

The Kerala Ceramics Limited

(A Government of Kerala Undertaking)

Kundara, Kollam Dist, Kerala

Tel: +91(0474) 2522448

www.keralaceramics.com

CIN: U26919KL1963SGC002033

TENDER DOCUMENT

FOR

INTERNAL AUDIT

Opening Date of Submission of Tender : 02.05.2018

Closing Date of Submission of Tender : 14.05.2018

The Kerala Ceramics Limited

(A Government of Kerala Undertaking)



Kundara, Kollam Dist. Kerala -691501

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REF: TD 3/P&S/AUDIT/ /18-1902.05.2018

NOTICE INVITING TENDER **APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR** **2018 - 2019**

Sealed and Superscribed Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors for the Financial Year 2018-2019 in the Head Office of the Company so as to reach the office of the undersigned at 3 pm on or before 14.05.2018. Tenders will be opened on the same day at 3.30 pm in the presence of those tenderers who are present at that time. Company reserves the right to accept or reject in part or full all the tenders without assigning any reason thereof.

The interested CA firms may submit their tender in the prescribed Proforma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**.

The sealed tender may be submitted in one big envelope superscripting “TKCL – Appointment of Internal Auditor” containing two separate sealed envelopes, one for “Technical Bid” and another for “Financial Bid” superscripting as such and addressed to Managing Director, The Kerala Ceramics Limited.

The technical bid envelope must contain the technical bid format in prescribed Proforma as per Annexure-I with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the internal audit services will not accept any claim other than professional fee/charges etc. specified in financial bid.

The technical bid will be opened at THE KERALA CERAMICS LIMITED, Head Office on 14.05.2018, in the presence of the bidders who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided.

The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found to be incomplete in any respect will be summarily rejected.

Any further clarifications can be sought from:

**Managing Director,
The Kerala Ceramics Limited,
Kundara P.O
Kollam- 691501**

Eligibility Criteria:

1. The Chartered Accountant firm should have at least an experience of 5 Years from the establishment or registration of the firm.
2. In Case of sole proprietor firm, the proprietor should be a FCA while in case of Partnership firm one of the partners should be a FCA.
3. The firm should not have been debarred from Statutory Audit/Internal audit of any Company.
4. The Chartered Accountant firm should have its main office/branch office at Kollam District.
5. The Chartered Accountant firm should have at least 2 Partners as on the date of the Tender form.
6. The Chartered Accountant firm should have at least 2 Articles / Articled clerks on the date of Tender submission.
7. The Chartered Accountant firm should have conducted either statutory audit and/ or internal audits in companies. The firm should have an experience of public sector audit,
8. The Annual turnover of the Chartered Accountant firm shall not be less than Rs.5 Lacks in of last financial year.
9. The firm should be proficient in Tally Accounting Package-Please provide the details

Scope of Work:

1. Review of operations at Head office and factory and to assure whether the operations are conducted economically and efficiently.
2. To assure whether the systems, procedures, adopted by the company are adequate and effective to achieve company's objectives and goals.

3. To assure the compliances of legal, regulatory, accounting standards, policies, and prescribed procedures.
4. To add value to improve the company's operations
5. To evaluate and improve the effectiveness of risk management control and governance procedures.
6. To assist in preparation of quarterly results and annual accounts as required by management.
7. To update Fixed assets register
8. The period of audit will be from 01.04.2018 to 31.03.2019.
9. The audit reports to be submitted along with corrective/suggestive measures, if any are to be submitted immediately on completion of audit as per format of internal audit report. If the auditor observes any case of non production of records or non-co-operation to the auditors, the auditor will take up the matter with the higher authority and get their audit procedure completed instead of merely reporting such cases in their report.
10. The CA firm shall depute at least two semi qualified CA's headed by a qualified CA to conduct the audit
11. The payment of audit fees will be made after the submission of Internal audit reports satisfactorily in line with Audit objectives and Terms and conditions.
12. The Internal auditor shall provide /update TKCL regarding any changes made in accounting standards/applicable tax laws and ensure its implementation.
13. The TKCL shall not be liable for any type of payments to be made by the firm to the employees deputed by the internal auditor at TKCL to conduct the Internal Audit.
14. The contract can be terminated /concluded even at an earlier date, after serving one month notice by either side.
15. No advance payment will be made on any account. However, 50% payment of the quarterly fee would be paid on submission of each quarterly Audit Report.
16. The audit will be conducted during the office hours of the company.
17. TKCL will not responsible for any additional liability of your staff like PF/ESI or statutory benefit. TKCL will not be liable for any compensation under the workman compensation Act.
18. You will be bound by rules of discipline and will make entries in the visitors register maintained at the reception of the company.
19. You will in consultation with the competent authority chalk out an audit programme for the year and will submit report to Finance Head / TKCL as may be decided /directed by the company.
20. You will also follow guidelines on Internal Audit Procedures issued by ICAI and also TKCL guidelines of this matter.
21. Any dispute if arises shall be referred to MD TKCL and the decision of the MD TKCL shall be final and binding.

Terms and Conditions

1. The period of appointment shall be for conducting Internal Audit for one year i.e. for the financial year 2018-19. However, considering satisfactory work, the appointment may be extended for 1 more year. The Company reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.
2. The Company reserves the right to accept or reject any application at any time without assigning any reason thereof.
3. THE KERALA CERAMICS LIMITED will not accept any claim other than professional fee/ Charges etc. specified in financial bid.
4. Each page of the tender documents is required to be signed by the Partner of CA Firm. The documents/ Certificates in support along with the tender shall also be signed by the Partner.
5. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

In addition to the above, the Chartered Accountants firm is advised to certify and ensure as follows:-

- The firm is not in any case disqualified under provision of Sec.141 (3) of Companies Act, 2013.
- The license of the proprietor / Key Person of the partnership concern have been issued for Full Time practice by The Institute of Chartered Accountants of India.

TECHNICAL BID

(The details to be provided as on the closing date of this Notice Inviting Tender)

General Information	
Name of the Chartered Accountants Firm	
Registered/Branch Office Address	
Name of Partners	
Contact no. of Partner	

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria (Yes/No)	
2	No. of years of experience	
3	Date of registration of Chartered Accountants firm	
4	Whether firm is empanelled with C&AG (Yes/No)	
5	C&AG empanelled no.	
6	Whether firm is empanelled with RBI (Yes/No.) If yes, empanelled no.	
7	Whether firm has peer review by members of ICAI for any financial year (Yes/No). The year of peer review shall be mentioned	
8	No. of Partners (as on date of tender)	
9	Employees (as on closing date of tender)	
10	No. of Article/Audit Clerks (as on closing date of tender)	
11	Whether The Chartered Accountants firm have its registered/branch office at Kollam	
12	Annual turnover of CA firm for a. FY 2014 -15 b. FY 2015 -16 c. FY 2016 -17 d. FY 2017-18	

FINANCIAL BID

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

Sl.no.	Particulars	Amount in Rs.
1	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2018-19. First Quarter Second Quarter : Third Quarter : Fourth Quarter : Total	
2.	GST	
3.	Grand Total	

Grand Total [Professional fees in words]

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**Signature of Partner
With name and Firm Seal**