances etc, needs to be submitted to Coir Board on or before 31<sup>st</sup> May, 2021 without fail. Voucher audit also has to be carried out before the preparation of Annual Accounts.
2. Provide Data Entry Operators (DEO) who are having a minimum graduate degree in Commerce (B.Com) or M.Com or CA/ICWA inter-qualified and successfully completed any Certificate Course of minimum 3 months in Tally Accounting Software and minimum one year experience in working with Tally in any reputed firm. The charges for providing DEOs needs to be quoted for per person per working month basis. The number of DEOs required to be provided are three.
3. Provide suggestions for improving the accounting system and any other works suggested by the Senior Accounts Officer in connection with the finalization of accounts and Data Entry work.
4. The Chartered Accountant firm should have a minimum of 5 years of experience in preparing Annual Accounts of Central / State Government / organization / autonomous bodies. (ii) The CA firms empanelled with Comptroller & Auditor General of India (CAG) are preferable. (iii) CA firms having office / offices in the state of Kerala are preferable.
5. The initial engagement will be for the preparation of Annual Accounts for the FY 2020-2021 and Data Entry for the period from 01.10.2020 to 31.03.2021. The engagement may be extended up to a maximum period of three years based on the performance of the firm.
6. Selected CA Firm shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the Board.
7. All information supplied by Coir Board in connection with this Tender must be treated as confidential and, for the avoidance of doubt, all parts of the Tender are to be treated confidentially by Bidders.
8. All the disputes regarding quality of service, specifications and rates shall be settled mutually by making references to conditions of contract, documents or prevailing local practices etc.; but if not settled mutually, it shall be referred to the arbitrator duly appointed by the Chairman, Coir Board.
9. The Technical Bid in the duly filled format should be submitted along with (i) Tender Acceptance Letter, (ii) Pledge of Compliance / Declaration and (iii) Letter of Consent / Undertaking in the letter head along with the documentary proof of remittance of EMD to Coir Board's Account. Incomplete bid / documents shall be rejected without giving any reason. The EMD of Rs. 30,000.00 (Rupees

Thirty thousand only) required to be deposited in the following account of the Coir Board through digital mode.

Current Account No	:	5700 983 2813
IFSC Code	:	SBIN 007 0261
Bank Name	:	State Bank of India
Branch Name	:	Ravipuram Branch

10. Technical Bid and the Financial Bid should be duly filled and submitted separately in two envelopes and the same may be super scribed as "*Tender for Engagement of Chartered Accountants Firm for the FY 2020-21 – Technical Bid*" and "*Tender for Engagement of Chartered Accountant Firm for the FY 2020-21 – Financial Bid*". The both bids should be put-in a single cover and super scribed as "*Tender for Engagement of Chartered Accountant Firm for the FY 2020-21*". Format of Technical Bid and Financial bid have been attached separately.
11. The Technical Bids will be opened, after the last date of acceptance of the tender, analysed and evaluated by a duly constituted Committee and those who are technically qualified on the basis of the eligibility criteria will be shortlisted. The Financial Bids of those firms who are shortlisted only will be opened by the Committee on a convenient date under intimation through phone/e-mail to the shortlisted firms. The Financial Bids will be opened in the presence of the representatives of the firms present, if any.
12. The Tenderer should meet all the terms of "Eligibility Criteria". Eligible Tenderer shall be awarded the contract. If after winning the contract, the agency fails to provide the services within the time given, the agency will be blacklisted, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.
13. The payment towards Voucher audit, Finalization and Compilation / Consolidation of Annual Accounts will only be released on receipt of bill and after completion of C&AG Audit. The presence of a well versed official from the CA firm should be available in Coir Board during the time of audit by C & AG and necessary details related with the financial statement should also be provided to Audit under intimation of Board. In this case, no partial payments will be released.
14. Data entry operators should be available in Coir Board on all working days during office hours. The payment to the Data Entry Operators will be released to the CA firm on receipt of the bill on quarterly basis subject to the attendance and on completion of the work satisfactorily within the time frame. The works related to a particular month are required to be completed before 5<sup>th</sup> of the succeeding month. The details of works to be undertaken through the Data Entry Operators are as under:
  - a. All the transactions are required to be recorded as per the principles of Generally Accepted Accounting Principles in proper accounting heads and in accordance with GFR-2017 and Govt. rules as applicable from time to time.

b. Maintenance of books of accounts and records, Reconciliation of all accounts with respect to Cash Book and Bank Statement regularly at the end of every month, various taxes/statutory compliances, Review of the Cash Book & Bank Book regularly on monthly basis.

c. Verification of Stock Register/Asset Register for consumable and Non-consumable items with the Annual stock physical verification statements and the entries as per Books of Accounts.

15. Performance guarantee for an amount of 6% of the value of the contract should be provided by the successful bidder at the time of awarding the contract and on executing an agreement containing tender terms and conditions. The EMD will be refunded to the successful bidder on the receipt of performance guarantee. (Performance guarantee may be furnished in the form of fixed deposit receipt or Bank Guarantee from a commercial bank).

16. The Secretary, Coir Board reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.

**N.B:** Data Entry up to September, 2020 is over. Any further information is required regarding the nature of work interested party can be had from the Coir Board head Office during office hours.

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## Format for Technical Bid

Engagement of Chartered Accountant Firm for .....

1. Name of the Chartered Accountant Firm :
2. Official Address of the CA Firm with complete contact details inclusive of Cell number and mail ID } :
3. Presence in Kochi, if yes, address and contact details
4. PAN No. (Enclose a copy) :
5. GST Registration No. (Copy of the Registration Certificate is to be enclosed) :
6. Number of years of experience of the Firm in the same field :
7. Copy of Audited Financial Statement of the Firm for the last three Financial Years ending 31-03-2020 :
8. Self-attested copy of Ranking of the Institute as per NIRF 2019 list. :
9. Profile and Credentials of Key Professionals going to be assigned in Coir Board. :
10. List of reputed Organizations for which the Financial Statement was prepared by the Firm in last five years with the following details }
  - a. At least one Work Order for the similar assignment from a reputed Organization
  - b. Name of the authority issued the Work Order, Mail ID, contact number for reference
  - c. Certificate on work completion from the concerned authority.
11. Whether any regulatory action including fines levied since the inception. Whether any disciplinary action is pending. :

12. Any other information CA Firm wish to give in support of their experience / professional achievements.

Place:

Signature of the Tenderer :

Date :

Name & Full address :

Mail id and mobile number :

Office seal :

Note: Please attach extra sheet in support of your information, if required.

Also to submit the following documents in their letter head.

**TENDER ACCEPTANCE LETTER**  
**(To be given on the Letter Head of the Organization)**

Date .....

To  
The Secretary  
Coir Board  
Cochin.

Subject : Acceptance of Terms & Conditions of Tender – reg.  
Tender reference number :

Name of the Tender: **Engagement of CA Firm for Data Entry and compilation of Annual Accounts for the Financial Year 2020-2021.**

Dear Sir,

1. I / We have downloaded / obtained the tender document for the above-mentioned professional assignment from the website namely [www.coirboard.nic.in](http://www.coirboard.nic.in) as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents which form part of the contract agreement and I / we shall abide by the term / conditions / clauses contained therein.
3. The corrigendum(s), if any issued from time to time by you too have been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender documents / corrigendum in its totality / entirely.
5. The date of remittance of Rs. 30,000/- towards EMD is on \_\_\_/\_\_\_/\_\_\_\_. The corresponding UTR number of the transaction is \_\_\_\_\_.
6. This is certified that we (all the partners and qualified CAs engaged by our firm) have not been indicted / convicted by a Court of Law and no adverse orders have been passed against us by a regulatory authority (including the Institute of Chartered Accountants of India).
7. It is further certified that no investigation by any regulatory agency is pending against us.
8. We agree to undertake to be liable for all obligations of the tender under the agreement.
9. I / We certify that all information provided in the tender is true and correct, nothing has been misrepresented and omitted which renders such information

misleading and all documents accompanying bids are true copy of their respective originals.

10. In case any provisions of this tender are found violated, then you shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully,

(Signature of the Tenderer with Official Seal)  
Name and Address:

Also to submit the following documents in their letter head.

## **Pledge of compliance**

(To be given by the legal owner/partner of the agency on the companies Letter Head)

Name:..... Date:.....

Designation:.....

### **DECLARATION**

I,.....  
(Name), ..... (Designation) acting on behalf of

..... (agency's  
complete name & address), which is an applicant for Engagement of Chartered  
Accountant Firm at Coir Board, Cochin, hereby undertake that we shall abide by the  
terms and conditions of the Work Order/Agreement signed between me/us and the Coir  
Board. In the event of any breach of the terms and conditions of Work  
Order/Agreement during the entire period of contract, the full responsibilities of any loss  
incurred by Coir Board because of our negligence including financial, time and  
reputation as assessed by Coir Board, shall lie with my agency and my agency will fully  
compensate Coir Board for all such losses without resort to any legal process.

Signature.....

Name: .....

Address: .....

Official seal.....

Also to submit the following documents in their letter head.

## **Letter of Consent/Undertaking**

a) We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated, if we are engaged.

b) We also agreed to continue with our services to Coir Board in the subsequent Financial Years if Coir Board extends our service accordingly on the fees mentioned above.

Place:	Signature of the Tenderer	:
Date :	Name & Full address	:
	Mail id and mobile number	:
	Office seal	:

## Format for Financial Bid

### Engagement of Chartered Accountant Firm in Coir Board

**1. Voucher Audit, Compilation / Consolidation and Preparation of Financial Statements along with all the Schedules inclusive of Notes to accounts, detailed Trial Balance for the year 2020-21.**

- a. In figure Rs.....
- b. In words Rupees.....  
(Inclusive of all taxes)

**2. Providing Data Entry Operators (DEOs) of prescribed qualification and experience. The amount quoted should be for providing three DEOs. The charges will be applicable for working months only.**

- a. In figure Rs.....
- b. In words Rupees .....  
(Inclusive of all taxes )

**NB: Financial Bid will be considered on the aggregated amount of the above.**

Place:  
Date :

Signature of the Tenderer :  
Name & Full address :  
Mail id and mobile number :  
Office seal :