



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 10 years** as of **1st January 2025**.
2. The firm must have **minimum 10 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.									
		<table border="1"> <tr> <th>Name of Institution</th><th>Fin.Year</th><th>Turnover of Institution</th></tr> <tr> <td></td><td></td><td></td></tr> </table>	Name of Institution	Fin.Year	Turnover of Institution						
Name of Institution	Fin.Year	Turnover of Institution									
5	Turnover of the firm for last three financial years	<table border="1"> <tr> <th>Year</th><th>Turnover of Firm</th></tr> <tr> <td>2024-25</td><td></td></tr> <tr> <td>2023-24</td><td></td></tr> <tr> <td>2022-23</td><td></td></tr> </table>		Year	Turnover of Firm	2024-25		2023-24		2022-23	
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

AGREEMENT FOR ACCOUNTING RETAINERSHIP

This Agreement is made on this ____ day of _____, 2025

BETWEEN

The Kerala State Homoeopathic Co-operative Pharmacy Ltd. (HOMCO), a co-operative society registered and functioning under the Department of AYUSH, Government of Kerala, having its registered office at Pathirappally P.O., Alappuzha – 688521, Kerala, hereinafter referred to as "HOMCO", which expression shall unless repugnant to the context or meaning thereof include its successors and assigns, of the FIRST PART

AND

M/s. _____, a firm registered under [ICAI/ICMAI/Other], having its registered office at _____ and a branch office located in Alappuzha District, Kerala, hereinafter referred to as the "Retainer", which expression shall, unless repugnant to the context, include its partners, successors, and permitted assigns, of the SECOND PART

WHEREAS:

1. HOMCO issued an open tender inviting firms for appointment as accounting retainers for the financial year 2025–26;
2. The Retainer, meeting all eligibility criteria, has been selected to provide services under retainership as per the scope and terms defined herein;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. SCOPE OF WORK

The Retainer shall provide the following services to HOMCO during the term of this agreement:

1. Data conversion and maintenance of accounts using licensed accounting software (e.g., Tally or other HOMCO-approved platforms).
2. Periodic reconciliation of bank accounts.
3. Timely GST Compliance:
 - Filing of GSTR-7 by 10th of every month

- Filing of GSTR-1 by 11th of every month
 - Filing of GSTR-3B by 20th of every month (post reconciliation with Tally and GSTR-2B)
 - Filing of GST TDS and TCS returns by 20th of every month
 - Filing of GSTR-9 (Annual Return) within the due date
4. Electronic payment of taxes and duties under GST, Income Tax, and other applicable Acts.
 5. Computation and remittance of Tax Deducted at Source (TDS) under relevant sections.
 6. Filing of quarterly TDS returns and issuing of certificates (Form 16/16A).
 7. Providing written financial assessments, creditworthiness evaluations, and risk analysis of external firms or vendors that HOMCO may engage with (particularly in tenders or MoUs).
 8. Advise, Prepare and provide remarks on any financial matter pertaining to HOMCO including budgeting, fund flow, audit preparation, and compliance strategy.
 9. Preparing and submitting monthly financial reports including balance sheet, income & expenditure account, and cash flow statement.
 10. Preparation of MIS reports and dashboards for internal review and board presentations.
 11. Support in internal audit activities, including timely furnishing of records and responding to audit queries.
 12. Assistance in year-end finalization of accounts, including trial balance preparation, ledger scrutiny, and closing entries.
 13. Providing necessary financial reports and clarifications during Audit queries and AC Meetings, and assisting the management with regulatory compliance.
 14. Continuous monitoring of compliance status and providing timely updates on changes in tax laws, statutory rules, and regulatory deadlines.
 15. Assisting HOMCO during inspections, audits, or enquiries conducted by government departments or regulatory agencies.
 16. Recommending financial control measures, cost efficiency improvements, and accounting best practices.
 17. 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 this agreement.

Note: Any additional out-of-scope work (e.g., representation before government authorities, expert opinions, etc.) will be billed separately as per rates defined in Annexure A.

2. TERM

This agreement is valid for one year, commencing from ____ July 2025 to ____ June 2026, unless extended or terminated earlier in accordance with Clause 7.

3. OFFICE PRESENCE AND DEPLOYING OF STAFF

The Retainer shall maintain a fully functional branch office in Alappuzha District throughout the duration of this agreement.

The retainer shall deploy minimum two full-time staff at HOMCO's office, who will not be changed frequently without prior written notice and approval.

4. FEES & PAYMENT

- HOMCO agrees to pay the Retainer a total retainership fee of ₹_____ (Rupees _____ only), inclusive of taxes.
- Payment will be made on a monthly basis, post submission of invoice and performance verification.
- Additional charges for out-of-scope assignments will be paid as per Annexure A, subject to prior approval.

5. CONFIDENTIALITY

The Retainer agrees to maintain the confidentiality of all financial and operational information of HOMCO and shall not disclose any data to third parties without written permission, except as required by law.

6. REPORTING & COORDINATION

The Retainer shall coordinate with HOMCO for all deliverables and shall be available for queries or clarifications as and when required.

7. TERMINATION

- Either party may terminate this agreement by giving 30 days' written notice.

- HOMCO may terminate the agreement without notice in case of serious breach, misconduct, or non-performance.

8. DISPUTE RESOLUTION

All disputes arising out of this agreement shall be subject to the exclusive jurisdiction of the Courts at Alappuzha, Kerala. The parties will first attempt to resolve the dispute amicably.

9. GENERAL CONDITIONS

- HOMCO reserves the right to modify the scope of work with mutual consent.
- The decision of the Managing Director, HOMCO, shall be final and binding on all matters related to the execution of this agreement.

10. TIMELINES AND COMPLIANCE

- The Retainer shall complete and submit all accounting work related to the previous calendar month **no later than the 5th day of the following month**. This includes, but is not limited to, the preparation of financial statements, reconciliation of accounts, and submission of relevant reports.
- The Retainer shall complete any additional tasks assigned under this agreement, which are not part of the regular accounting deliverables, **within five (5) calendar days** of assignment, unless a different timeline is mutually agreed upon in writing.
- Timely completion of all tasks and deliverables is critical to the effective performance of this agreement. Failure to meet the specified deadlines may result in termination in the event of repeated non-compliance.
- The Retainer shall also ensure timely execution of any other work mandated by changes in applicable laws, government directives, or statutory guidelines, within reasonable timeframes or as specified by HOMCO, to maintain full regulatory compliance.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

SIGNED FOR AND ON BEHALF OF HOMCO

Name: _____

Designation: Managing Director

Signature: _____

Date: _____

SIGNED FOR AND ON BEHALF OF THE RETAINER

Name: _____

Designation: Partner / Authorized Signatory

Firm Name: _____

Signature: _____

Date: _____

WITNESSES – HOMCO

1. Name: _____

Address: _____

Signature: _____

2. Name: _____

Address: _____

Signature: _____

3. Name: _____

Address: _____

Signature: _____

WITNESSES – RETAINER

1. Name: _____

Address: _____

Signature: _____

2. Name: _____

Address: _____

Signature: _____

3. Name: _____

Address: _____

Signature: _____