



KARNATAKA FOREST DEVELOPMENT CORPORATION LIMITED
(A Government of Karnataka undertaking)

CIN:U02001KA1971ULL001999

Regd: 1st Floor, Vana Vikas, 18th Cross,

Malleswaram, Bangalore-560 003.

e-mail : info@kfdcl.com

Phone Off : 23345192, 23345711, 23343712

website : www.kfdcl.kar.nic.in

Fax : 23461647

Ref No : KFDC/Accounts/IA/2016-17 / 2179

Date: 14.11.2016

NOTIFICATION

Sub:- Appointment of Practicing Chartered Accountants/Cost Accountants for conducting Internal Audit of Karnataka Forest Development Corporation Limited for the Financial Year 2016-17

Applications are invited for Appointment of Practicing Chartered Accountants/Cost Accountants for conducting Internal Audit of Karnataka Forest Development Corporation Limited for the Financial Year 2016-17.

The Tender Notice may be viewed on the company website at www.kfdcl.kar.nic.in. The complete set of bidding documents prepared by KFDCL will be available for free download, in the e-Procurement portal of the Government of Karnataka. Interested bidders willing to participate may submit their bids on the e-procurement portal (<http://eproc.karnataka.gov.in>) by paying the applicable fees online. KFDCL reserves the right to accept or reject any or all the bids without being bound to explain the reasons for the same.

Last date for submission of application is 28/11/2016 on or before 5 PM through E-Procurement Portal.

Contact details:

The Managing Director,
Karnataka Forest Development Corporation Limited,
Vanavikas, 1st Floor, 18th Cross, Malleswaram, Bangalore- 560003.
Phone: +80 23343712
Email: info@kfdcl.com


Managing Director



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BRIEF TENDER NOTIFICATION
(TENDER THROUGH E-PROCUREMENT PORTAL)

Tenders are invited from local reputed registered practicing Chartered Accountants with adequate experience through e-procurement portal as per the Karnataka Transparency in Public Procurement Act, 1999, for Conducting Internal Audit for the financial year 2016-17 on the half yearly basis of the KFDC Ltd, having a turnover of around Rs.110.00 Crores Details of the Divisions as below:

SI No	Division	Address
1	Head Office, Bangalore	M/s Karnataka Forest Development Corporation, Vana Vikas, 1 st Floor 18 th Cross, Malleswaram, Bangalore-560 003
2	Executive Director, Mangalore	P.B.No.930, Kulashekar, Mangalore-575005.
3	Divisional Manager, Subramanya Rubber Division,	Subramanya Rubber Division, K F D C Ltd., Chickamudnur Post, Puttur,
4	Divisional Manager, Aivernad Rubber Division,	Aivernad Rubber Division, Sullia, K F D C Ltd., Kurunjibagh Post, Sullia,
5	Divisional Manager, Sullia Rubber Division,	Sullia Rubber Division, Sullia, K F D C Ltd., Kurunjibagh Post, Sullia,
6	Manager (Factories)	Aletty Post, Medinadka, Sullia, K F D C Ltd., Aletty Post, Medinadka,
7	Executive Director, Shimoga	Behind Jayanagar Police Station, DC Compound, Shimoga-577120
8	Divisional Manager, Shimoga Division,	Behind Jayanagar Police Station, DC Compound, Shimoga-577120
9	Divisional Manager, Dharwad Division,	Near KC Park, Pune-Bangalore Road, Forest Compound, Dharwad-580008.
10	Divisional Manager, Chickmagalur Division,	Jinkevana, Jyothinagar, KM Road, Chickmagalur-577102.
11	Divisional Manager, Bangalore Division,	No. C 43, ITI Colony, duravaninagara, Old Madras Road, K.R. Puram, Bangalore-560016.

The tenders will be processed only through e-procurement portal. Tenderers can download the tender document from the website www.kfdcl.kar.nic.in from 14/11/2016 to 28/12/2016.

1. Last date for submission of bid 28/11/2016 Monday at 5 PM
2. Date of opening of Technical Bid on 29/11/2016 Tuesday at 5 PM
3. Date of opening of Financial Bid on 01/12/2016 Thursday at 11 AM

Contact details:

The Managing Director,
Karnataka Forest Development Corporation Limited,
Vanavikas, 1st Floor, 18th Cross, Malleswaram, Bangalore- 560003.
Phone: +80 23343712
Email: info@kfdcl.com

The Detailed Tender documents can be obtained/downloaded from e-procurement portal <https://eproc.karnataka.gov.in>. The Managing Director reserves the right to accept or reject any or all bids without assigning any reason whatsoever.


Managing Director



KARNATAKA FOREST DEVELOPMENT CORPORATION LIMITED
(A Government of Karnataka undertaking)

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Ref No : KFDC/Accounts/IA/2016-17

Date: 14.11.2016

TERMS AND CONDITIONS

1) SCOPE OF SERVICE:

The bidder is required to apply for conducting half yearly Internal Audit of M/s Karnataka Forest Development Corporation Limited for the Financial Year 2016-17 for the locations specified in **Annexure I** as per the internal audit scope provided in **Annexure II**.

2) FURTHER INFORMATION

Bidders are encouraged to familiarize themselves with the Corporation activities and financial transactions and take them into account in preparing their proposals. Bidders may contact The Managing Director, if they require any further information about KFDCL and its functioning. If required, bidders may visit the offices of KFDCL with advance intimation to the person mentioned above.

The bidders shall not contact any KFDCL personnel after the due date and time specified for submission of proposals. Any attempt to do so might result in disqualification of the proposals submitted.

3) ELIGIBILITY CRITERIA:

- Chartered accountants/ Chartered accountant firms with ACA/FCA qualification shall take participate in bidding.
- CA/CA firm shall quote audit fees half yearly for the FY 2016-17.
- The CA/CA firm must have its head office @ Bangalore.
- CA/CA/ firm shall have sufficient number of chartered accountants and auditing staff.
- CA/CA firm required minimum of 5 years' experience.
- Resources to be deployed during auditing:

Sl No	Resource	Numbers	Number of days		
			Head Office	Rubber	Pulpwood
1	Chartered Accountant	1	2	3	3
2	CA Inter/M.com	3	15	15	15
3	Others	3	15	15	15

Note* Firm should submit the report on resources deployed along with the invoice.

- Authorisation letter on behalf of the partner to have correspondence with the Corporation.

4) DOCUMENTS COMPRISING THE TECHNICAL BID:

- a) Attested copy of ACA/FCA Certificate of Practice.
- b) Attested copy of Service Tax Registration if applicable.
- c) Attested Copy of PAN card.
- d) Details of the partners in case of partnership firm/ proprietor in case proprietorship.
- e) Attested copy of Income Tax paid certificate for the last three financial year.
- f) Attested copy of address proof for having office at Bangalore which applicant is bidding.
- g) Attested copy of experience certificate – Experience and past performance in the execution of similar contracts if any, provide the list of atleast Five (05) such work preferably conducting Internal Audit of Public Sector Undertakings, if any.
- h) Attested copy of partnership agreement.
- i) Attested copy of affidavit for non-conviction:- Affidavit from the CA/CA firm declaring that they have not been convicted for any offence for having any criminal cases under act or order there under regarding any conviction in previous year/ present. (In Rs.20/- stamp paper and to be attested by the notary)
- j) **TERMS AND CONDITIONS:-**Duly signed by the Tenderer. All pages of the Tender, except for printed literature, if any enclosed, shall be signed by the person signing the Tender with official seal of the Firm or the Company.

NOTE:-The “Technical bid” will be opened on the day fixed for opening Tenders. The “Financial Bid” will be opened only if the “Technical Bid” accepted. Tenderers shall keep their offer valid for acceptance or otherwise up to the time specified, from the date of opening of the Tender. The tenderer should not quote any other date of validity of the tender. Tenderers quoting any other validity date are liable to be rejected.

5) BID FORM:

- a) Technical details should be submitted along with documentary proof otherwise evaluation will be done ignoring that item as not available. This format should not be changed in any manner. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- b) Bidders shall furnish all the documents as specified in tender document along with the covering letter as specified in the **Annexure- VI**. The bidders should upload the entire bid documents i.e., complete tender document duly signed and stamped including all Annexures, bid form etc., as a token of acceptance of all terms and conditions.
- c) Audit fees should be quoted in the financial bid format **Annexure- III** for rendering service of audit work (Financial bid). This format should not be changed in any manner. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore will be summarily rejected.
- d) The bidder is requested to examine all instructions, forms, terms and specifications in the Bid documents, failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to

the Bid Document in every respect will be at the bidder's risk which may result in rejection of the Bid.

- e) At any time, prior to the date of submission of bid, KFDC may, for any reason, whether on its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- f) The amendments shall be notified in e-procurement portal and these amendments will be binding on them.
- g) EMD of unsuccessful bidders shall be returned after the tender awarded and accepted by the successful bidder.
- h) The tenders will undergo evaluation at every stage of processing and any tender found at any stage not in conformity with the stipulated tender conditions including specifications/ found to have uploaded defective and incomplete documents or found defective will be rejected.

6) BID PRICES:

- a) The CA/CA firm shall quote half yearly prices. The composite price shall indicate all the types of Taxes, including service Tax etc., as applicable from time to time. The Payment should include the out pocket expenses including travel, food and accommodation.
- b) The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

7) EMD & BANK SECURITY DEPOSIT:

- a) Applicant - CA/CA firm should pay Earnest Money Deposit (EMD) @ Rs.25,000/- in the e-procurement portal using any of the following payment modes:
 - i) Credit Card
 - ii) Direct Debit
 - iii) National Electronic Fund Transfer (NEFT)For details on e-Payment services, refer to e-procurement portal for more details on the process.
- b) The bidder's shall pay Security Deposit @ 5% of the contract value along with the letter of acceptance and the same will be paid after 60 days from the period of completion of the contract. However, no interest shall be payable on such security deposit.
- c) Any bid not secured in accordance with Terms and Conditions will be rejected by KFDCL as non-responsive.
- d) The successful bidder's EMD amount may be forfeited if the bidder fails to sign the contract.
- e) The EMD of unsuccessful bidder will be discharged/ returned as early as possible but not later than 30 days after the expiry of the period of bid validity.
- f) Format and signing of Bid.

Bidder shall submit the Bid electronically within the submission date and time published in e- procurement portal. The bid document shall be signed by the bidder.

g) Deadline for submission of bids.

i) Bids must be submitted online in the e-procurement portal by the KFDCL before the notified date and time.

ii) The KFDCL extend the deadline for submission of bids by issuing an amendment, which in case all rights and obligations of the KFDCL and the Bidders, previously subjected to the original deadline, will then be subject to the new deadline.

h) Late Bids.

In online e-procurement system, Bidder shall not be able to submit the bid after the bid submission time and date as the icon or the task in the e-procurement portal will not be available.

i) Bid validity.

a) The bids shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected as non-responsive.

b) A bidder, accepting the request of KFDCL for an extension to the period of bid validity in exceptional circumstances, will not be permitted to modify their bid.

j) Process to be confidential

Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with

Such process until the award to the successful Bidder has been announced. Any effort by the Bidder to influence the KFDCL processing of Bids or award decisions any result in the rejection of their Bid.

k) Clarification of Bid

During evaluation of Bids, KFDCL may, at their discretion, ask any Bidder for clarification of their Bids, including breakup of charges. The request for clarification and the response shall be in writing or by cable, but no changes in the price or substance of the Bid shall be sought, offered, or permitted.

8) Financial Bid:

The bidder shall quote the rate in the financial bid as per **Annexure-III**.

9) TENDER EVALUATION

The tender submitted by the bidder will be opened by the Tender Opening Committee constituted under Rule 11 of the "Act". If the documents in technical bid are found to be in order, as specified above only then the Financial bid will be opened. Incomplete documents in the Technical qualification will result in rejection of the entire tender and the Financial bid. The KFDCL after due evaluation, will have option to prepare itemwise selection in the order of priority and call upon the Lowest Tenderer to

furnish Security Deposit and execute the agreement. The KFDCL before passing the order accepting a tender may negotiate with Lowest Tenderer. In the event of any discrepancy in respect to the rates quoted, the KFDCL reserves the right to accept the lowest rate, at his discretion.

10) AWARD OF CONTRACT

The KFDCL shall consider placement of Letter of Acceptance (LOA) to those bidders (in duplicate) whose offers have been found acceptable. The bidders shall return one copy of the LOA in token of their acceptance along with the performance security within three days.

11) KFDCL LTD., RESERVES RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BIDS:

The KFDCL shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason there-of and without incurring any liability to the affected bidder(s) for the action of KFDCL.

The KFDCL reserves the right to remove any Internal Auditor, if his work is not satisfactory (if audit observations are superficial & reports are not submitted on time). Further if the performance/conditions of the work of the auditor is not satisfactory such CA/CA firms will be replaced with L-2 tenderer.

12) SIGNING OF CONTRACT

Signing of Agreement shall constitute the award of contract on the bidder.

13) ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event KFDCL may make the award to any other bidder at the discretion of KFDCL or call for new bids.

14) TERMS OF PAYMENT:

Payment will be made at head office of KFDCL after deducting the applicable taxes etc. The payment will be made after timely submission of the internal audit report of a particular period and receipt of the bill.

15) TERMINATION OF CONTRACT:

In case of any default by the service provider and in any of the terms & conditions (whether General, special, statutory), may, without prejudice to any other right/

remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving one month's notice in writing to the service provider. All instructions, notice and communications under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post these would have been delivered to the service provider.

Not with standing anything contained herein KFDCL also reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the service provider.

16) OTHER OBLIGATIONS:

- a) KFDCL prior to the expiry of the tender validity period, shall notify the bidder whose tender is accepted for the award of the contract. The terms of the accepted offer shall be incorporated in the acceptance letter issued.
- b) Notwithstanding the above KFDCL reserves the right to accept or reject any tender and to cancel the bidding process at any time prior to the award of the contract.
- c) The undersigned reserves the right to select from the candidates proposed by the successful bidder and also the right to ask for replacement at any time.
- d) The replacement shall be given within three days and for delay of each day, a penalty of Rs.1000/- will be levied.
- e) TDS shall be made in the bills of successful bidder.
- f) Security deposit will not carry any interest and will be refunded on cessation of agreement.

We agree to the above terms and conditions.



Managing Director

ANNEXURE I

I. HEAD OFFICE:

M/s Karnataka Forest Development Corporation
Vana Vikas, 1st Floor
18th Cross, Malleswaram
Bangalore-560 003

II. RUBBER WING:

Sl No	Division	Address
1	Executive Director, Mangalore	P.B.No.930, Kulashekar, Mangalore-575005.
2	Divisional Manager, Subramanya Rubber Division,	Subramanya Rubber Division, K F D C Ltd., Chickamudnur Post, Puttur,
3	Divisional Manager, Aivernad Rubber Division,	Aivernad Rubber Division, Sullia, K F D C Ltd., Kurunjibagh Post, Sullia,
4	Divisional Manager, Sullia Rubber Division,	Sullia Rubber Division, Sullia, K F D C Ltd., Kurunjibagh Post, Sullia,
5	Manager (Factories)	Aletty Post, Medinadka, Sullia, K F D C Ltd., Aletty Post, Medinadka,

III. PULPWOOD WING:

Sl No	Division	Address
1	Executive Director, Shimoga	Behind Jayanagar Police Station, DC Compound, Shimoga-577120
2	Divisional Manager, Shimoga Division,	Behind Jayanagar Police Station, DC Compound, Shimoga-577120
3	Divisional Manager, Dharwad Division,	Near KC Park, Pune-Bangalore Road, Forest Compound, Dharwad-580008.
4	Divisional Manager, Chickmagalur Division,	Jinkevana, Jyothinagar, KM Road, Chickmagalur-577102.
5	Divisional Manager, Bangalore Division,	No. C 43, ITI Colony, duravaninagara, Old Madras Road, K.R. Puram, Bangalore-560016.

ANNEXURE- II

The Scope of Internal Audit for the year 2016-17

Head Office

Sl. No.	Operations
1	Audit of all purchase transactions in respect of stores, raw materials, plants and machinery, equipment's and other similar purchases in accordance with the approved Budget and Purchase Committee approval and also to suggest improvements thereon and adequacy of Internal Control.
2	Audit of all sales transactions pertaining to rubber products including the approvals, authorization, access etc., and also to suggest improvements thereon and adequacy of Internal Control.
3	Audit of transactions relating to receipts and issues of stores, raw materials, finished goods in accordance with FIFO system and other fixed assets including physical verification of stock/stores. Further, to suggest improvements over the existing system in respect of internal control procedure.
4	Checking of transactions relating to work-in-progress of building, plant and machinery, vehicles, and others and checking of Fixed Asset registers.
5	Verification of Statutory records, including the records to be maintained as per factories Act, Industrial dispute Act and Plantation labour Act.
6	To conduct propriety audit of transactions relating to purchases, sales and other areas of the Corporation effecting the productivity or otherwise and suggesting steps to be taken by the Management regarding short comings, deficiency and irregularities, if any.

Sl. No.	Financial
1	Audit of all the vouchers (payments, receipts & journals) maintained in the office.
2	Audit of transactions relating to sale of Rubber and Sale of Pulpwood and other allied products. payment of FDT, Sales Tax, Income Tax, Service Tax and monthly e-TDS returns and all other Statutory compliances etc.
3	Checking of loans and advances given to employees and recovery of the same. Further suggesting the improvements needed on existing internal control system.
4	Checking of recoveries and remittances of Statutory deductions like TDS, FDT, sales Tax, Income Tax, & PF, ESI, Agricultural Income Tax, Professional Tax etc.
5	Verification of adequacy or other wise of Insurance coverage for fixed and current assets and suggestions thereof.

ANNEXURE- II

The Scope of Internal Audit for the year 2016-17

Head Office

Sl. No.	Operations
1	Audit of all purchase transactions in respect of stores, raw materials, plants and machinery, equipment's and other similar purchases in accordance with the approved Budget and Purchase Committee approval and also to suggest improvements thereon and adequacy of Internal Control.
2	Audit of all sales transactions pertaining to rubber products including the approvals, authorization, access etc., and also to suggest improvements thereon and adequacy of Internal Control.
3	Audit of transactions relating to receipts and issues of stores, raw materials, finished goods in accordance with FIFO system and other fixed assets including physical verification of stock/stores. Further, to suggest improvements over the existing system in respect of internal control procedure.
4	Checking of transactions relating to work-in-progress of building, plant and machinery, vehicles, and others and checking of Fixed Asset registers.
5	Verification of Statutory records, including the records to be maintained as per factories Act, Industrial dispute Act and Plantation labour Act.
6	To conduct propriety audit of transactions relating to purchases, sales and other areas of the Corporation effecting the productivity or otherwise and suggesting steps to be taken by the Management regarding short comings, deficiency and irregularities, if any.

Sl. No.	Financial
1	Audit of all the vouchers (payments, receipts & journals) maintained in the office.
2	Audit of transactions relating to sale of Rubber and Sale of Pulpwood and other allied products. payment of FDT, Sales Tax, Income Tax, Service Tax and monthly e-TDS returns and all other Statutory compliances etc.
3	Checking of loans and advances given to employees and recovery of the same. Further suggesting the improvements needed on existing internal control system.
4	Checking of recoveries and remittances of Statutory deductions like TDS, FDT, sales Tax, Income Tax, & PF, ESI, Agricultural Income Tax, Professional Tax etc.
5	Verification of adequacy or other wise of Insurance coverage for fixed and current assets and suggestions thereof.

6	<p>Checking of financial transactions.</p> <p>a) Payment to employees towards salary, wages, TA, Bonus and all other allowance etc.,</p> <p>b) Verification of all cash transactions.</p> <p>c) Review of vehicle records.</p> <p>d) Other Bank cash transactions and reconciliation thereon.</p> <p>e) Verification of petty cash transactions.</p> <p>f) Reconciliation in respect of Transfers of revenue to Head Office from Unit offices in accordance with realization of revenue.</p>
7	Verification of interest calculations, payment and receipt of term loans, fixed deposits, customers' dues etc.
8	Verification of Depreciation calculations.
9	Guidance for review of Statutory and Accountant General Audit suggestions and observations made during the previous years and ensure that the management has taken proper action on each of the observation.
10	Revising the Annual Accounts including verification of trail balance, final accounts, groupings, consolidation statements etc.
11	Verification of leave encashment benefit/ gratuity provision/ lease rent.
14	To intimate about the TDS & VAT TDS rates, as and when there is amendment in this regard
15	To intimate about the CST & VAT applicable rates to KFDC Ltd on sale, as and when there is amendment in this regard
16	Verification as to the compliance of Accounting Standards, which are mandatory in the preparation of books of Accounts
17	Reconciliation of Bank accounts, Interdivision Balance, Inventories and Fixed assets on quarterly basis.

Rubber Wing

Sl. No.	Operations
1	Audit of all purchase transactions in respect of stores, raw materials, plants and machinery, equipment's and other similar purchases in accordance with the approved Budget and Purchase Committee Approval and also to suggest improvements thereon and adequacy of Internal Control.
2	Audit of transactions relating to receipts and issues of stores, raw materials, finished goods in accordance with FIFO system and other fixed assets including physical verification of stock/stores. Further, to suggest improvements over the existing system in respect of internal control procedure.
3	Checking of transactions relating to work-in-progress of building, plant and machinery, vehicles, plantation assets and others and checking of Fixed Asset registers.
4	Verification of basic records and internal control systems in respect of latex collection and processing, plantation raising and maintenance expenditure of Rubber, etc.,
5	Verification of Statutory records, including the records to be maintained as per

	factories Act, Industrial dispute Act and Plantation labour Act.
6	To conduct propriety audit of transactions relating to purchases, sales and other areas of the Corporation effecting the productivity or otherwise and suggesting steps to be taken by the Management regarding short comings, deficiency and irregularities, if any.

Sl. No.	Financial
1	Audit of all the vouchers (payments, receipts & journals) maintained in the office of the Executive Director, Divisional Manager, Manager (Factories) and Plantation Superintendent.
2	Audit of transactions relating to sale of Rubber and Rubber trees, payment of FDT, Sales Tax, Income Tax, Service Tax and monthly e-TDS returns and all other Statutory compliances etc.
3	Checking of loans and advances given to employees and recovery of the same. Further suggesting the improvements needed on existing internal control system.
4	Checking of recoveries and remittances of Statutory deductions like TDS, FDT, sales Tax, Income Tax, & PF, ESI, Agricultural Income Tax, Professional Tax etc.
5	Verification of adequacy or other wise of Insurance coverage for fixed and current assets and suggestions thereof.
6	<p>Checking of financial transactions at all Divisions.</p> <p>g) Payment to employees towards salary, wages, TA, Bonus and all other allowance etc.,</p> <p>h) Verification of all cash transactions particularly cash payments by the Plantation Superintendents to contractors, petty works contractors, job workers for miscellaneous expenses etc.,</p> <p>i) Cash balance of all Divisions/ Factory Division, Units, Executive Director Office etc.,</p> <p>j) Review of vehicle records.</p> <p>k) Other Bank cash transactions and reconciliation thereon.</p> <p>l) Verification of petty cash transactions.</p> <p>m) Transfers of revenue to Head Office in accordance with realization of revenue.</p>
7	Verification of interest calculations, payment and receipt of term loans, fixed deposits, customers' dues etc.
8	Verification of Depreciation calculations.
9	Guidance for review of Statutory and Accountant General Audit suggestions and observations made during the previous years and ensure that the management has taken proper action on each of the observation.
10	Revising the Annual Accounts including verification of trail balance, final accounts, groupings, consolidation statements etc.
11	Verification of leave encashment benefit/ gratuity provision/ lease rent.
12	To intimate all offices about the TDS & VAT TDS rates, as and when there is amendment in this regard

13	To intimate all offices about the CST & VAT applicable rates to KFDC Ltd on sale, as and when there is amendment in this regard
14	Verification as to the compliance of Accounting Standards, which are mandatory in the preparation of books of Accounts
15	Reconciliation of Bank accounts, Interdivision Balance, Inventories and Fixed assets on quarterly basis.

Pulpwood Wing

Sl. No.	Operations
1	Audit of all purchase transactions in respect of stores, raw materials, plants and machinery, equipment's and other similar purchases in accordance with the approved Budget and Purchase Committee Approval and also to suggest improvements thereon and adequacy of Internal Control.
2	Audit of all sales transactions pertaining to pulpwood products including the approvals, authorization, access etc., and also to suggest improvements thereon and adequacy of Internal Control.
3	Audit of transactions relating to receipts and issues of stores, raw materials, finished goods in accordance with FIFO system and other fixed assets including physical verification of stock/stores. Further, to suggest improvements over the existing system in respect of internal control procedure.
4	Checking of transactions relating to work-in-progress of building, plant and machinery, vehicles, plantation assets and others and checking of Fixed Asset registers.
5	Verification of basic records and internal control systems in respect of Extraction and Transportation of plantation raising and maintenance expenditure of Pulpwood Plantations etc.,
6	Verification of Statutory records, including the records to be maintained as per factories Act, Industrial dispute Act and Plantation labour Act.
7	To conduct propriety audit of transactions relating to purchases, sales and other areas of the Corporation effecting the productivity or otherwise and suggesting steps to be taken by the Management regarding short comings, deficiency and irregularities, if any.

Sl. No.	Financial
1	Audit of all the vouchers (payments, receipts & journals) maintained in the office of the Executive Director, Divisional Manager, Manager (Factories) and Plantation Superintendent.
2	Audit of transactions relating to sale of Pulpwood, Eucalyptus Poles and other allied products, of payment FDT, Sales Tax, Income Tax, Service Tax and monthly e-TDS returns and all other Statutory compliances etc.
3	Checking of loans and advances given to employees and recovery of the same. Further suggesting the improvements needed on existing internal control system.
4	Checking of recoveries and remittances of Statutory deductions like TDS, FDT,

	sales Tax, Income Tax, & PF, ESI, Agricultural Income Tax, Professional Tax etc.
5	Verification of adequacy or other wise of Insurance coverage for fixed and current assets and suggestions thereof.
6	<p>Checking of financial transactions at all Divisions.</p> <p>n) Payment to employees towards salary, wages, TA, Bonus and all other allowance etc.,</p> <p>o) Verification of all cash transactions particularly cash payments by the Plantation Superintendents to contractors, petty works contractors, job workers for miscellaneous expenses etc.,</p> <p>p) Cash balance of all Divisions, Units, Executive Director Office etc.,</p> <p>q) Review of vehicle records.</p> <p>r) Other Bank cash transactions and reconciliation thereon.</p> <p>s) Verification of petty cash transactions.</p> <p>t) Transfers of revenue to Head Office in accordance with realization of revenue.</p>
7	Verification of interest calculations, payment and receipt of term loans, fixed deposits, customers' dues etc.
8	Verification of Depreciation calculations.
9	Guidance for review of Statutory and Accountant General Audit suggestions and observations made during the previous years and ensure that the management has taken proper action on each of the observation.
10	Revising the Annual Accounts including verification of trail balance, final accounts, groupings, consolidation statements etc.
11	Verification of leave encashment benefit/ gratuity provision/ lease rent.
12	To intimate all offices about the TDS & VAT TDS rates, as and when there is amendment in this regard
13	To intimate all offices about the CST & VAT applicable rates to KFDC Ltd on sale, as and when there is amendment in this regard
14	Verification as to the compliance of Accounting Standards, which are mandatory in the preparation of books of Accounts
15	Reconciliation of Bank accounts, Interdivision Balance, Inventories and Fixed assets on quarterly basis.

Others

1. The Internal Auditor should ensure that the Corporation has complied with all the applicable Acts and in accordance with the internal business process including Approvals as per the financial powers, Budget, Committee Approvals, Board Approvals etc., of the Corporation.
2. The Internal Audit should conduct Internal Audit on Half Yearly basis, for the period April-September, October-March and submit the reports for both operational and financial separately.
3. Internal Audit should draft the checklist based on the internal controls involved or expected & accordingly Audit should be performed.
4. The Internal Audit should include the adequacy of Internal Control and also to suggest improvements thereon.

ANNEXURE III (FINANCIAL BID)

I hereby agree to take up the Audit work in your corporation at the rates indicated against them MONTHLY for the period of 2016 -17

Sl No	Period (Half Yearly)	Audit Fee
1	April, 2016 to September, 2016	
2	October, 2016 to March, 2017	

SIGNATURE OF THE TENDERER WITH SEAL.

ANNEXURE-VI

APPLICATION FOR APPOINTMENT OF INTERNAL AUDITORS FOR KFDCL, BANGALORE FOR THE YEAR 2016-17

To,
The Managing Director,
Karnataka Forest Development Corporation Limited,
Vanavikas, 1st Floor,
18th Cross, Malleswaram,
Bangalore- 560003.

Dear Sir/Madam,

With reference to your tender notification dated we are interested to take up Internal Audit work of your esteemed organization for the year 2016-17.

I/we furnish herein below the particulars as required by you.

- 1) Name of the CA/CA firm and address
With Telephone and e-mail
- 2) Membership No., and PAN No.
- 3) Year of establishment
- 4) Head office/Branch Address located at the above mentioned district for which we want to take up the internal audit.
- 5) Experience of last five years, out of five
Years as Internal Auditor/Statutory
Auditors of any Karnataka Government
Undertakings. (enclose documents) if any
- 6) No of staff of the CA company/CA firm
 - a) Chartered Accountants
 - b) others
- 7) Any other document produced

Place:

Date:

Signature with Seal