

## TENDER DOCUMENT

FOR

### Selection of Chartered Accountant Firms for ASAP

Ref No. ASAP/PROCUREMENT & ASSET MANAGEMENT/517/2019

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Date of Issue	17/06/2019
Pre Bid Meeting	25/06/2019
Last date of Submission	04/07/2019
Tendering Processing Fee	2500+18% GST
EMD	Rs. 10,000/-

#### Issuing Agency:

Additional Skill Acquisition Programme (ASAP)

(An Initiative of Departments of Higher Education and General Education

Government of Kerala)

3<sup>rd</sup> Floor, Trans Towers, Vazhuthacaud,

Thiruvananthapuram, Kerala - 695 014

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procurement@asapkerala.gov.in

## SECTION 1. Invitation for Bids

Ref No. ASAP/PROCUREMENT & ASSET MANAGEMENT/517/2019

Higher Education (c) Department

Project: Additional Skill Acquisition Programme

Name of the Assignment: Chartered Accountant services for ASAP

Place: Thiruvananthapuram

Dated: 17/06/2019

Dear Sir/ Madam,

Sub: Additional Skill Acquisition Programme – Selection of Chartered Accountant Firms – regarding.

The Additional Skill Acquisition Programme (ASAP), Department of Higher Education, Government of Kerala, (hereinafter called ASAP) invites proposals from Registered Chartered Accountant Firms stationed at Thiruvananthapuram or firms having branch at Thiruvanthapurm and are in existence at least for the past five years, for providing professional services including filing of all tax returns.

- 1.1 More details on the Services to be provided are specified in the Terms of Reference (Section 3).
- 1.2 National Skill Development Mission has estimated that there is an increased demand for skilled manpower to sustain the industrial growth and thereby the economic growth of the nation. To develop such trained manpower in the required quantity, it is essential to give training that will provide assistance for skill formation to the general populace that will enhance their capacity to undertake gainful self-employment as well as access to better salaried employment in industries through identified skill sectors. In the above background, Government of Kerala has developed a unique strategy to equip students with required skill set along with their regular academic studies in schools and colleges. The present assignment proposes to impart skill development training to the selected

students of Additional Skill Acquisition Programme in the identified selected institutions across the State of Kerala. ASAP has the mandate to support the skill training of approximately 30,000 candidates during 2018-19, covering all the 14 districts of Kerala.

1.2.1 ASAP intends to select Registered Chartered Accountants - Firms stationed at Thiruvananthapuram or having branch at Thiruvananthapuram with five years' experience and good track record to undertake the compilation of Accounts and uploading for all taxes /returns.

1.3 Details/documents provided for the submission of Proposal

(a) Invitation for Bids – Section 1

(b) Instructions to Bidders – Section 2

(c) Terms of reference (ToR) – Section 3

(d) Selection Process – Section 4

(e) Bidding formats (Technical and Financial) – Section 5

1.4 Submission of Proposals:

1.4.1 The tender documents can be downloaded from the website [www.etender.kerala.gov.in](http://www.etender.kerala.gov.in) or from ASAP website [www.asapkerala.gov.in](http://www.asapkerala.gov.in).

1.4.2 Proposals must be direct, concise, and complete. ASAP will evaluate bidder's proposal based on its clarity and the directness of its response to the requirements of the project as outlined in this tender document.

1.4.3 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.

1.4.4 Submission of both technical and financial bids shall be online through <https://etenders.kerala.gov.in> and in accordance to the instructions given in this tender document. Technical bid should be submitted in the format given. The financial bid contain the financial bid details offering the rate per annum (payable monthly) which should be inclusive of all taxes. Any additional expenditure may also be included with specific details.

1.4.5 Both bids should be submitted online on or before **5:00 PM, 04<sup>th</sup> July 2019**.

1.5 Opening of Proposal: Technical proposals will be opened online, by Additional Secretary and Team Leader, Additional Skill Acquisition Programme or his

authorized representative or by a committee constituted for this purpose, on 05<sup>th</sup> July, 2019, 5.00pm. Financial bid will not be opened until technical evaluation has been completed, results approved and notified to all qualified Chartered Accountant Firms eligible for bid opening.

- 1.6 ASAP will follow the Least Cost Selection (LCS) process. One firm will be selected based on technical and financial evaluation and an agreement will be signed between the selected firm and ASAP for providing Chartered Accountants services for ASAP.

Yours faithfully,

*Chief Executive Officer  
Additional Skill Acquisition Programme  
Government of Kerala*