

KARNATAKA STATE COIR DEVELOPMENT CORPORATION LIMITED

TENDER DOCUMENT

TENDER NOTIFICATION No. KSCDC/M(ACCTS)/TN-10/2017-18, Dated:15.05.2017

**TENDER FOR ENGAGING SERVICES OF CHARTERED ACCOUNTANT FOR
CONDUCTING INTERNAL AUDIT FOR THE YEAR 2017-18**

**VITC Building, Kasturba Road,
Bangalore – 560 001
Phone No. 080 22865866 Fax No.080 22865865**

KARNATAKA STATE COIR DEVELOPMENT CORPORATION LIMITED
(A Government of Karnataka Enterprise)
V.I.T.C. Building, Kasturba Road,
BANGALORE – 560 001
TELEPHONE NO. 22865866, FAX NO. 080 – 22865865

NO.KSCDC/M(ACCTS)/TN-10/2017-18

DATE : 15.05.2017

**SHORT TERM NOTICE INVITING TENDER FOR ENGAGING SERVICES OF
CHARTERED ACCOUNTANT FOR CONDUCTING INTERNAL AUDIT FOR THE
YEAR 2017-18
(THROUGH E-PROCUREMENT PORTAL ONLY)**

The Managing Director, Karnataka State Coir Development Corporation Limited, Bangalore, invites sealed tenders through **e-procurement** for Engaging services of Chartered Accountants for conducting Internal Audit for the year 2017-18 empanelled with C&AG, as per the Nature of Work mentioned in **Schedule-I**.

TERMS AND CONDITIONS

1. The tender should be submitted through E-procurement Portal as “**TENDER FOR ENGAGING SERVICES OF CHARTERED ACCOUNTANT FOR CONDUCTING INTERNAL AUDIT FOR THE YEAR 2017-18**” addressed to **The Managing Director, Karnataka State Coir Development Corporation Ltd, Bangalore – 560001**.
2. The tender for the bid should be as per the **Nature of Work - Schedule –I**.
3. Date and Time for Receipt and Submission of the Tender is **18.05.2017 to 01.06.2017 upto 3.00 P.M**
4. The date and time for opening the Tender is **02.06.2017 at 3.30 P.M.** in the presence/absence of such tenderers/their authorised representatives. Only one person per tender is permitted to be present.
5. No tender with corrections shall be considered as valid unless such corrections are attested by the tenderer/authorised person. The tender should be neatly written as given in the bid format.
6. **The Tenderer shall pay the EMD through e-procurement by following modes: a)Credit Card, b)Debit Card, c)NEFT (National Electronic Fund Transfer) & d)OTC (Over the Counter ICICI Bank payment).**

EMD details are indicated in **Annexure-A**. The E.M.D. does not carry any interest. E.M.D. will be returned to the unsuccessful tenderers within a month of finalization of the tender.

7. Tenders not supported by E.M.D. or not complete in any respect are liable for rejection.
8. The E.M.D. of the successful tenderer will be retained as Security Deposit with the Corporation.
9. The rate quoted by the tenderer should be firm and binding for the year 2017-18.
10. The rate should be quoted both in figures as well as in words in **Schedule –II**, which include Service Charges, other taxes, Conveyances and all other related expenses as applicable.
11. The Chartered Accountants succeed in the tender should provide qualified and efficient men at places as indicated in **Annexure-A**. The successful tenderer has to provide the services as per the applicable terms and conditions.
12. The Tender Committee will evaluate the tenders and the Managing Director reserves the right to accept/reject the tender. without assigning any reasons thereof and the decision of the said authority will be final.
13. The successful tenderer is required to make an agreement on **Rs.200/- stamp paper pertaining to tender terms and conditions within 15 days** from the date of communication of tender acceptance in **Annexure-B**, failing which, the EMD will be forfeited.
14. Payment will be made within 30 days on submission of bill quarterly along with the detailed audit report. The Tenderer should mentioned the Audit Fee along with the applicable taxes and other levies in the bill.
15. The decision of the Managing Director, Karnataka State Coir Development Corporation Ltd., Bangalore is final and binding on both the parties in case of any disputes that may arise during the period of contract. However, the appeal is confined to the jurisdictional courts in Bangalore, Karnataka.
16. Service provider is entirely responsible for all taxes, duties, license fees, octroi, permits and other levies, etc. incurred until termination of the contract.
17. If the Tenderer is not willing to provide the services sought on the accepted rate for the specific period, the Corporation has the right to terminate the agreement and forfeit the EMD.
18. Further details if any, can be had from the office of the undersigned during the office hours on all the working days.

MANAGING DIRECTOR

ANNEXURE – A

INTERNAL AUDIT FOR THE YEAR 2017-18

Sl.No.	Job Profile	Qualification	EMD	Place of Work
01	Conducting of Internal Audit for the year 2017-18	Chartered Accountants	Rs.10,000/-	1. Registered office of the Corporation 2. Showrooms at various locations 3. Godowns. 4. Production centres as per the list enclosed.

Note : Only Karnataka State based Companies/firms are required to participate.

STATUS OF THE CORPORATION FOR LAST THREE YEARS

(Rs. In lakhs)

Sl.No.	Year	Share Capital	Turnover	Profit/Loss
1	2014-15	301.15	3709.39	+116.39
2	2015-16	301.15	2027.23	-77.03
3	2016-17	301.15	570.48	-184.75*
4	2017-18	301.15	Expected Rs.6.00 to Rs.10.00 Crore	---

Note : * Accounts yet to be finalized.

SCHEDULE – I

NATURE OF WORK

01. Audit of Corporate office :

- i) 100% Verification of Sundry Debtors, Sundry Creditors, Journals, Sales, Purchase etc.
- ii) 100% Verification of Grants received from the Government – Opening Balances, Receipts, Expenditure Incurred, Closing Balance and Certification of Utilisation Certificate.
- iii) 100% Verification of Fixed Assets Register of the Company.
- iv) Verification of records in respect of Tenders.
- v) Verification of all Bank receipts / payments and Banks Reconciliation Statements.

02. Audit of all the Showrooms/Outlets :

- i) 100% Verification of Cash Sales Bills, Credit Sales Bills (for Credit Sales Bills - Acknowledge/Relevant Document obtained or not).
- ii) 100% Verification of Inward and Outward Notes.
- iii) Quarterly Verification of Stocks of all showrooms/Outlets.
- iv) Verification of Cash Sales Remittances and payments received from Sundry Debtors.

03. Audit of Godowns :

- i) 100% Verification of Stock Book
- ii) Verification of Expenditure incurred.
- iii) Movement of Stocks (Verifying of Stock Outward and Inward Registers)

04. Audit of Production Centres :

- i) 100% Verification of Opening Balances, Receipt, Transfers and Closing Balance of Stock.
- ii) 100% Verification of Progress Report with special reference to standard consumption levels, actual consumption of materials and wastages if any including valuation.

- iii) Verification of Cash Book with Vouchers of all the production centres submitted by the respective Regional Managers.
- iv) 100% Verification of Inward and Outward Notes

05. Audit Period :

Sl.No.	Audit Period - Quarter	Completion Date
1	April to September 2017	30.11.2017
2	October to December 2017	28.02.2018
4	January to March 2018	31.05.2018

06. Verification of Statutory Reports :

- a) Monthly VAT Returns
- b) Etds and other Income Tax Returns
- c) EPF Monthly and Annual Returns
- d) Etds Filings

07. Other Scope of Work :

- a) Preparation of Monthly Financial Statement.
- b) Preparation of Budget.
- c) Preparation of Balance Sheet along with the schedules as per Company Law.
- d) Filing of monthly VAT Returns and IT Returns for the year.
- e) Certification of Utilisation Certificates for Grant Governments.

08. Preparing Feasibility and Project Reports for Capital Investment.

NOTE : On completion of the internal audit, the auditor should submit his report indicating the result of his review of the accounts. All discrepancies noticed in the financial accounts, transactions, procurements, Sales, bank reconciliation etc., should be included in the report with comments.

SCHEDULE II

BID FORM

EMD _____

Bank DD No. _____

Dated: _____

Drawn on Bank : _____

Tenderer`s Name :

Address :

Tele No.

Sl.No.	Particulars	Unit	Your Quote in Rupees	
			In Figures	In Words
1	Scope of Work is as in Schedule-I reading through Sl.No. 01 to 08 (The quote should include Service Tax and other applicable charges)	1		

This is to certify that I/We have gone through the terms and conditions and specifications of the tender for providing of internal audit and other services as mentioned in schedule-I and accept the same.

Signature of the Tender:

Name :

Address :

Telephone Number :

Fax Number :

DATE :

Copies of the following documents should be uploaded through
E-procurement portal

01. Copy of the Membership Certificate issued by the Institute of Chartered Accountants of India.
02. Copy of the Service Tax Registration.
03. List of Clients.
04. Income Tax Pan Details.
05. Name and Addresses of the Bankers.
06. Bid Form : **Schedule – II**

Annexure – B

AGREEMENT

THIS AGREEMENT made on this th day of _____, 2017 between the Managing Director, Karnataka State Coir Development Corporation Ltd., VITC Building, Kasturba Road, Bangalore-560 001 (hereinafter the Company) of the One Part and M/s.

_____ (hereinafter called the Chartered Accountant) on the other part:

WHEREAS the Company invited bids for Conducting the Internal Audit of the Corporation and has accepted the bid by the Chartered Accountant for Conducting the Internal Audit at the rates (hereinafter called the Contract Price) as per the following description.

Sl.No.	Particulars	Accepted rates

NOW THE AGREEMENT WITNESSETH AS FOLLOWS ;

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Agreement referred to,
2. The following documents shall be part of the agreement and be read along with this Agreement.

- A. The Bid form and the price schedule submitted by the Bidder.
- B. Nature of Work of Conducting Internal Audit and requirements as mentioned the Tender Notification No.KSCDC/M(ACCTS)/TN-10/2017-18, dated : 15.05.2017.
- C. Terms and Conditions of Tender Notification No.KSCDC/M(ACCTS)/TN - 10/2017-18, Dated: 15.05.2017.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
Purchaser

Signed, Sealed and Delivered
by the Supplier

In the Presence of
(Name and Address of the Witness)

In the Presence of
(Name and Address of the
Witness)

1.

1.

2.

2.