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Karnataka State Electronics Development Corporation Limited
(A Government of Karnataka Enterprise)



No. KSEDC/ITS/P490/2025-26 [E-305372]

Date:23.03.2026

**INVITATION FOR QUOTATIONS (IFQ)
FOR PROVIDING MANPOWER SERVICES FOR HIRING ARTICLED ASSISTANTS TO THE CORPORATE OFFICE,
KEONICS, BANGALORE.**

1. Sealed quotations are invited from eligible and qualified Companies / Firms for providing manpower service for hiring Articled Assistants to the Corporate Office of KEONICS, Bangalore, in the format given below:

Sl	Item Description	Rate per Month (In Rs.)
1	Providing manpower service for Hiring 04 CA Articleship (Articled Assistant) to the Corporate Office of KEONICS, Bangalore	
	GST	
	Total	

2. Eligibility Criteria

- 2.1. The firm/ service provider should be registered with the Institute of Chartered Accountants of India. The service provider should submit a copy of the certificate issued by ICAI.
- 2.2. The firm/ service provider should be registered with the Department of Labor. The service provider should submit a copy of Form-C Registration certificate.
- 2.3. The firm/ service provider should be registered with the Commercial Tax Department. The service provider should submit a copy of the GST Registration certificate.
- 2.4. The firm/ service provider should be practicing in Bangalore for a minimum period of 05 Years.
- 2.5. The firm/ Service provider should submit an affidavit in their letterhead for non-blacklisting/ non-debarment/ banned/ declared ineligible for corrupt and fraudulent practices by the Central/ State Govt.

3. Scope of Service

3.1. Background:

Due to the accumulation of pending payment files related to various projects and procurement activities, there is a requirement for additional professional manpower to support the finance/accounts section of Karnataka State Electronics Development Corporation Limited (KEONICS) in examining and clearing such files in a systematic manner.

To expedite the verification and processing of these files, CA Articleship (Articled Assistant) manpower will be engaged for a temporary period of four (4) months.

3.2. Scope of Work:

The engaged manpower shall assist the Finance/ Accounts section in the examination and clearance of pending payment files. The major scope of work shall include:

3.2.1. File Examination and Analysis

- Review pending payment files and supporting documents.
- Analyze financial details, contractual terms, and payment conditions.
- Verify compliance with tender/work order/agreement provisions.

3.2.2. Document Verification

- Check invoices, work completion certificates, delivery challans, and supporting documents.
 - Verify GST details, tax compliance, and statutory deductions if applicable.
 - Ensure correctness of financial calculations and bill amounts.
- 3.2.3. Coordination and Clarifications
- Obtain required clarifications from Indenting/User Departments regarding work completion, deliverables, and payment eligibility.
 - Coordinate with vendors/suppliers for missing documents or discrepancies.
 - Maintain proper communication records for all clarifications obtained.
- 3.2.4. Compliance Review
- Verify compliance with financial rules, procurement guidelines, and internal procedures applicable to KEONICS.
 - Identify gaps, deficiencies, or non-compliance in submitted documents.
- 3.2.5. Preparation of Payment Analysis Notes
- Prepare a detailed analysis report for each file covering:
- Work order details
 - Amount claimed
 - Documents verified
 - Issues or discrepancies found
 - Clarifications obtained
- 3.2.6. Recommendation for Payment
- Submit recommendations for approval/release of payment to the concerned finance authority/management.
 - Clearly indicate whether the payment may be:
 - Recommended for release
 - Partially recommended
 - Returned for clarification or correction
- 3.2.7. Status Monitoring
- Maintain a tracking register/database of pending files.
 - Update the progress of each file until its final disposal.
- 3.2.8. Reporting
- Submit periodic progress reports indicating:
- Number of files examined
 - Number of files recommended for payment
 - Number of files pending for clarification
- 3.3. Deliverables:
- The engaged manpower shall deliver the following:
- 3.3.1. Detailed analysis report for each payment file
- 3.3.2. Verification checklist of documents
- 3.3.3. Clarification notes obtained from departments/vendors
- 3.3.4. Payment recommendation note
- 3.3.5. Consolidated progress report on pending files
- 3.4. Period of Engagement:
- The engagement of CA Articleship manpower shall be purely temporary for a period of four (4) months from the date of commencement.
- 3.5. Reporting Authority:
- The engaged manpower shall work under the supervision of the Finance/Accounts Division of KEONICS and report to the designated officer authorized by the management.
- 3.6. Confidentiality:
- The manpower shall maintain strict confidentiality regarding financial records, vendor information, and internal documents of KEONICS and shall not disclose such information to any unauthorized person.
- 3.7. Nature of Engagement:

- 3.7.1. The engagement is temporary and task-based.
- 3.7.2. The manpower will assist only in analysis, verification, and documentation.
- 3.7.3. Final decision on payment approval will rest with KEONICS management.

4. Contract Duration

- 4.1. The contract shall be for a period of 04 months from the date of issue of service order.

5. Quoted Price:

- 5.1. The service provider shall quote for rate per month (including GST and other statutory as applicable) in the format of quotation attached.
- 5.2. The prices shall be quoted in Indian Rupees only.
- 5.3. All duties, taxes and other levies payable by the bidder (including GST) shall be included in the quotation.
- 5.4. GST in connection with the service shall be shown separately and as applicable.
- 5.5. The rates and amount quoted shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- 5.6. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- 5.7. Cable or Facsimile quotations are not acceptable.

6. Each bidder must submit only one quotation.

7. Validity of quotations:

- 7.1. The quotation shall remain valid for a period not less than 60 days after the deadline fixed for submission of quotations.

8. Evaluation of quotations:

- 8.1. The Client will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:
 - 8.1.1. The evaluation will be done including all taxes. If the tenderer has not included the taxes in his quotation for the service, and has also not indicated the rate of taxes applicable, the quoted rate will be treated as though it is inclusive of taxes and no extra payment for taxes will be made
 - 8.1.2. The service provider who has quoted for partial would be treated as non-responsive. The Client will award the contract to the responsive bidder, whose total cost for all the items put together is the lowest.

9. Award:

- 9.1. The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price (i.e., Total Amount):
 - 9.1.1. The service provider is expected to commence the Assignment on the date and at the location specified in the quotation.

- 10. At any time during the IFQ process, the Client reserves the right to publish a Request for Proposal in the KPPP portal, for the requirement, instead of pursuing the quotation process.

11. Payment Term:

- 11.1. The Payment will be made on the monthly basis.
- 11.2. The service provider shall submit an invoice on a monthly basis, after the completion of the

respective month.

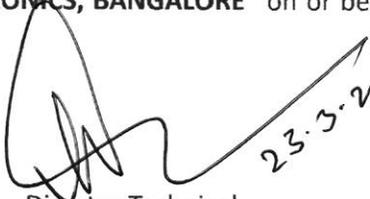
11.3. The service provider is responsible for all the statutory payment of deployed staff.

11.4. The payment shall be made within 30 days of receipt of the invoice.

12. Notwithstanding the above, the Client reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

13. Last date and time of receipt of quotations:

13.1. You are requested to submit the sealed quotations superscribed on the envelope **"INVITATION FOR QUOTATIONS (IFQ) FOR PROVIDING MANPOWER SERVICES FOR HIRING ARTICLED ASSISTANTS TO THE CORPORATE OFFICE, KEONICS, BANGALORE"** on or before 30.03.2026.


23.3.26
Director Technical,
KEONICS, Bangalore.