



**KARNATAKA STATE INDUSTRIAL AND INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED (KSIIDC)**

**“Khanija Bhavan” 4th Floor, East Wing
No.49, Race Course Road, Bengaluru - 560001, India**

Telephone: 080-22258131-33, 22254330, Fax No.080-22255740

E-mail : ravishankar@ksiidc.com // info@ksiidc.com

Website : <http://www.ksiidc.com>

REQUEST FOR PROPOSAL (RFP)

FOR THE APPOINTMENT

OF

**CHARTERED ACCOUNTANT / COST &
MANAGEMENT ACCOUNTANT FIRM**

**FOR INTERNAL AUDIT AND CONCURRENT
AUDIT ASSIGNMENT**



**KARNATAKA STATE INDUSTRIAL AND INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED**

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KARNATAKA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (KSIIDC)

KSIIDC/IA-APPT/2018-19

Date: May 18, 2018

Sub: Request for proposal for assignment of Internal Audit and Concurrent Audit

Karnataka State Industrial and Infrastructure Development Corporation Limited (KSIIDC) invite proposals / offers **through e-procurement** from Chartered Accountant (CA) / Cost Management Accountant (CMA) Firms for one year to be extended on performance basis for another two years.

1. The CA / CMA Firm will be selected as per the procedures described in this Tender Document and in accordance with the policies of KSIIDC.
2. The CA / CMA Firms can view the tender details from e-procurement website – <http://www.eproc.karnataka.gov.in> and also web site of KSIIDC Limited – <http://ksiidc.com>
3. The aspiring CA firm who has not registered in e-procurement portal should register before participating through the website <http://www.eproc.karnataka.gov.in>.
4. The soft copies of the Tender documents can be downloaded from e-Procurement portal consisting of qualification criteria along with terms and conditions of contract to be complied with by the CA / CMA firm registered with e-Procurement portal of Govt. of Karnataka.
5. Before submission of the bid on-line, the CA / CMA firm shall ensure that the scanned copies of all the necessary documents have been attached with the bid.
6. For details on registration, e-payment, user manual for bid submission, visit GoK e-procurement website <http://www.eproc.karnataka.gov.in> or contract e-procurement Help Desk No.080-25501216/227.
7. The Technical & Financial proposal is through e-procurement portal only. The CA / CMA firm shall upload all the documents as per the tender document through online only. Both the Technical and Financial proposal shall be uploaded on or before JULY 06, 2018, up to 16.30 hrs.
8. Technically qualified CA / CMA firms will only be considered for opening the financial bid containing the Price bids.
9. A pre-proposal meeting will be held on WEDNESDAY, 20TH JUNE 2018 AT 1500 HRS. at KSIIDC, Bengaluru.
9. KSIIDC reserves the right to reject any and all proposals as it may determine in its sole and absolute discretion.

MANAGING DIRECTOR



**KARNATAKA STATE INDUSTRIAL AND INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED**

**Appointment of Chartered Accountant's / Cost & Management
Accountant Firm for Internal & Concurrent Audit Assignment**

I. ABOUT KSIIDC :

KSIIDC was established in the year 1964, as a wholly owned undertaking of the Government of Karnataka under the provisions of Companies Act, 1956. The Registered Office of the Corporation is situated at Khanija Bhavan, 4th Floor, East Wing, No.49, Race Course Road, Bengaluru- 560001. The activities of KSIIDC can be broadly classified under the following three areas:

- a) Promotional, Developmental, Infrastructure Initiatives and Nodal Agency Role
- b) Promotion of Industries through Equity assistance
- c) Promotion of Industries through Loan assistance.

Some of the major promotional and developmental activities undertaken by KSIIDC include:

- i. Promotion and implementation of the Bengaluru International Airport Project at Devanahalli.
- ii. Construction of a state of the art office complex at Race Course Road, Bengaluru (Khanija Bhavan).
- iii. Construction of a modern IT / BT Park at Rajajinagar Industrial Area, Bengaluru.
- iv. Jindal Vijayanagar Steel Limited promoted by KSIIDC in the joint sector which is now contributing significantly to the cause of industrialization.
- v. Major infrastructure projects such as projects under Aviation Development, development of Tadadi Port, development of Bangalore Signature Business Park, International Convention Centre, Gas Pipeline Project and Industrial Infrastructure Development Projects such as Chennai – Bengaluru – Chitradurga Infrastructure Corridor (CBCIC), Bengaluru – Mumbai Economic Corridor (BMEC) and National Investment Manufacturing Zone (NIMZ).

KSIIDC commenced its lending operations from the year 1977 under IDBI refinance scheme. KSIIDC has so far assisted about 135 starts up ventures through equity participation. These include both listed and unlisted investments. The total equity investment as of March 31, 2017 is Rs.115.50 crores. KSIIDC is divesting its share holdings.

KSIIDC has put on hold sanction of loans and financial assistance and is presently focusing on recovering from NPAs.

KSIIDC was a profit making company for almost three decades. However, due to change in market forces following economic liberalization, KSIIDC's operations suffered resulting in increase in NPAs. KSIIDC has incurred losses for about eight years from year 1998-99. Due to timely corrective measures and other initiatives taken for revival, KSIIDC has turned around from 2006-07 by earning cash profit. The audited balance sheet of KSIIDC for the period ending March 31, 2017 is available on KSIIDC's website (www.ksiidc.com).

II. SCOPE OF INTERNAL AND CONCURRENT AUDIT :

The operations of all the department of KSIIDC need to be audited on regular basis. The objective of the audit is to effectively put in place a reporting system on quarterly basis or as often as an audit team deems fit, to act as an effective MIS. Although, it is expected that quarterly finding (summary) of the audit work carried out in all the departments would be furnished in the form of quarterly reports, the audit assignment would also call for immediate reporting to the management if major lapses or lacuna are noticed in the operations.

The specific works required to be audited on a continuous basis in the existing departments are indicated below:

FINANCE & ACCOUNTS DIVISION

1. All statutory payments (Computation, Recovery and remittance) - 100%.
 - i) TDS on salaries
 - ii) TDS on all contract payments / TDS on Profession
 - iii) PF deductions
 - iv) TDS on interest
 - v) Professional Tax
 - vi) Advance tax / Income tax / GST
 - vii) Any other statutory remittance.
2. Verification and validation of interest calculations in time in respect of finance extended by the Corporation (100%)
3. Bank Reconciliation Statements (100%)
 - i) Verify whether statements have been prepared on a timely basis.
 - ii) Review monthly Cheque receipts, returns with Bank statements and indicate cases of delay in realization / non-realisation of cheques
4. Verification and Validation of Interest / other demands including TDS from Banks / Financial Institutions / other institutions, (if any), etc.
5. To ensure completeness / correctness of accounting of revenue (i.e., interest received on loans). Verify the postings made in the financial accounts with similar entries made under Loan Monitoring System on a routine basis (weekly) (100%).

6. Review nature of expenses and verify nomenclature on a random basis (at least 40%) during the months selected for the purpose of audit. As regards Journal Entries (100% verification), the audit is required to ensure the correctness of the entries, mismatch, if any, in the ledger account especially pertaining to the areas like statutory payments, leakage of revenue, wrong classification of capital to revenue, and vice-versa, which will have a bearing on the accounts. The report should indicate the extent of verification and months covered in all the cases.
7. Verify Interest calculations and recovery of all loans provided by the Corporation to its employees (100%).
8. To verify the dues furnished / computed under Simple Interest / normal interest as sought by, to process the cases under One Time Settlement (OTS).
9. To verify the files before issue of 'No Due Certificate' (NDC) with reference to the OTS receipts and dues, if any, payable under OTS and status of realization.
10. Surprise physical verification of cash on a fortnightly basis.
11. Verify compliance with regard to RBI norms, RBI Bulletins and Circulars applicable to NBFCs / as applicable to financial institutions issued from time to time and report deviations, including accounting implications.
12. **NPA Management**: Review of existing systems, policies, procedures being followed and report whether they are in compliance with relevant guidelines / circulars etc., issued from time to time by RBI. To suggest improvement in the areas system development compliance / non-compliance with regard to NPA Management.
13. To audit and verify the files processed for placing of Term / Fixed Deposits with respect to rates obtained, limits, fixed, statutory compliance, if any. Also to physically verify the Term / Fixed Deposit Receipts with the register maintained and Financial Accounts.
14. To verify invoices raised in respect of Bangalore International Airport as per the terms of agreement.
15. Whether the Corporation maintains an account of waiver of loans, interests / other debits etc.

16. Inspection of Units (major cases to be decided in consultation with the Management). The expenditure for such visits shall be borne by the Corporation.
17. Overtime Payments.
18. TA / DA Payments.
19. To involve in finalization of annual accounts and vet the same after finalization before placing the same before the Audit Committee.
20. To co-ordinate with Statutory Audit, C & AG Audit and furnish replies as may be necessary.

OPERATIONS DIVISION

Since last 18 years, KSIIDC has kept on hold sanction of fresh financial assistance. Presently, it is focusing on recoveries from advances and tackling of NPAs.

The operations are broadly divided into two Zones (Bangalore Zone and Karnataka Zone) based on the geographical location of the assisted units. The indicative Scope of Work relating to the audit of the operating division is as under:

The specific works required to be audited on a continuous basis in the exiting departments are indicated below:

1. Review and report on recovery in respect of various types of loans:

- i) All files.
- ii) All reschedulement & one time settlement proposals.
- iii) BIFR cases.
- iv) AAIFR cases.
- v) Procedures adopted in recommending for taking over of an under under Sec. 29 of SFC's Act.
- vi) Whether the unit was taken over under Sec. 29 within the stipulated period or not with reasons for taking over or not taking over. Report on consequent loss, if any, that the organization would have suffered as a result.
- vii) In cases of reschedulement / rehabilitation, whether the modification deed has been executed.

2. Review and report on units proceeded with recovery action under SFCs Act.
 - i) Delay in selling of assets.
 - ii) Placing of advertisements
 - iii) Review of periodical inspection of units and recordings on the state of the fixed assets and current assets within the unit.
 - iv) Comment on security employed in guarding the assets taken over under Sec 29 of SFC's Act, selection and satisfactory services of security agencies, etc.
 - v) Review of proposals / offers for purchase of assets, procedures adopted in selling of assets, handing over of assets, monies received on selling of assets, allocation of monies received to proper head of account etc.
 - v) Action taken on assets missing, if any, from the taken over units.
 - vi) Pre-audit of all security payments proposed to safeguard secured / mortgaged assets against which recovery action has been initiated under various Sections of SFCs Act.
 - vii) Any other related matter.
3. Review Audited Accounts of borrower units of all assisted companies / firms and also report on the action taken thereon. The report should also include comments on working results of major borrowers, which should provide necessary feedback to the management on monitoring and follow-up of the concerned borrower accounts.
4. Review on communications and obtaining conduct of account of assisted entity with concerned commercial banks, financial institutions, etc.
5. Review whether the Corporation has a system of monitoring the timely recovery of outstanding dues.
6. Review whether the Corporation has a system of monitoring insurance and other claims.
7. To verify computation of interest furnished by Accounts Department for the purpose of settlement of dues under OTS by the loanees.
8. To verify the OTS proposals in accordance with the OTS policy including financial / legal / etc., aspects.

LEGAL DEPARTMENT :

- (i) Verification of all legal documentation (comment on lapses on securing the loan sanctioned / disbursed through proper legal documentation, if any).
- (ii) Verification of registers / records with the original documents deposited as security.

- (iii) Review the criminal complaints filed for the loss of assets charged to the Corporation.
- (iv) Auditing of files pertaining to invoking of personal guarantees of loanees and related issues with the files handled by the department.

INFORMATION TECHNOLOGY DEPARTMENT

All purchases above ₹25,000/-

- (i) Actual requirement of purchases.
- (ii) Approval by concerned authority
- (iii) Authorization for purchases
- (iv) Systems and procedures followed
- (v) Details of existing computers and peripherals
- (vi) Proper maintenance of computers and peripherals
- (vii) Procedure adopted on writing off computers and peripherals , if any
- (viii) Whether the Board is briefed regularly of the IT strategy

ADMINISTRATION DEPARTEMNT

All purchases above ₹25,000/-

- (i) Actual requirement of purchases.
- (ii) Approval by concerned authority
- (iii) Systems and procedures followed
- (iv) Details of existing assets
- (v) Physical verification of assets on a yearly basis
- (vi) Examination and verification of physical existence and condition of the tangible assets.
- (vii) Procedure adopted in writing off and disposing of assets.
- (viii) Proper maintenance of assets
- (ix) Maintenance of Fixed Asset Register as per the prescribed format under the new Companies Act, 2013.
- (x) Procedure adopted in selection of various vendors including those providing annual maintenance.
- (xi) Sanction of various loans to the employees of the Corporation as per rules, eligibility etc., including obtaining security towards loan.
- (xii) Selection of security agency as per relevant acts and rules. Internal control on security exerted by the department.
- (xiii) Inventory of cars, control on fuel and kilometer usage, trip scheme, authorization to use cars for various trips etc.,
- (xiv) Vehicle maintenance cost and its control.
- (xv) Verification of monthly Lunch Expenses provided to the employees

- (xvi) Verification of HBA / HPA / Vehicle Advance files of employees, who are attaining superannuation / retiring under VRS.
- (xvii) Other issues emerging from time to time.

PERSONNEL DEPARTMENT

- i) Increments provided to employees as per rules.
- ii) Promotions provided as per rules.
- iii) Filing of various returns to the State Government as per rules as well as within prescribed time.
- iv) Undue delay in processing of files.
- v) Disciplinary action taken is within rules or disciplinary action not taken when warranted.
- vii) Review of implementation of rules / circular issued by various authorities within the organization, controlling Government department and State Government.
- viii) Verification of Earned Leave / Half Pay Leave Encashment Register and payments.
- ix) Payment revisions, if any.
- x) Other issues emerging from time to time, if any.

FINANCIAL SERVICES DIVISION (FSD)

- i) The proposals for investment in equity shares / debentures / mutual funds.
- ii) Investment in shares.
- iii) The proposal for disinvestment of shares held by the Corporation.
- iv) Physical verification of inventory of stocks including register.

BUSINESS DEVELOPMENT DEPARTMENT

- i) Adequacy of business development carried out
- ii) Auditing of procedures adopted and expenditure incurred while arranging for industrial meets.

KHANIJA BHAVAN & ITBT PARK

- i) All expenditure and fund flows relating to Khanija Bhavan, ITBT.
- ii) To review the Premises & Facilities Management (P&FM) Services provided by the Service Provider at Khanija Bhavan and ITBT Park.

- iii) To carryout surprise inspection to review deployment of security guards as per the tender document at both Khanija Bhavan and ITBT Par.
- iv) Verification of receipt of rent periodically as per invoice raised and as per lease agreements signed with the occupants.
- v) Verification of enhancement of rent upon renewal of lease agreements.
- vi) Payment of P&FM monthly bills, AMC payments and all other major payments.
- vii) Other issues emerging from time to time, if any.

INFRASTRUCTURE PROJECT DEVELOPMENT DEPARTMENT (IPD)

The Corporation is acting as a Nodal Agency and also as Project Advisor. As a Nodal Agency, it handles all the projects assigned by the Government of Karnataka till the commissioning and subsequently also, as per direction.

(a) The Projects handled by the Corporation as Nodal Agency :

- Bangalore International Airport Project (now completed) and being expanded;
- Tadadi Port Development Project ;
- Devanahalli Business Park Project ;
- International Convention Centre ;
- Gas Pipeline Project.
- Projects under Aviation Development
 - Airstrips
 - Helipads
 - Minor Airports
 - Regional Air Connectivity Scheme / UDAN
- Industrial Infrastructure Development Projects
 - Chennai-Bangalore-Chitradurga Infrastructure Corridor (CBCIC)
 - Bangalore – Mumbai Economic Corridor (BMEC)
 - National Investment Manufacturing Zone (NMIZ) / Industrial Nodes

(b) As a Project Advisor, the Corporation has signed MOA with IL&FS and formed a Joint Venture (JV) to provide project advisory services to Government agencies for the development of infrastructure projects in the State of Karnataka.

(c) A SPV by name “Tadadi Port Limited” has been formed.

(d) Proposal regarding formulation of Joint Venture Company with GAIL Gas Limited for City Gas Distribution project.

(e) Formulation of a policy for charging of fees for infrastructure projects, Consultancy Fees payment, etc.

(f) Reconciliation of payments released regarding land acquisition to other organizations.

ZONAL OFFICES

- i) Corporation has two Zonal Offices at Mangalore and Gulbarga.
- ii) One Zonal Office be audited in each quarter with regard to various expenditure incurred, procedures adopted in collection of loan recovery amount and transferring to Head Office, control exercised in expenditure, security of taken over units, regular inspection of taken over and running units by the officials of the Corporation / Zonal Offices etc.
- iii) Auditors to visit some of the units running / taken over within the purview of the zonal office to note various measures taken by the Corporation in securing the assets or not securing the assets.
- iv) Action taken on assets missing, if any from the taken over units.

CORPORATE SOCIAL RESPONSIBILITY (CSR) :

Pre-audit of the CSR activities and expenses made thereon as per CSR Policy approved by the Board of Directors of KSIIDC.

GENERAL

- a) As all the notings / correspondences will be in Kannada and the comments / opinions to be offered in Kannada, Audit Firms will be required to deploy staff with Kannada knowledge.
- b) Review procedures adopted in taking necessary approvals on undertaking visits abroad and are in line with the existing rules of the State Government guidelines etc.,
- c) Performance of schemes introduced by the company in the areas of sanctions, disbursements, recoveries, one time settlements, sale of equities etc.,
- d) Review periodically the Business plans of the company and its achievements with respect to targets and goals.
- e) Management review and review of quarterly performance of the Corporation.

- f) Any other specific work relating to day to day operations not specifically covered above.
- g) Adequacy of the existing system in reporting and control and suggesting improvements.
- h) Adequacy of systems in meeting the statutory compliance in filing returns especially in the electronic forms.
- i) Review implementation of "Restructuring Plan".
- j) To be conversant with KTPP Act.

KSIIDC may, from time to time reorganize its operations and departments depending on the need, the scope of audit would encompass all the operations even after reorganization / reconsolidation of various departments. The work content indicated for the various departments as above is only indicative and the audit would encompass all the existing and future reorganised operations.

Further clarifications on the Scope of Services to be rendered may be had by contacting Shri Ravi Shankar, AGM (Internal Audit).

III. CRITERIA FOR PRE-QUALIFICATION (TECHNICAL) & FINANCIAL BIDS:

- i. Mere online submission of bid documents does not qualify a Chartered Accountant (CA) / Cost Management Accountant (CMA) firm for appointment.
- ii. The bid of the CA / CMA firm which does not comply / satisfy the eligibility criteria mentioned hereunder is liable to be rejected.

- a) The CA / CMA firm shall hold a valid Certificate of Practise issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India, a copy of which shall be furnished. Also, a self declaration that the firm is in operation for the last ten years should be furnished.
- b) The firm should have a minimum of 5 Chartered Accountants / Cost & Management Accountants and of which at least 3 should be fellow members (including partners).
- c) The firm should have a minimum of 5 years experience in carrying out internal audit / concurrent audit for banks and / or financial institutions having a turn over of more than ₹50 crores.
- d) The firm should have worked as Statutory Auditors for banks and/or financial institutions for a minimum period of 7 years having a turn over of more than ₹50 crores during the last five years.

The firm shall furnish a self declaration for having met the requirements stipulated in (b) (c) and (d) above by indicating the names of CAs / CMAs, names of banks and financial institutions who have availed its services in the past.

- iii. The CA / CMA firm shall furnish an undertaking separately on its letterhead as an enclosure to deploy adequate compliment of audit team commensurate with the scope of services to be rendered to the satisfaction of KSIIDC.
- iv. As all the notings / correspondences will be in Kannada and the comments / opinions to be offered in Kannada, Audit Firms will be required to deploy staff with Kannada knowledge.

A brief write up on the audit team proposed to be deployed may be furnished.

- v. KSIIDC at its sole discretion reserves the right to reject the bids of any CA / CMA firm who fails to qualify the prequalification criteria.

- vi. KSIIDC shall disqualify the CA / CMA firm at any stage, as soon as it comes to the notice of KSIIDC at a later date that any information(s) / certificate(s) furnished/produced were factually incorrect / false.
- vii. KSIIDC will open the pre-qualification bids first. The financial bids of the technically qualified CA / CMA firm will only be opened thereafter.
- viii. KSIIDC reserves the right to negotiate the bids as well as other terms and conditions with the selected CA / CMA firm.
- ix. KSIIDC shall have the right to reject all or any of the offers of the selected CA / CMA firm without assigning any reason.
- x. The application form for the pre-qualification bid is given in Annexure-I.
- xi. The selection of the successful bidder will be based on the lowest cost to KSIIDC.
- xii. In matters of dispute, the decision of the Managing Director of KSIIDC, Bengaluru, shall be final and binding on both the parties.

IV. TERMS OF APPOINTMENT:

- (i) The assignment shall be initially for a period of one year to be extended on performance basis for another two years.
- (ii) Nominate one of its partners as a nodal person to interact with the Co-ordinator of the Company (AGM – IA) in all matters related to internal audit. He will be required to attend all the meetings and address all the issues. He shall be the single source of contact with the firm.
- (iii) Ensure that at least one qualified Chartered Accountant is available at all times during the year for discussions and clarifications.
- (iv) The CA / CMA firm shall carry out the internal audit on month to month basis and the concurrent audit on day to day basis.
- (v) The CA / CMA firm shall discuss with Heads of Departments and Senior Executives before finalizing the report.
- (vi) The audit report (preferably in Kannada also) shall be furnished to the Managing Director on quarterly basis. However any major lapses or lacuna in the system need immediate corrective steps shall be reported immediately.
- (vii) It will be the responsibility of the internal auditor to:
 - Comment on the accounting records, system and controls that were examined during the course of internal audit identify deficiencies and weakness in the system and to make recommendations to improve them as also suggest new systems wherever required.
 - Highlight the mistakes that are material and have significant impact on the performance of the Company.
 - To help the management in other areas dealing with finance and accounts matters and operating system when required for.
 - To undertake & cover any other work which is related & involved with the present assignment without claiming additional fee/remuneration.
 - To audit any other matter as may be deemed fit by the Auditors in the interest of the Company.

- Action taken on the findings of previous report(s) shall form part of each report.
 - The Internal Auditor shall be required to revise the report if required.
 - Act as a warning system and report any issues and suggest necessary actions; If any issues require remedial actions, it needs to be suggested immediately.
- (viii) The internal Audit shall commence within 10 days from the date of issue of appointment order.
- (ix) The Internal Auditor should submit quarterly report within 15 days from the date of closure of the each quarter.
- (x) Penalty in the form of a cut @ 1% of the fee agreed for the relevant period would be levied for each week's delay in submission of internal audit report. Any delay beyond four weeks shall not be acceptable.
- (xi) The annual fees payable to the CA / CMA firm shall be paid on quarterly basis. Payment for the last quarter would be within fifteen days of acceptance of report for the last quarter
- (xii) Work space for conducting audit will be provided by KSIIDC.

V. PROCEDURES:

- i. The CA / CMA firm shall upload the Technical, Financial proposal along with scanned copies of the supportive documents as per the tender document through e-Procurement Portal.
- ii. Technical bid and Financial bid have to be submitted in the format given in Annexure – I & II, respectively.
- iii. Each page of the document has to be signed and seal affixed by the authorised official of the CA / CMA firm.
- iv. The completed Technical and Financial bids along with scanned copies of the supportive documents must be uploaded online only on or before the time and date stated in the Schedule of Events.
- v. After the deadline for submission of proposals, the Technical proposal shall be opened on the date fixed by the Evaluation Committee. The Financial Proposal shall remain unopened until all process of technical evaluation is completed and decision is taken to open the same.
- viii. Once the bid is submitted to KSIIDC neither further / additional information / correspondence will be entertained nor KSIIDC is bound to call for any clarification.
- ix. KSIIDC reserves the right to accept or reject any application without assigning any reason thereof.
- x. KSIIDC reserves the right to negotiate other terms and conditions with the selected CA / CMA firm and decide upon the following:
 - a. Changes in the Scope of Work
 - b. Any other terms and conditions.
- xi. Pre-qualification bids will be opened in the presence of the representative/s of the CA / CMA firm present, if any, at the time of opening of the bids as per Schedule of Events.
- xii. Conditional bids will be rejected forthright.

VI. SCHEDULE OF EVENTS :

1	Date of Issue of Advertisement in newspapers	JUNE 06, 2018
2	Date of upload of Request for Proposal (RFP) on to the E-Procurement portal	JUNE 06, 2018
3	Pre-proposal meeting	JUNE 20, 2018 – 1500 hrs at KSIIDC, BENGALURU
4	Last date / time for upload of Bid (Technical & Financial) Proposals	JULY 06, 2018 – 1630 hrs
5	Date/time for opening of Technical Bid	JULY 09, 2018 – 1130 hrs
6	Date/time for opening of Financial bid	JULY 10, 2018 – 1130 hrs
7	Place of opening of bids	KSIIDC Ltd., “Khanija Bhavan” , East Wing 4th Floor, No.49, Race Course Road, BENGALURU – 560 001

**TECHNICAL PROPOSAL SUBMISSION FORM
ON THE LETTER HEAD OF THE CA FIRM / CMA FIRM**

To :

The Managing Director
KSIIDC Limited
'Khanija Bhavan', IV Floor
No.49, R.C. Road
BENGALURU – 560 001

Sir,

Sub : Internal & Concurrent Audit Services to KSIIDC – Technical Proposal

We, the undersigned, offer to provide the Internal & Concurrent Audit services for the above in accordance with your Request for Proposal dated _____. We are hereby submitting our Proposal which includes this Technical Proposal and Financial Proposal through e-Procurement portal.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Thanking you,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of CA Firms:
Address:

VII. APPLICATION FOR PREQUALIFICATION BID

1. Name and address of the Chartered Accountant's / Cost & Management Accountant's Firm :
2. Date of Registration
(Enclose copy of the Certificate) : Yes / No
3. Currency of the Certificate:
(Enclosed Self attested Certificate) : Yes / No
4. Eligibility with regard to
 - a) No. of CA / CMA, the firm
has including Fellow Members
(Self attested Certificate enclosed) : Yes / No
 - b) Experience in carrying out Internal Audit
(Self attested Certificate enclosed) : Yes / No
 - c) Experience in carrying out Statutory Audit
(Self attested Certificate enclosed) : Yes / No
5. Undertaking to deploy adequate compliment
of audit team commensurate with the scope
of services to be rendered enclosed : Yes / No
6. Undertaking to deploy Staff with the
knowledge of Kannada : Yes / No
7. A brief write up on the audit team proposed
to be deployed furnished. : Yes / No
8. Name, address and telephone number, fax,
Email of the contact person(s) at Bengaluru : Yes / No

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED
KEY PROFESSIONAL STAFF**

Proposed Position	
Name of Internal Audit Firm	
Name of Staff	
Profession	
Date of Birth	
Nationality	
Years with Firm/Entity	
Membership in Professional Societies	
Detailed Tasks Assigned	
Key Qualifications: [Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]	
Education: [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]	
Employment Record [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed]	

Languages: [For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]	
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Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date :

Place :

(Signature of Staff member and authorized
representative of the CA Firms)

Full name of staff member: _____

Full name of authorized representative: _____

TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Professional Staff

Sl. No.	Name	Position	Task	Knowledge of Kannada
1.				Yes / No
2.				Yes / No
3.				Yes / No
4.				Yes / No
5.				Yes / No
6.				Yes / No

2. Support Staff

Sl. No.	Name	Position	Task	Knowledge of Kannada
1.				Yes / No
2.				Yes / No
3.				Yes / No
4.				Yes / No
5.				Yes / No
6.				Yes / No

(In case of any changes of staff, approval of KSIIDC should be obtained to KSIIDC.)

INTERNAL AUDIT FIRM'S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each reference assignment for which your firm / entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Place :
Location within Country:		Key professional staff Provided by Your Firm/entity(profiles):
Name		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (₹in lakhs):
Name of Associated CA / CMA Firms, if any:		No. of Months of Key professional staff, provided by Associated Internal Audit Firms:
Name of Senior Staff (Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Internal Audit Firm's Name:

**FINANCIAL PROPOSAL SUBMISSION FORM
ON THE LETTER HEAD OF THE CA / CMA FIRM**

To :

The Managing Director
KSIIDC Limited
'Khanija Bhavan', IV Floor
No.49, R.C. Road
BENGALURU – 560 001

Sir,

Subject : Internal & Concurrent Audit Services to KSIIDC – Financial Proposal

We, the undersigned, offer to provide the Internal & Concurrent Audit services for the above in accordance with your Request for Proposal dated [Date], and our Proposal (technical and Financial Proposals). Our attached financial proposal is for the sum of ₹..... [Amount in words].

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

Thanking you,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of CA Firm's:
Address:

SUMMARY OF COSTS

Sl.No.	Description	Amount (in ₹)
I	Remuneration for Key professional staff	
II	Supporting Staff	
	TOTAL COST	
	GST	
	GRAND TOTAL COST (Including GST)	

Authorised Signatory

It may be noted that no local conveyance and out of pocket expenses at Head Office, Bengaluru will be reimbursed / paid. However, if the Audit team travels to Zonal Offices at Mangaluru and Kalaburgi on audit work, TA / DA and out of pocket expenses as per KSIIDC norms will be reimbursed.

Note:

Bidders are requested to take note of the following steps for submission of Financial Proposal on the e-procurement portal

- 1. Enter their Financial Quote in the slots provided in the Financial Proposal module of the e-procurement portal.**
- 2. The hard copies of both technical and financial proposal as per the formats be submitted in two separate covers super scribing accordingly, which may be submitted on the date of opening the technical bid.**