

# The Kerala Ceramics Limited

(A Government of Kerala Undertaking)



Kundera, Kollam Dist. Kerala -691501  
Phone: 0474-2522248, 2526158  
Fax: 0474-2522344  
Email: [keralaceramics@gmail.com](mailto:keralaceramics@gmail.com)  
[www.keralaceramics.com](http://www.keralaceramics.com)

REF: TD No. 2/P&S/AUDIT/21-22

16.04.2021

## **NOTICE INVITING TENDER**

### **APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2021 - 2022**

Sealed and Super scribed Tenders are invited from Chartered Accountants/Cost Accountants firms for appointment as Internal Auditors for the Financial Year 2021-2022 in the Head Office of the Company so as to reach the office of the undersigned at 3 pm on or before 05.05.2021. 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 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 Head Office of the company on 30.04.2021, 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 Accounting 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:

**Finance Manager,  
The Kerala Ceramics Limited,  
Kundara P.O  
Kollam- 691501**

**Eligibility Criteria:**

1. The 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 an FCA while in case of Partnership firm one of the partners should be an FCA.
3. The firm should not have been debarred from Statutory Audit/Internal audit of any Company.
4. The Accountant firm should have its main office/branch office at Kollam District.
5. The Accountant firm should have at least 2 Partners as on the date of the Tender form.
6. The Accountant firm should have at least 2 Articles / Audit clerks on the date of Tender submission.
7. The Chartered Accountant firm should have conducted either statutory audit and/ or internal audits in companies.
8. The Annual turnover of the Chartered Accountant firm shall not be less than Rs.5 Lacks in the last financial year.
9. The firm should be proficient in Tally Accounting Package
10. The firms who have already worked as Internal Auditors with TKCL are not eligible to apply.

**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 01.04.2021 to 31.03.2022.
9. The audit reports 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 payment of audit fees will be made after the submission of Internal audit reports satisfactorily in line with Audit objectives and Terms and conditions.
11. The Internal auditor shall provide /update TKCL regarding any changes made in accounting standards/applicable tax laws and ensure its implementation.
12. 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.
13. The contract can be terminated /concluded even at an earlier date, after serving one month notice by either side.
14. 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.
15. The audit will be conducted during the office hours of the company.
16. TKCL will not be 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.
17. You will be bound by rules of discipline and will make entries in the visitors register maintained at the reception of the company.
18. You will in consultation with the competent authority chalk out an audit programme for the year and will submit report to Finance Manager, TKCL as may be decided /directed by the company.
19. You will also follow guidelines on Internal Audit Procedures issued by ICAI and also TKCL guidelines of this matter.
20. Any dispute if arises shall be referred to MD TKCL and his decision 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 2021-2022. 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 of 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 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.

**TECHNICAL BID**

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

<b>General Information</b>	
Name of the Audit Firm	
Registered/Branch Office Address	
Name of Partners	
Contact no. of Partner	

**Eligibility Criteria**

<b>1</b>	Whether the firm meets all the eligibility criteria (Yes/No)	
<b>2</b>	No. of years of experience	
<b>3</b>	Date of registration of Chartered Accountants firm	
<b>4</b>	Whether firm is empanelled with C&AG (Yes/No)	
<b>5</b>	C&AG empanelled no.	
<b>6</b>	Whether firm is empanelled with RBI (Yes/No.) If yes, empanelled no.	
<b>7</b>	No. of Partners (as on date of tender)	
<b>8</b>	Employees (as on closing date of tender)	
<b>9</b>	No. of Article/Audit Clerks (as on closing date of tender)	
<b>10</b>	Whether The Chartered Accountants firm have its registered/branch office at Kollam Yes/No	
<b>11</b>	Annual turnover of CA firm for a. FY 2016 -17 b. FY 2017 -18 c. FY 2018 -19 d. FY 2019-20	
<b>12</b>	Whether the Chartered Accountants firm have previously worked as internal auditors of TKCL Yes/No	

*Annexure-II*

**FINANCIAL BID**

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

<b>Sl.no.</b>	<b>Particulars</b>	<b>Amount in Rs.</b>
1	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2019-20. First Quarter: Second Quarter : Third Quarter : Fourth Quarter :  Total	
2.	GST (if applicable)	
3.	Grand Total	

Grand Total [Professional fees in words]

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

