



**KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
6TH CROSS, MALLESHWARAM,
BENGALURU, KARNATAKA**

E-PROCUREMENT

**Request for Expression of Interest to Maintenance of Accounts and Conduct of
Internal Audit of the Accounts of Karnataka Secondary Education Examination
Board for the Financial year 2019-20**

Address for communication

**DIRECTOR, EXAMS
KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
SIXTH CORSS, MALLESHWARAM, BENGALURU – 560003**

**Phone No: 080 - 23349434
Email: aossleboard@gmail.com**

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
O/o The Director, 6TH CORSS, MALLESHWARAM,
BENGALURU – 560003

**Request for Expression of Interest to Maintenance of Accounts and conduct of
Internal Audit & Data Entry of accounts in Tally system of the Karnataka
Secondary Education Examination Board for the year 2019-20**
(Through e-tendering procedure)

TENDER SCHEDULE

Sl No	Particulars	Particulars
1	Bid Reference	NO:P2/AC TEN:03/2019-20
2	Tender Value	Rs.4,00,000-00
3	Notification Date	29.07.2019
4	Pre Bid Meeting	06 .08.2019- 12.00 Hrs
5	Last Date for upload of Bids	12.08.2019- 16.30 Hrs
6	Date/time for opening of Technical Bid	14.08.2019 – 16.30 Hrs
7	Date/time for opening of Financial Bid	17.08.2019– 16.30 Hrs
8	Opening of Bids	Online through e-procurement portal
9	Address for Communication	Director,Exams Karnataka Secondary Education Examination Board,6 th Cross Malleshwaram BENGALURU - 560 003 Karnataka State, India

--Sd--

Director,Exams
Karnataka Secondary Education
Examination Board,
BENGALURU - 560 003

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
O/o The Director,Exams, 6th cross, Malleshwaram
BENGALURU – 560003.
Brief Bid Notification

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD is an Examination unit as part of the Department of Public Instruction and established under the Karnataka Secondary Education Examination Board Act 1966(KARNATAKA ACT NO.16 OF 1966). It is purely a Government Office. Generally abbreviated as K.S.E.E.B., Presently inviting/offering to conduct Internal Audit and data entry of accounts in Tally System of the Karnataka Secondary Education Examination Board for the Financial year 2019-20

(Through e-tendering procedure)

- (1) Request for Expression of Interest is invited from the, Registered Chartered Accountants for conducting Internal Audit of the accounts and data entry of accounts in Tally of Karnataka Secondary Education Examination Board for the Financial year 2019-20
- (2) The document is available in the website <http://www.eproc.karnataka.gov.in>. The bidders will be required to register themselves with the centre for E-Governance to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website: <http://www.eproc.karnataka.gov.in>. Necessary training and hands on experience in handling e-procurement system could be obtained from the centre for E- Governance. Necessary details could also be obtained over telephone at **080 -23345579**
- (3) The Completed document should be submitted on or before 12.08.2019 through E-portal only.
- (4) For further details contact the **Accounts Officer, KSEEB** during office hours 10.00AM To 5.30 PM Ph:080-23561271

--Sd--

Director,Exams
KSEEB,BENGALURU,
KARNATAKA

**KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD,
O/o The Director, Exams, 6th Cross, Malleshwaram,
BENGALURU – 560003**

A Brief information on “Request for Expression of Interest”

**Data entry of accounts in Tally & Internal Audit of the accounts of Karnataka
Secondary Education Examination Board for the year 2019-20.**

1. Registered Chartered accountants can only apply.
2. For Expression of Interest the registered are required to submit a detailed comprehensive proposal comprising the details of the audit of Government Agencies, Audit of Flagship Programme and other Centrally sponsored programme.
3. Financial proposals are invited from the registered Chartered Accountants for conducting, preparing the final accounts along with respective schedules & Statements Internal Audit of the Karnataka Secondary Education Examination Board.
4. Technical proposals should accompany **E.M.D** of **Rs.8,000/-**(Rupees Eight thousand Only).
5. Mode of EMD deposit

The Earnest Money Deposit shall be credited to the account of Centre for e- governance.

- a. Through credit card
- b. Internet banking
- c. National Electronic Fund Transfer
- d. Remittance over the counter in the selected branches of ICICI Bank in Bengaluru

The bid will be evaluated only on confirmation of receipt of the payment (EMD) in the GoK's central pooling a/c held at ICICI Bank

6. The Letter of Invitation, Terms of Reference and information for Chartered Accountants are enumerated in this notification.

LETTER FOR INVITATION

Sir,

Sub: Request for Expression of Interest to conduct Internal Audit
of the Accounts and data entry of accounts in tally of Secondary
Education Examination Board for the year 2019-20

1. You are here by invited to submit Technical and Financial proposal for the Maintanace of Accounts [Data entry of account in tally system] and conducting Internal Audit, preparing the final accounts along with respective schedules & statements of the accounts of karnataka secondary education examination board.
2. The purpose of this assignment is, to obtain services of registered to conduct Internal Audit, preparing the final accounts along with respective schedules & statements for the financial year 2019-20
3. The request for proposal contains the following documents.
 - a. Terms of References
 - b. Financial Proposal
4. In order to obtain more information on the assignment, it is considered desirable that a representative of your firm visits the office of the Karnataka Education Examination Board, BENGALURU before the proposal is submitted. Your representative may meet the following officer:- Accounts Officer, KSEEB, 6th Cross, Malleshwaram, Bengaluru
5. The Financial proposal (Data entry of accounts in Tally system & Audit Fee) should be quoted per year for the completion of the work which is mentioned in the scope of Audit. Inclusive of GST.

List of institutions subject to Internal Audit is enclosed to this Letter of Invitation

– ANNEXURE - 1

Format to quote the rates is enclosed to this Letter of Invitation.

– ANNEXURE – 2

1. Opening of Proposal:

The Technical proposal will be opened by the Director, Exams, KSEEB BENGALURU or his/her authorised representative in his/her office on **14-08-2019**

After opening of the Technical Proposal evaluation will be conducted and successful Chartered accountants' names will be announced. Only chartered accountant whose technical proposal is successful their financial proposal will be opened.

The chartered accountant firm who has quoted least Data entry of accounts in Tally system & Audit Fee will be considered.

2. You are requested to hold your proposal valid for 90 days from the date of submission without changing your proposed price. The Director, Exams, KSEEB, 6th Cross, Malleshwaram, BENGALURU will make best efforts to select a registered Accountants within this period.
3. The payment payable under this assignment will be subjected to normal tax liability in India.
4. We would appreciate if you inform us the following by Fax/E-mail.
 - a) Your acknowledgement of the receipt of this letter of invitation.
 - b) Whether or not you will be submitting a proposal.

Yours faithfully,

--Sd--

Director, Exams
Karnataka Secondary Education
Examination Board ,BENGALURU.

Enclosures:

1. Terms of References
2. General conditions of Contract
3. Institutions subject to Data entry of accounts in tally & Internal Audit.

General Conditions of Contract

1. General provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings;

- a) “Applicable Law” means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;
- b) “Contract” means the contract signed by the parties, to which these general conditions of contract (GCC) are attached;
- c) “Effective Date” means the date on which this contract comes into force and effect pursuant of Clause GCC 2.1.
- d) “Contract Price” means the price to be paid for the performance of the services.
- e) “GCC” means these General conditions of contract;
- f) “Government” means the Government of Karnataka;
- g) “Local Currency” means Indian Rupee;
- h) “KSEEB” means KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD,BENGALURU-KARNATAKA
- i) “Party” means the Chartered Accountants
- j) “Services” means the work to be performed by the Chartered Accountants pursuant to this contract as described in Terms of Reference.
- k) “Client” means Director, Exams, Bengaluru.

1.2 INSTRUCTIONS TO BIDDERS

The bidders is required to submit covering Letter in Form.No.1.

Following are the guidelines for bidders to submit Technical and Financial Bids for this assignment.

1.3 Bid Formats:

The bid shall consists of two parts i.e. Technical bid & Financial bid.

The Technical bid shall contain all the documents and declaration/information with respect to compliance with pre-qualification criteria as per Form No.2.

1.4 Technical Bid.

The technical bid document shall include specific responses addressing the requirements described below:

1. Understanding of KSEEB's needs.
2. The bidder's organization profile
3. Relevant Experience of the firm.
4. The curriculum vitae of the key team members to be associated with this study.

Note: Documentary evidences are to be submitted towards all the experiences claimed and clearly highlighting the relevant part in the document.

1.5 Financial Bid:

The Financial quote shall not be part of technical bid. The total amount/fees and all taxes and duties shall be entered in the e-portal, financial bid approval format.

1.6. MANDATORY ELIGIBILITY CRITERIAS

The following are the essential qualifying criteria for the firm to qualify in Technical Bid.

1. The firm should have been registered with the institute of Chartered Accountants of India.
2. The firm should have at least 2 Chartered Accountants of India.
3. One of the partners should be a fellow member of the Institute of Chartered Accountants of India.
4. The firm should have carried out Internal Audit work in any state Financial Institutions/PSUs in Karnataka at least for one year during the previous 3 years.
5. The firm shall have minimum personnel strength of 5 assistants/article assistants

Note: Documentary evidences are to be uploaded towards compliance with Mandatory qualification criteria's along with the Technical bid.

6. The CA firm should deploy one tally known person to KSEEB to maintain accounts in Tally system.
7. Nominate one nodal person to interact with the Accounts Officer in all matters related to internal audit.
8. Ensure that at least one qualified Chartered Accountant should be available at all time during the year for discussions and clarifications.

1.7 EVALUATION CRITERIAS

Stage 1 : Technical Evaluation

Stage:1evaluation will be taken up for those bidders who have submitted bid through e-portal. The bid will be scrutinized with respect to the mandatory eligibility requirements. Only those bids who meet all

the eligibility requirements shall be considered for further evaluation. The details of these parameters are given Form No-2 (Technical Bid). Financial bid shall be opened for only those bidders, who qualify technically as per the Technical Bid.

Stage 2 : **Financial Evaluation**

Bidders who have qualify in stage 1, their financial bids shall be opened. The lowest bid amount as per e-portal, among the technically qualified bidders shall be taken for further consideration.

The amount to be entered in the e-portal financial bid shall be inclusive of all charges, fees, expenses. The amount entered in the e-portal shall be final and binding.

The assignment/audit work shall be awarded after evaluation of the financial Bid.

1.8 Law Governing the contract

This contract, its meaning and interpretation, and the relation between the parties shall be governed by the Applicable Law.

1.9 Language

The contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract.

1.10 Notices

Any notice, request or consent made pursuant to this contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, or facsimile to such party at the address specified.

1.11 Taxes and Duties

The registered Chartered Accountants and they shall pay taxes, duties, fee and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the contract price.

2. Commencement, Completion, Modification and Termination of contract

2.1 Effectiveness of Contract

1. This contract shall come into effect from the date the contract is signed by both parties or such other latter dates as may be stated by the Director, Exams Bengaluru.
2. The assignment shall be initially for a period of one year to be extended on the performance basis for another two years.

2.2 Commencement of Services

The Chartered Accountants shall begin carrying out the services within Ten (10) days after the date the contract becomes effective, or at such other date as may be specified by the clients.

2.3 Modification

Modification of the terms and conditions of this contract, including any modification of the scope of the services or of the contract price, may only be made by written agreement between the parties.

2.4 Force Majeure

2.4.1 Definitions

For the purpose of this contract “Force Majeure” mean an event which is beyond the reasonable control of a party, and which makes a party’s performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.

2.4.2 No Breach of contract

The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this contract insofar as such inability arises from an event of force majeure, provided that the party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

2.5 Termination

2.5.1 By the Client

The client may terminate this contract, by not less than thirty (30) days' written notice of termination to the registered Chartered Accountants and sixty (60) days' in the case of the event referred to in (b):

- a) If the registered Chartered Accountants do not remedy failures in the performance of their obligations under the contract, within thirty (30) days of receipt after being notified or within such further period as the client may have subsequently approved in writing;
- b) If the client, in its sole, discretion and for any reason whatsoever, decides to terminate this contract.

2.5.2 By the registered Chartered Accountants

Registered Chartered Accountants may terminate this contract, by not less than thirty (30) days' written notice to the client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this clause.

- a) If the client fails to pay any money due to the registered Chartered Accountants pursuant to this contract within forty-five (45) days after receiving written notice from the Empanelled C & AG / State AG, Chartered Accountants that such payment is overdue;
- b) If the client is in material breach of its obligations pursuant to this contract and has not remedied the same within forty-five (45) days (or such longer period as the consultants may have subsequently approved in writing following the receipt by the client of the registered Chartered Accountants notice specifying such breach;

2.5.3 Payment upon Termination

Upon termination of this contract pursuant to clauses GCC 2.5.1 or GCC 2.5.2 hereof, the client shall make the following payments to the registered Chartered Accountants (after offsetting against these payments any amount that may be due from Chartered Accountants to the client.

- a) Remuneration pursuant to clause GCC 6 hereof for services satisfactorily performed prior to the effective date of termination.
- b) Reimbursement expenditures pursuant to clause GCC 6 hereof for expenditure actually incurred prior to the effective date of termination; and
- c) Except in the case of termination pursuant to paragraphs (a) through (b) of clause GCC 2.5.1 hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of the contract.

2.5.4 Disputes about events of termination

If either party disputes whether an event specified in paragraphs of clause GCC 2.5.1 or in clause GCC 2.5.2 hereof has occurred, such party may, within forty-five (45) days after receipt of notice of termination from the other party, refer the matter to arbitration pursuant to clause GCC 7 hereof, and this contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. Obligations of the registered Chartered Accountants

3.1 General

The registered Chartered Accountants shall perform the services and carry out their obligations here under with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. The registered Chartered Accountants shall always act, in respect of any matter relating to this contract or to the services, as faithful advisers to the client, and shall at all times support and safeguard the client's legitimate interests.

3.2 Confidentiality

The registered Chartered Accountants, their personnel of either of them shall not, either during the term or within two (2) years after the expiration of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract or the client's business or operations without the prior written consent of the client.

Documents prepared by the registered Chartered Accountants to be the property of the client.

All reports, other documents and software prepared by the registered Chartered Accountants for the client under this contract shall become and remain the property of the client, and the registered Chartered Accountants shall not later than upon termination or expiration of this contract, deliver all such documents to the client.

4 Payment

The payment to the Internal Auditors will be paid Quarterly, only after the receipt of quarterly audit report.

5 Payments to the Chartered Accountants

- The registered Chartered Accountants shall quote their price for this assignment on LUMPSUM basis/each year.
- Audit Reports, preparation of Receipts & Payments of Account, Income & Expenditure Account and Balance Sheet and issue an Audit Report.

5.1 Currency of payment:

All payments (Remuneration and Reimbursable) shall be made in India Rupees.

6 Settlement of Disputes

6.1 Amicable settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.

6.2 Dispute Settlement

Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of

the party's request for such amicable settlement may be submitted by either party for settlement. The jurisdiction for the above is BENGALURU CITY. The decision of the Director, Exams, KSEEBoard is final in this regard.

The CA should visit along with requisite staff to the O/o the Karnataka Secondary Examination Board, BENGALURU and take up the audit.

The CA has to vouch every details of transactions of respective offices.

Please note that the Director, Exams, Karnataka Secondary Examination Board, BENGALURU, is at full liberty to reject the Contract without assigning any reason. Further, as quality is the principal selection criterion, the Director, Exams, Karnataka Secondary Examination Board, BENGALURU, is not bound in any way to select the firm offering the lowest price.

**TERMS OF REFERENCE FOR APPOINTMENT OF AN INTERNAL
AUDITOR FOR THE AUDIT OF ACCOUNTS OF KARNATAKA
SECONDARY EDUCATION EXAMINATION BOARD FOR THE YEAR
2019-20**

1. BACKGROUND

The KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD is a Govt Office which is conducting the examination for students of 10th standard and other Exams.

2. OBJECTIVES

The KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD is conducting the school examinations.

3. COMPONENTS & ACCOUNTING UNITS:

The KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD is an Govt. office having its State Office in BENGALURU & three Divisional Boards in the state of Karnataka as per Annexure-03

4. ACCOUNTING SYSTEM:

The KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD having its own fund and also funded by Department of Public Instructions of GOK, follows SINGLE ENTRY SYSTEM of accounting. The Provisions of the Karnataka Financial Code, Karnataka Treasury Code, Manual of Contingent Expenditure, Karnataka Budget Manual, Stores Manual, KTPP Act & any other standing Orders or instructions amended from time to time applicable to the Departments of Government shall be applicable to the accounting units as well.

In addition, KSEEB maintains records & books of accounts to furnish financial progress statements. Timely & accurate financial data is very vital for decision making in the process of implementation & monitoring of the Procurement at multiple levels. It may be noted that GOK has legislated the “Right to Information Act” & “Transparency

in Public Procurement Act”. Hence it is obligatory for all the accounting units to furnish the financial information to the public as & when demanded, through the accounting system apart from the frequent questions raised by the members of Parliament & Legislature.

3. SCOPE OF WORK

The Scope of the Internal Audit is a continuous & critical appraisal of the functioning of the Board with view to suggest improvements thereto and add value to and strengthen the overall governance mechanism including the effectiveness of risk management and internal control system. The objective of this exercise is to assess the adequacy of the board’s financial management system including internal controls & compliance with financing agreements to (i) provide feedback to the board on whether the internal controls both the financial and operational within the system are operating as intended in order to ensure that corrective measures wherever necessary, are taken in a timely manner. It is also necessary that the exercise of Internal audit shall be conducted in such a manner that it simultaneously serves as a form of capacity building for the respective Divisions.

The Accounts maintained by the KSEE Board in the single-entry system should be prepared in the double entry commercial accounts system. Further the receipts & expenditure are incurred against various financial activities of KSEE Board from its own fund. Further the final accounts of the receipts & expenditure of KSEE Board has to be prepared & submitted based upon the actual amounts spent under various activities which has to be submitted for the approval to the chairman of the KSEE Board for approval. Hence, the Internal Auditor’s firm is required to exercise all verifications of accounting records, internal checks and control and other necessary measures of audit of the accounts as per general principles and standard of audits of the Institute of Chartered Accountant of India before the submission of Certified final accounts of the KSEE Board.

In conducting the Audit, attention should be given to the following:

- a) All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency and only for the purpose for which the financing was provided.

- b)** Generally accepted accounting principles are followed by all entities who are authorized to incur expenditure under KSEE Board.
- c)** Goods, works and services financed have been procured in accordance with relevant provisions of the procurement procedure prescribed for the purpose. Proper documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills. TA bills etc.
- d)** All necessary supporting documents, records and accounts have been kept in respect of all divisional offices expenditure including expenditure. Clear linkages should exist between the books of accounts and reports presented to the KSEE Board.
- e)** Expenditure incurred under KSEE Board is strictly in accordance with the financial norms prescribed in the KSEE Board frame work or any other clarifications issued from time to time. The expenditure statements/ financial statements included in the statement of expenditure of the relevant period represent a true and fair view at the end of the financial year and of resources and expenditure for the year ended on that date.
- f)** Expenditure is incurred with reference to the budget allocation approved by the Govt. In case the budget allocation is exceeded proper re-appropriation duly approved by the competent authority has been obtained. The CA should point out expenditures activity wise that exceeded the budget allocation.
- g)** KSEE Board funds are used efficiently and economically to the purpose for which they are intended.
- h)** Reconciliation of Bank statements and accounts is regularly carried out on a monthly basis before final preparation of Bank reconciliation Statements, as per Commercial Accounts System by the appointed Internal Auditor.
- i)** The C.A. firm appointed for the audit should also look into the position of audit compliance of previous audit objections raised, if any. The audit report should include a separate Para in this regard.
- j)** The C.A. firm appointed for the audit should required to scrutiny the Audit Certificate, Utilization certificate and any other certificate required from time

to time duly adopting in the accounts pertaining to the advances released by the KSEE Board to its units before the submission of the Final Accounts of the KSEE Board

- k) The audit should cover the accounts of KSEE Board in order, that all are covered by the regular books of accounts maintained by the KSEE Board.
- l) The C.A. firm appointed for the audit has to file & submit the Income Tax/ GST returns & any other Statutory returns of KSEE BOARD to the respective Departments in time for the tendered period.
- m) The CA firm appointed for the audit has to take the responsibility of settlement of I.T related legal matters of the KSEEB with I.T Department for the tendered period as well as previous years also if any, Further the registration process of TIN/PAN registration and any other statutory registration of the KSEEB should also be taken care of by the successful Chartered Accountant firm duly appointed by this Procurement.

FINANCIAL STATEMENTS

Financial Statements should include:

- a) A summary of funds received from State Government and educational institutions.
- b) Any other receipt accruing separately;
- c) A summary of expenditure shown under the current fiscal year and accumulated to date; and
- d) A Balance Sheet showing accumulated funds, bank balances, other assets liabilities if any.

AUDIT OPINION

The primary audit opinion should include the Financial Statements and the annual audit report of the Accounts. The auditor should submit the report to Chairman of the KSEEB well in advance who will take further action to have two copies of the Audited Accounts and report forwarded to approval to the Board meeting.

MANAGEMENT LETTER

In addition to the audit reports, the auditor will prepare a “Management letter”, in which the auditor will:

- a) Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- b) Identify specific deficiencies and areas of weakness in systems and internal controls and make recommendations for their improvement;
- c) Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal and external matter affecting such compliance;
- d) Communicate matters that have come to the attention during the audit which might have a significant impact accounts and bring to the attention of DPI,KSEEB any other matters that the auditor considers pertinent.

KEY PERSONNEL

The key personnel in the audit team, their minimum qualification, and their anticipated inputs are indicated below:

- a) The audit team should be led a Chartered Accountant along with adequate staff with a minimum 5 years experience in audit.
- b) The audit team should include sufficient number of appropriate staff (Articles /Audit Clerks and other audit staff), commensurate with the size and scope of the assignment. The Audit of 2019-20 should be conducted on Quarterly basis & reported. The final accounts of 2019-20 should be submitted within 31st April 2020.

4. GENERAL :

The auditor should be given access to all legal documents, books of accounts, procurement documents, correspondence and any other information associated with the programme and deemed necessary by the auditor.

ANNEXURE – 1

INSTITUTIONS SUBJECT TO INTERNAL AUDIT

Office of the Director,Esams, KSEEB, BENGALURU, & three divisions enlisted in Annexure-3 of this tender document.

ANNEXURE – 2

FORMAT TO QUOTE RATES

Sl. No.	Criteria to quote rates inclusive all taxes (Lumpsum)	Amount in Rs.
a)		

ANNEXURE – 3

DIVISIONS LIST

- 1.MYSORE DIVISION
- 2.BELAGAVI DIVISION
- 3.KALABURAGI DIVISION

ANNEXURE – 4

**TECHNICAL PROPOSAL SUBMISSION FOR ON
THE LETTER HEAD OF THE CA FIRM**

To
The Director, Exams
Karnataka secondary education
Examination Board
6th Corss, Malleshwaram
Bangalore-560 003

Sir/Madam

Sub: Maintenance of accounts and Conduct Internal Audit Services to
KSEEB- Technical Proposal.

We, the undersigned, offer to provide the Maintenance of accounts and Conduct Internal Audit Services for the above in accordance with your tender document dated ---
----- We are herby submitting our proposal which includes this Technical proposal through e-Procurement portal.

If negotiations are held during the period of validity of the proposal, i.e., before [Date] we undertake to negotiate. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

Thanking you,

Yours sincerely

Authorised Signature
Name and Title of Signatory
Name of CA Firms:
Adress:

ANNEXURE – 5

**FINANCIAL PROPOSAL SUBMISSION FOR ON
THE LETTER HEAD OF THE CA FIRM**

To
The Director, Exams
Karnataka secondary education
Examination Board
6th Corss, Malleshwaram
Bangalore-560 003

Sir/Madam

Sub: Maintenance of accounts and Conduct Internal Audit Services to
KSEEB- Financial Proposal.

We the Undersigned, offer to provide the maintenance of accounts and Audit services for the above in accordance with your request for proposal [Date], and our proposal [Technical and Financial proposal. Our attached financial proposal is for the sum of[In words] [Inclusive of all taxes).

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[Date].

Thanking you,

Yours sincerely

Authorised Signature
Name and Title of Signatory
Name of CA Firms:
Adress: