



THE KERALA STATE HOMOEOPATHIC CO OPERATIVE PHARMACY LTD.
Pathirappally.P.O, ALAPPUZHA, KERALA -688521

No.: HOMCO-C/000433/2025

Date:24.06.2025

**OPEN TENDER FOR THE SELECTION OF RETAINERSHIP FOR
ACCOUNTING WORK**

The Kerala State Homoeopathic Cooperative Pharmacy (HOMCO), a co-operative society functioning under the AYUSH Department, Govt. of Kerala invites Expression of Interest from firms registered under ICAI/ICMAI/any other professional agencies for the retainership for accounting work for the financial year 2025 -26. The EOI shall be submitted on or before 02.07.2025 at 5 pm in sealed envelope at mentioned address.

Minimum Eligibility Criteria

1. The firm should be in existence for a **minimum of 5 years** as of **1st January 2025**.
2. The firm must have **minimum 5 years of experience in data entry and conversion to accounting software** in a co-operative institution with an annual turnover exceeding **₹30 crores**.
3. The firm should have a **functional office in Alappuzha District**.
4. The firm must provide at least **two full-time accounting staff** who will be stationed at HOMCO. Frequent changes in the assigned personnel will not be entertained.

Scope of Work

1. Data conversion and maintenance of accounts in accounting software (e.g., Tally or equivalent).
2. Bank account reconciliation on a regular basis.
3. Timely filing of GST returns, including:
 - o GSTR-7 by the 10th of every month
 - o GSTR-1 by the 11th of every month
 - o GST TDS and TCS received by the 20th of every month
 - o GSTR-3B by the 20th of every month (post reconciliation with Tally and GSTR-2B)
 - o GSTR-9 (Annual Return) within the applicable statutory deadline
4. Electronic payment of taxes and duties as required under various Acts.
5. Computation and remittance of Tax Deducted at Source (TDS) under various heads.
6. Filing of quarterly TDS returns.
7. Preparation and issuance of statutory forms, such as Form 16 and Form 16A.
8. Provide written financial opinions and remarks on the financial stability and credibility of firms HOMCO intends to do business with, particularly during tenders and agreement processes.
9. Advise Prepare and provide remarks on any financial matter pertaining to HOMCO, including budgeting, compliance, fund flow, audit readiness, financial planning etc.

10. Support the management by providing relevant financial reports or information, and by clarifying accounting matters during AC Meetings or as and when required.
11. Undertaking any other accounting or compliance-related work as may be required under prevailing laws, government notifications, or regulatory directions applicable to HOMCO during the term of agreement.

Note: Any additional out-of-scope charges (e.g., consultancy by qualified professionals, additional staff deployment, or special assignments) should be clearly indicated with rates in the proposal.

| | | | |
|---|--|--|------------------|
| 1 | No. of years of existence as firm | Latest Firm Constitution Certificate issued by ICAI/other regulatory authorities. | |
| 2 | Details of branch in charge | To be specified in Profile | |
| 3 | No. of personnel available in Alappuzha office. Give break up of, professionally qualified / experienced, articles / audit assistants and employee for accounting and auditing | To be specified in Profile | |
| 4 | No. of years of experience of Data entry of Co-operative institutions | Specify in profile and give a list of institutions in last FIVE YEARS in the following format. | |
| | | Name of Institution | Fin.Year |
| | | Turnover of Institution | |
| | | | |
| 5 | Turnover of the firm for last three financial years | Year | Turnover of Firm |
| | | 2024-25 | |
| | | 2023-24 | |
| | | 2022-23 | |

General Conditions

- HOMCO reserves the right to accept or reject any or all proposals, and/or cancel the entire EOI process, without assigning any reason whatsoever.
- The decision of the Managing Director, HOMCO, will be final and binding on all matters related to this Tender.

MANAGING DIRECTOR