



**KARNATAKA NEERAVARI NIGAM LTD**  
(A Government of Karnataka Undertaking)  
No.1, 4<sup>th</sup> Floor, Coffee Board Building,  
Dr. B.R. Ambedkar Veedhi,  
BENGALURU - 560 001.  
PH: 080-22283074-78, FAX: 080-22386015

E-mail: [gmf-knnl@karnataka.gov.in](mailto:gmf-knnl@karnataka.gov.in), Website: [www.knnl.karnataka.gov.in](http://www.knnl.karnataka.gov.in).

CIN: U85110KA1998SGC024503

**REQUEST FOR QUOTATION [RFQ] DOCUMENT  
THROUGH E-PROCUREMENT**

**NAME OF THE ASSIGNMENT:  
APPOINTMENT OF INTERNAL AUDITORS FOR THE  
FINANCIAL YEARS 2024-25 & 2025-26**



## KARNATAKA NEERAVARI NIGAM LIMITED

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No.1, 4<sup>th</sup> Floor, Coffee Board Bldg, Dr. B. R. Ambedkar Veedhi, Bengaluru - 560 001 Ph: 22283074-78,  
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RFQ Document for appointment of Internal Auditors for the years 2024-25 and 2025-26

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### CHAPTER - 1

### NOTICE INVITING BIDS

## KARNATAKA NEERAVARI NIGAM LIMITED

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CIN No.U85110KA1998SGC024503 TEL:22283074-78, email: [gmf-knnl@karnataka.gov.in](mailto:gmf-knnl@karnataka.gov.in)

No: KNN/FD/IA 24-25 & 25-26/2025-26/0920

Date: 06.06.2024

### SHORT TERM TENDER

### INVITATION FOR COMPETITIVE QUOTATIONS FOR APPOINTMENT OF INTERNAL AUDITORS FOR THE YEARS 2024-25 AND 2025-26

Karnataka Neeravari Nigam Limited (KNNL) is a wholly owned Government of Karnataka undertaking entrusted with construction and maintenance of major and medium irrigation projects across the state of Karnataka. The Registered Office of the Company is at Bangalore and Central Office at Dharwad. At present there are 80 offices situated in various districts of Karnataka State.

The Company invites short term tender for carrying out Internal Audit in these offices for the years 2024-25 to 2025-26.

Bids are invited from Eligible Chartered Accountant / Cost Accountant firms who possess the prescribed pre-qualification as notified in the Request for Proposal (RFQ) document.

All bids are accepted only through the e-procurement portal and the intending bidders are requested to acquaint themselves with the procedure in this regard and also download the bid document from the [www.kppp.karnataka.gov.in](http://www.kppp.karnataka.gov.in).

The Internal Auditor will be selected under Quality and Cost Based Selection (QCBS) as per procedure prescribed in Rule 28-C of "The Karnataka Transparency in Public Procurements Rules, 2000".

Please note, henceforth, any changes in the schedule will not be published through newspapers and all further changes will be updated only on the e-portal of KNNL website i.e., [www.knnl.karnataka.gov.in](http://www.knnl.karnataka.gov.in).

The calendar of events as follows:

| Sl. No. | Events  | Date                   |
|---------|---|------------------------|
| 1       | Date of publishing of tender notification                   | 07.06.24               |
| 2       | Last date for submission of pre-bid query & Pre-bid meeting | 13.06.24 @ 11.30 am    |
| 3       | Last date for submission of bid                             | 21.06.24 up to 5.00 pm |
| 4       | Date of opening of Technical bid                            | 24.06.24 @ 11.30 am    |
| 5       | Date of opening of Financial bid                            | 25.06.24 @ 11.30 am    |

Sd/-  
Managing Director



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### CHAPTER 2

### NOTICE INVITING TENDER (NIT)

No. KNN/FD/IA 24-25 & 25-26/2025-26/0920

Date: 06.06.2024

Sir(s),

**Sub: Request for quotation for appointment of internal auditors for the FY 2024-25 to 2025-26.**

1. Quotations (Bids) in the prescribed forms are hereby invited by the Managing Director, Karnataka Neeravari Nigam Ltd., Registered Office, Bengaluru for the following assignment which could form the basis for further negotiations (as per the provisions of Clause - 28C of Chapter -VIIA of The Karnataka State Transparency in Public Procurements Act) and ultimately for the basis for a legal contract between the your firm and Karnataka Neeravari Nigam Ltd:

| Particulars            | Purpose   |
|------------------------|---|
| Name of the Assignment | Appointment of Internal Auditors for Internal Audit at Registered Office, Bengaluru, Central Office, Dharwad, Five Zones, jurisdictional Circles and Divisions, SLAO & AC offices in the districts of Belagavi, Bagalkot, Vijayapura, Bidar, Raichuru, Koppal, Gadag, Vijayanagar, Dharwad, Uttara Kannada, Haveri, Bellary, Davanagere, Shivamogga, Udupi, Kalaburagi, Yadgiri, for the financial years 2024-25 & 2025-26. |

2. The following details are provided in this Request for Quotation (RFQ) document to enable you to submit your quotation:

| Chapter No. | Particulars  |
|-------------|--|
| 1           | Notice inviting Tender   |
| 2           | Letter of Invitation   |
| 3           | Brief history & background of the company and nature & scope of work           |
| 4           | Procedure for submission of Bids   |
| 5           | Eligibility & Qualification criteria   |
| 6           | Method of evaluation   |
| 7           | Terms of reference for appointment of internal auditor and terms of payment    |
| Sch- A      | Pre-qualification requirements.  |
| Sch - B     | Technical Bids   |
| Sch - C     | Commercial/Financial Quotation   |
| Ann - I     | Format of Declaration  |
| Ann - II    | Zones, Circles and Division offices where internal audit has to be carried out |
| Ann - III   | Organisation Structure   |



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### 3. Following are the schedule of events for submission of quotations:

| Sl. No. | Events  | Date                   |
|---------|---|------------------------|
| 1       | Date of publishing of tender notification                   | 06.06.24               |
| 2       | Last date for submission of pre-bid query & Pre-bid meeting | 13.06.24 @ 11.30 am    |
| 3       | Last date for submission of bid                             | 21.06.24 up to 5.00 pm |
| 4       | Date of opening of Technical bid                            | 24.06.24 @ 11.30 am    |
| 5       | Date of opening of Financial bid                            | 25.06.24 @ 11.30 am    |

### 4. Other relevant Information:

| Sl. No | Particulars  |  |
|--------|--|--|
| 1      | Name and Address of the Procuring Entity                 | <b>KARNATAKA NEERAVARI NIGAM LTD.</b><br>No.1, 4 <sup>th</sup> Floor,<br>Coffee Board Bldg.,<br>Dr.B.R.Ambedkar Veedhi,<br>Bengaluru - 560 001<br>TEL: 080 22283074-78, FAX: 080 2238 6015<br>email: <a href="mailto:gmf-knnl@karnataka.gov.in">gmf-knnl@karnataka.gov.in</a> ,<br>Website: <a href="http://www.knnl.karnataka.gov.in">www.knnl.karnataka.gov.in</a><br>CIN : U85110KA1998SGC024503                            |
| 2      | Designation and Address of the Tender Inviting Authority | <b>MANAGING DIRECTOR</b><br><b>KARNATAKA NEERAVARI NIGAM LTD.</b><br>No.1, 4 <sup>th</sup> Floor, Coffee Board Bldg.,<br>Dr.B.R.Ambedkar Veedhi,<br>Bengaluru - 560 001<br>TEL: 080 22283074-78, FAX: 080 2238 6015<br>email: <a href="mailto:gmf-knnl@karnataka.gov.in">gmf-knnl@karnataka.gov.in</a> ,<br>Website: <a href="http://www.knnl.karnataka.gov.in">www.knnl.karnataka.gov.in</a> ,<br>CIN : U85110KA1998SGC024503 |
| 3      | Place of Opening of Proposal                             | Board Room, Registered Office at the above mentioned address.  |

Yours faithfully,  
-sd-

**MANAGING DIRECTOR**



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### CHAPTER - 3

#### BRIEF HISTORY & BACKGROUND OF THE COMPANY AND NATURE & SCOPE OF WORK

- 3.1. **KARNATAKA NEERAVARI NIGAM LIMITED** was incorporated on 9<sup>th</sup> Dec'98 as a wholly owned Government of Karnataka Company under Companies Act.
- 3.2. **MAIN OBJECTS OF THE COMPANY.**
  - 3.2.1. Plan, investigate, estimate, build, operate and maintain irrigation projects and the works of Command Area Development Authority (CADA) in any part of the State of Karnataka (excluding the Upper Krishna Project executed by the Krishna Bhagya Jala Nigam Limited and Yettinahole & Upper Bhadra Project executed by the Visvesvaraya Jala Nigam Limited).
  - 3.2.2. Prepare detailed project reports and estimates of such irrigation projects and build them after obtaining necessary administrative approvals/sanctions;
  - 3.2.3. Resettle and rehabilitate people affected by the building of irrigation projects;
  - 3.2.4. Protect and improve the overall environment through appropriate measures, including treatment of the catchment areas of irrigation projects and afforestation;
  - 3.2.5. Adopt appropriate standards and specifications for the construction and maintenance of irrigation projects, draw up fresh standards/specifications, where necessary, and enforce modern quality assurance procedures;
  - 3.2.6. Promote schemes for flood control in the project areas;
  - 3.2.7. Promote schemes for navigation in the rivers where irrigation projects are being implemented and for leisure activities, fisheries, etc. in the water bodies of these projects.
  - 3.2.8. Promote adoption of modern irrigation methods like sprinkler, drip etc. and the use of new materials and technologies in building irrigation projects;
  - 3.2.9. Promote schemes for utilising water from the irrigation projects built by the Company; etc.



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### 3.3. A BRIEF SUMMARY OF THE BUSINESS/ ACTIVITIES OF THE ISSUER AND ITS LINE OF BUSINESS.

- 3.3.1. With a view to expedite completion of the Krishna basin projects the Government of Karnataka promoted Karnataka Neeravari Nigam Limited was incorporated on 9<sup>th</sup> December, 1998 as a Public Limited Company under the Companies Act.
- 3.3.2. The Company is responsible for planning, investigating, estimation, execution, operation and maintenance of all the irrigation projects coming under Krishna basin and construction of barrages and such other related works across rivers mainly Krishna, Ghataprabha, Malaprabha, Tunga, Bhadra, Varada, Tungabhadra, Bhima, Godavari, and Varahi in Karnataka. The Company has also been executing other irrigation projects entrusted to it by Government of Karnataka from time to time.
- 3.3.3. The Company is also entrusted with the rehabilitation and resettlement of the people affected by the Project.
- 3.3.4. The Company is authorized to borrow or raise required resources through issue of bonds or term loans and any other securities for the purpose of the projects being executed by it.
- 3.3.5. The Company has been empowered to levy and collect water charges from individual farmers, group of farmers, Water Users Co-op. Society(WUCS) including CADA, Town panchayaths, City Municipalities and industries and recover revenues.
- 3.3.6. For the purpose of easy manageability of the works, the project units has been divided into zones, circles, divisions and sub-divisions. The details are given in **Ann-II.**
- 3.3.7. The maintenance of the accounts is centralised at the Office of the Chief Accounts Officer, Dharwad. The books of account are maintained on double entry book-keeping system through Tally package. In addition to this certain ledgers also maintained manually at the zones, circle and division offices as per the PWD Codal provisions. However, the internal audit has to be carried out at all the offices listed in **Ann-II.**
- 3.3.8. The status of the projects being executed by the company and the Annual Reports are available for reference at the company's website viz. [www.knnl.karnataka.gov.in](http://www.knnl.karnataka.gov.in).

### 3.4 ORGANISATION STRUCTURE: The organization structure of KNNL is given **Ann-III.**



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### 3.5 SCOPE OF ASSIGNMENT:

3.5.1 The scope of the assignment for internal audit is set out in internal audit manual enclosed at **Ann- IV**.

**3.5.2 *The Internal Audit & verification should be 100% for each offices. The auditors should verify approximately 30,000 Works bills & LAQ payments (approximately 5,000 to 7000 vouchers) amounting to Rs.6,000/- crore to Rs. 7,000/- crore and other expenditure vouchers as per norms of Nigam/GOK/GOI etc. The same should be attested by the Internal Auditors with seal and signature. Further, auditors should also verify the correctness of incomes arising out of its business in detail. A separate report should be submitted in this regard.***

3.5.3 To verify;

- i. Funds released to SLAO/AC offices against indent
- ii. All kinds of payment made by SLAO/ACs to the beneficiaries
- iii. Utilisation Certificate issued by SLAO/ACs.
- iv. Payment made by SLAO/ACs towards establishment & administrative expenses.
- v. 100% Land acquisition payments for all SLAO/AC/Spl. DC offices.
- vi. Mutation entries.
- vii. Any additional payments, delayed payments and lapses if any in LAQ payments.

3.5.4 Though efforts are made to define all the areas of importance, the scope of the assignment set out in the manual is neither exhaustive nor to be limited to the extent of manual.

3.5.5 The Internal auditors are also required to devise additional areas of inspection and examination of the documents/areas of operation which in their opinion deem appropriate so as to minimize loss of revenue, increase transparency and internal controls, maximize functional efficiency, detect/prevent frauds and mismanagement, efficient application of contract resources and finances, adherence to regulatory mechanisms as per the contract documents, adherence to Indian Accounting Standards, Standards on Internal Audit and to the requirement of Companies Act, 2013 and Rules there under etc.

3.5.6 The internal auditor should facilitate strengthening the internal controls at all spheres of operation of the company.





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- 3.5.7 Internal Auditors are requested to meet the requirements under Standard for Internal Auditors issued by ICAI and to comply with the provisions of Companies Act, 2013 read with relevant rules.
- 3.5.8 Internal Auditors are requested to verify the Trial Balance of all offices and consolidated trial balance separately on quarterly basis.
- 3.5.9 Any other areas to be covered under Companies Act, 2013.
- 3.6 Bidders are requested to consider following points before uploading Financial Proposal.**
- 3.6.1 The annual programme of works (AWP) for **the FY 24-25 & 25-26 would be about Rs.6,000 crore to Rs. 7,000 crore.** The above financial figures may be taken into consideration for the purpose of financial proposal.
- 3.6.2 Audit team should include one experienced qualified partner.
- 3.6.3 **Staff Pattern:** The Chartered Accountant Firm/Cost Accountant Firm shall have to exclusively **identified 05 semi qualified assistants (Inter CA) and 10 graduate assistants** for the assignments. The firm should furnish documentary evidence in support of deployment of staff.
- 3.6.4 In order to have efficiency and continuity of audit, the team identified for a particular division shall not be changed quarter to quarter. The same team shall conduct audit for the entire financial year.
- 3.6.5 The Registered Office of the company is at Bengaluru and Central office at Dharwad. The project offices are located at various places of Belgavi, Bagalkot, Dharawad, Haveri, Gadag, Koppal, Vijayanagar, Raichur, Davangere, Yadgiri, Gulbarga, Bidar, Shivamoga, Chickmagalur, Chitradurga and Udupi Districts.
- 3.6.6 The internal auditor should attend all Audit Committee meetings.
- 3.6.7 The detailed nature and scope of work and the extent of coverage are as stated in the Internal Audit Manual enclosed to this RFQ document.



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### CHAPTER - 4

#### PROCEDURE FOR SUBMISSION OF BIDS

##### 4.1. Payment of Tender processing fee and EMD

- 4.1.1. A non-refundable tender processing fee as determined by the e-Procurement platform shall be payable, electronically, by the Proposers at the time of submitting proposals.
- 4.1.2. The Proposers (Bidders) shall pay security deposit of ₹ 50,000/- towards Earnest Money Deposit (EMD). The EMD of the Successful bidder will be taken to KNNL account and the same is refunded on successful completion of the assignment.
- 4.1.3. EMD of unsuccessful Proposers will be returned back to their respective Bank a/cs automatically through online EMD Refund System of E-Governance Department, Government of Karnataka.
- 4.1.4. Kindly note that if transaction/processing fee and EMD are not submitted properly, bids are likely to be rejected automatically at E-procurement portal.

##### 4.2. Instructions for submitting Proposals

- 4.2.1. Upload scanned copies of all the documents as specified elsewhere in the RFQ document along with non-refundable Tender Processing Fee and EMD.
- 4.2.2. The fees quoted in commercial Proposal / Financial Proposal/Schedule-C should be inclusive of all applicable Taxes and also out of pocket expenses.
- 4.2.3. The KNNL or any of the offices under KNNL will not reimburse out of pocket expenses viz. conveyance, boarding & lodging, travelling and/or any incidental expenses.
- 4.2.4. Tax will be deducted at source as per the provisions of Act, prevailing at the time of payment.
- 4.2.5. Proposers (Bidders) are requested to note the Scope of Work and details of assignment before proposing the fee. Fee proposed shall remain constant for both the financial years and shall not be increased under any circumstances
- 4.2.6. The fee should be quoted on yearly basis.



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- 4.2.7. Technical Proposal will be opened only if the Proposals/bids are qualified in the Prequalification criteria. Commercial Proposal/Financial Proposal i.e., Schedule-C will be opened only if the Proposers (Bidders) are qualified in the Technical Proposal.
- 4.2.8. Proposers may please note that for Technical qualification all the eligibility criteria and Documentation requirement should be submitted to the satisfaction of the Company.
- 4.2.9. Minimum marks in each of the eligibility criteria as mentioned in this RFQ document should be scored.
- 4.2.10. The supporting documents, wherever required, evidencing the criteria prescribed for evaluation of Technical Proposal shall have to be enclosed. Any ambiguity in any of the information furnished will entail non-consideration of such information for the purpose of evaluation of Technical Proposal.
- 4.2.11. Any deviation in respect of dates and timings are not allowed.
- 4.2.12. The completed Pre-qualification, Technical and Financial proposal must be uploaded on/or before the scheduled date and time stated in this RFQ document along with prescribed tender processing Fee and EMD.
- 4.2.13. The company is not responsible for Technical problems encountered while submitting proposals, payment of tender processing fee and EMD amount. Proposers (Bidders) are requested to submit their proposal well in time considering the processing time involved and the time involved in remittance of fees and EMD through on-line payment system.

### 4.3 Other procedures:

- 4.3.1 The Proposals along with prescribed documents shall be submitted through e-procurement portal. The Proposers (Bidders) are therefore requested to familiarize themselves with the procedure of E-procurement thoroughly before submission of Proposal.
- 4.3.2 Mere issue of Proposal Document does not qualify Chartered Accountant/Cost Accountant firm for appointment. The Proposer, i.e., Chartered Accountant/Cost Accountant firm which does not comply with the eligibility criteria mentioned in the Tender Notification will be rejected.
- 4.3.3 The submission of proposals by the Chartered Accountant/Cost Accountant firm implies that they have read and understood all the



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- 4.3.4 The Company reserves the right to accept/reject all or any of the tenders without assigning any reasons.
- 4.3.5 The Company reserves the right to include/exclude any work in the scope of work annexed at a mutually agreed terms and conditions.
- 4.3.6 Conditional proposals are not acceptable and the same will be rejected.
- 4.3.7 Selected Chartered Accountant/Cost Accountant firm shall submit declaration on Rs. 100/- stamp paper duly notarized as per the format given in Annexure- I and a duly signed and sealed copy of the RFQ Document before issue of Appointment Letter.
- 4.3.8 Proposals shall be valid for 90 days from the last date of submission of Bids.
- 4.3.9 The selected Bidder should accept the mandate within 15 days from the date of appointment letter. In the event of non-acceptance, the same shall be offered to second highest scored bidder.

### 4.4 E-Tendering:

- 4.4.1 All Proposals are accepted only through e-procurement, for which the Proposers should purchase Digital Signature Certificate from any of the Empanelled Certifying Authorities as mentioned in the e-Procurement portal.
- 4.4.2 Proposers who wish to undergo training on e-procurement can contact e-procurement Helpdesk, Government of Karnataka, M.S. Building, II Gate, Room No. 108, K.R.Circle, Bengaluru - 560 001.
- 4.4.3 Kindly note that the training on e-procurement will be given by the Government of Karnataka on all Saturdays (except second Saturdays) between 11 a.m to 5 p.m on prior appointment.
- 4.4.4 Any changes/notifications will be updated in the e-procurement platform and in the company's website [www.knnl.karnataka.gov.in](http://www.knnl.karnataka.gov.in) and shall be binding on all the participating Proposers (Bidders).
- 4.4.5 The company shall not be held responsible for any technical problems encountered during submission of Proposal (Bid) through e-procurement Portal, delay in remittance of Tender Processing fee and EMD through on-line payment system.



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- 4.4.6 Bidders may keep in mind that the remittance of Tender Processing Fee and EMD are only through on-line payment system. The payments can be made only on bank working days and during banking hours.
- 4.4.7 Further Bidders may note that the submission of proposals through e-Procurement portal is not possible after the Last Date and Time mentioned for submission of Proposals mentioned in this RFQ document.
- 4.4.8 Efforts are made to provide all the required details in the RFQ Document. In case of any query, Proposers may contact GM (F) and Asst. Managers (I/c), KNNL, Registered Office, Bengaluru at telephone number: 080-22283074 - 78.



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### CHAPTER - 5

#### ELIGIBILITY AND PRE-QUALIFICATION CRITERIA

- 5.1. **Pre-qualification Criteria:** In order to be eligible for pre-qualification, the Proposers should satisfy following eligibility criteria and should include following documents :
- 5.1.1. Should be a Chartered Accountants or Cost Accountants Partnership firm/LLP with a minimum of 10 years' experience. Kindly upload scanned copy of the Self Certified Registration Certificate issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India along with the firm's registration number.
- 5.1.2. Scanned copy of declaration as per the format given in **Ann-I** should be submitted in the Letter head of the Bidding firm/company at the time of submitting the proposal with signature/ seal of the authorised partner.
- 5.1.3. The selected CA/CMA firm/company should submit the original declaration form on a stamp **paper ₹ 100 value** duly notarized at the time of offer of appointment.
- 5.1.4. If any one or more of the above pre-qualification criteria are not satisfied, the proposals (Bids) will be disqualified at this stage and will not be considered for further evaluation.
- 5.2. **Eligibility criteria for Technical Qualification:** In order to be eligible for Technical qualification, the Proposal should include following documents and score minimum required score for each of the eligibility criteria mentioned in Chapter - 6.
- 5.2.1. Should have a Head office at Bengaluru/ Kalburgi/ Hubballi/ Dharwad/ Belgaum/Shimoga for the last 5 (five) years. Upload scanned copy of any self-certified address proof along with a copy of the Registration Certificate issued ICAI/ICWAI evidencing the existence of head office of the Chartered Accountants/Cost Accountants firm at these place(s) for the last 5 (five) years.
- 5.2.2. Mere having branch office(s) at the above places shall not entail qualification.
- 5.2.3. Should have experience in Statutory or Internal Audit or System Audit and Management Audit of Infrastructure/Construction companies/firms with mandatory experience in Internal Audit of Accounts of Infrastructure/construction companies with turnover/capital expenditure exceeding **Rs. 100.00 crore during any one of the last 5 years. Upload**



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scanned copy of self-attested appointment letter issued by such  
companies.

5.2.4. The resume of the Partner-in-charge of this assignment along with self-attested copy of the Membership certificate issued by Institute of Chartered Accountants of India or Institute of Cost Accountants of India should be uploaded.

5.2.5. Upload the profile of the firm as per the format given below:

| Sl. No | Particulars   | Details | Remarks |
|--------|---|---------|---------|
| 1      | Place of Head Office of the Firm  |         |         |
| 2      | Name and Address of the firm  |         |         |
| 3      | Year of Registration with ICAI/Inst. of Cost Accountants  |         |         |
| 4      | Total number of partners  |         |         |
| 5      | Total number of FCAs/FCMAs (Amongst Partners)   |         |         |
| 6      | Total number of ACAs/ACMAs (Amongst Partners)   |         |         |
| 7      | Total number of paid ACAs/FCAs/ ACMAs /FCMAs  |         |         |
| 8      | No. of Branches and address of the Branches   |         |         |
| 9      | Partner In-Charge of the proposed assignment who will be the coordinator.   |         |         |
| 10     | Contact Details (Provide Landline No.s, Mobile No and email ID)   |         |         |
| 11     | Details of Team Members assigned for Internal Audit of KNNL. Please provide the Name, Qualification and experience of the Team Members in a separate annexure |         |         |



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### CHAPTER - 6

### METHOD OF EVALUATION

- 6.1. The Internal Auditor(s) will be selected under Quality and Cost Based Selection (QCBS), as per procedure mentioned below and in accordance with the provisions of Rule 28-C of “The Karnataka State Transparency in Public Procurements Rules, 2000”.
- 6.2. The evaluation of the Chartered Accountant/Cost Accountant Firm will be based on points marked for different capabilities of the proposing Firm. Marks for each of the pre-qualification criteria will be awarded based on documentary evidences furnished by the Proposing entities as detailed below. **The decision of KNNL will be final and binding on all the Proposers (Bidders).**

| Sl. No. | Criteria  | No. of Points | Maximum /Minimum points                         | Supporting Documents   |
|---------|---|---------------|---|--|
| a       | Number of years of Standing of the firm   |               | Minimum required 5 points and maximum 15 points | Self-certified copy of the Registration certificate of the firm / Company issued by the ICAI/ICWAI.  |
|         | 10-15 years   | 5 points      |   |  |
|         | 15-20 years   | 10 points     |   |  |
|         | Above 20 years  | 15 points     |   |  |
| b       | Head office at Bengaluru/ Kalburgi/Hubballi/Dharwad / Belgaum/Shimoga for the last 5 years. Mere having <b>branch offices</b> at the above places shall not entail qualification. | 10 points     | Maximum and minimum 10 points                   | Upload scanned copy of any self-certified address proof along with a copy of the Registration Certificate issued ICAI evidencing the existence of head office at any of these places. The certificate issued by ICAI/ICWAI shall not be later than the date of publication of this notice. |
| c       | Experience in Statutory Audit or Internal Audit or System Audit or Management Audit of  | 25 points     | Maximum 25 and minimum required                 | Self-certified copy of the Appointment letter issued by the Companies.   |





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|   |   |                |  |   |
|---|---|----------------|--|---|
|   | Infrastructure or Construction Companies or Firms with mandatory experience in Internal Audit of Accounts of Infrastructure/ construction Companies with turnover or capital expenditure exceeding ₹ 100 crore during any of the last 5 years.          |                | 10 points                              |   |
|   |   | 10-15 years    | 10 points                              |   |
|   |   | above 15 years | 02 points (for each year)              |   |
| d | Capability of Partner in-Charge of the proposed assignment with mandatory experience in Internal Audit of Accounts of Infrastructure/ construction Companies with turnover or capital expenditure exceeding ₹ 100 crore during any of the last 5 years. |                |  | Resume and copy of the Membership certificate (FCA/ACA) issued by Institute of Chartered Accountants of India |
|   | ACA / ACMA with experience 3 to 4 years -   |                | 5 points                               | Minimum required 5 points and maximum 20 points.  |
|   | FCA / FCMA with experience 5-9 years -  |                | 10 points                              |   |
|   | FCA / FCMA with experience 10-14 years -  |                | 15 points                              |   |
|   | FCA / FCMA with experience more than 15 years -   |                | 20 points                              |   |
| e | No. of Partners in the Firm   |                |  | Copy of the Registration Certificate issued by the ICAI/ICWAI.  |
|   | 2-5 partners -  |                | 5 points                               |   |
|   | Above 5 partners -  |                | 10 points                              |   |
| f | Team members assigned for internal audit:   |                |  | Profile of the firm as per the format given in clause 5.2.6.  |
|   | B.com graduates with 2 to 3 years of experience (Minimum 10 members)  |                | 1 point each for 2 graduates           |   |
|   |   |                | Maximum 20 points and minimum required |   |



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|  |                   |           |  |
|--|-------------------|-----------|--|
| IPCC/Inter CA/CMA with minimum 3 years of experience. (Minimum 05 members) | 2 points for each | 15 points |  |
| CA / CMA with minimum 5 years of experience.                               | 5 points          |           |  |

- 6.3. For Technical qualification, the Proposer (Bidder) should submit all the documents mentioned in **Schedule - B (Technical proposal)** to the satisfaction of KNNL and should score minimum marks prescribed in this Chapter for each of the eligibility criteria.
- 6.4. The Tender Scrutiny Committee appointed by the KNNL evaluates the Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system in this document. Each responsive proposal will be given a Technical Score (TS). A proposal shall be rejected at this stage if;
- Documents are not submitted to the satisfaction of the Company;
  - Minimum marks required under each of eligibility criteria are not scored;
  - Important aspects of the Terms of Reference are not fulfilled.
- 6.5. After Evaluation of Technical Proposals, based on the Evaluation criteria, the results of Technical Evaluation will be uploaded and technically accepted/rejected in E-Procurement portal.
- 6.6. The e-procurement Portal will display the financial proposals of only those Proposers (Bidders) who are technically qualified based on the Eligibility criteria prescribed in the RFQ document and programmed in the E-Procurement Portal.
- 6.7. Financial proposals (FP) shall be opened, read and recorded in front of the Proposers present at the time of opening of Financial Proposals.
- 6.8. The proposals will be ranked according to their combined Technical Score (TS) and Financial Proposal (FP) as per the formula given below:
- 6.9. **Combined Total Score = (TS X 0.75) + {(LP/FP) X 100 X 0.25}**
- 6.10. **Note:** TS = Technical Score, LP is the Lowest Price among the Financial proposal and FP is the price offered by the Proposer being evaluated.
- 6.11. The weights given to the Technical Score and Financial Proposals are TS = 0.75 and FP = 0.25



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- 6.12. The firm achieving the highest combined total score will be invited for negotiations, if KNNL feels necessary.
- 6.13. Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Firms who submitted the proposals or to other persons not officially concerned with the process, until the highest combined total scoring firm/company has been finalized and appointed.
- 6.14. The decision of KNNL is final in all the matter.



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### CHAPTER 7

#### TERMS OF REFERENCE AND TERMS OF PAYMENT

#### General Terms and conditions regarding appointment of Internal Audit.

- 7.1.1. The fee shall be quoted for all the offices of KNNL in schedule-C and the **fee is all inclusive** as stated at para 4.2.2. and 4.2.3 above.
- 7.1.2. The fee should be **quoted for full year** i.e. per annum **inclusive of all Taxes** subject to deduction of tax at source as per the prevailing provisions of Income Tax Act, at the time of payment.
- 7.1.3. The Proposals shall be evaluated as per the method of evaluation mentioned in **Chapter - 6** after opening of financial proposal.
- 7.1.4. The KNNL reserves the right to negotiate the fee further with the highest scored firm.
- 7.1.5. Appointment of Internal Auditor is for the period of 2 years i.e. FY 2024-25 and FY 2025-26. In case, during this period, if it is found that the appointed internal auditor is not attending audit work as per the schedule & as per the terms of appointment and if the services provided are not satisfactory, the appointment issued is liable to be cancelled at any time.
- 7.1.6. The internal audit report shall be as per the format indicated in the enclosed internal audit manual. The internal audit report should contain all the items specified in the format.
- 7.1.7. The internal audit report should be **submitted on quarterly basis** within 30 days from the end of quarter and combining audit and submission of reports for two or three quarters is strictly prohibited.
- 7.1.8. **The compliance submitted by KNNL offices for internal audit reports should be invariably verified 100% by internal auditors and any modification/documentary evidences should be guided for Nigam officers to enable finalization/closing of audit query. The Seal & Signature of the internal auditors on the all vouchers/RA bills verified is must.**

#### Terms of payment of Internal Audit fee.

- 7.2.1. Internal Audit fee will be paid only on receipt of quarterly internal audit reports, executive summary and final remarks for the previous quarter(s).



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### SCHEDULE A

#### PRE-QUALIFICATION CRITERIA

- I. Should be a Chartered Accountants/Cost Accountants Partnership firm or Limited Liability partnership or Company with minimum 10 years of experience. **Kindly upload scanned copy of the Self Certified Registration Certificate issued by Institute of Chartered Accountants of India or Institute of Cost Accountants of India.**
- II. **Kindly upload scanned copy of declaration as per the format given in Annexure - I.** Declaration could be submitted in the Letter head of the CA or CMA firm or Limited Liability Partnership or Company at the time of submitting the Proposal with seal and signature of the authorized partner. The selected CA or CMA firm or Limited Liability Partnership or Company shall submit the Declaration in Rs. 100/- stamp paper duly notarized at the time of issue of Appointment Letter.



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### SCHEDULE B

### TECHNICAL PROPOSAL

#### TECHNICAL-QUALIFICATION REQUIREMENTS:

- I. Should have their head office at Bengaluru, or Kalaburgi or Hubballi/Dharwad or Belgaum or Shimoga for the last 5 years. **Mere having branch offices at the above places shall not entail qualification.** Upload scanned copy of any Self Certified address proof along with self attested copy of the ICAI or ICWAI Registration Certificates.
- II. Should have experience in Statutory Audit or Internal Audit or System Audit or Management Audit of Infrastructure or Construction Companies or Firms with mandatory experience in Internal Audit of Accounts of Infrastructure or construction Companies with turnover or Capital Expenditure exceeding ₹ 100.00 crore during any of the last 5 years. Upload scanned copy of self attested appointment letter issued by the Company. **Upload scanned copy of self attested appointment letter issued by the Company.**
- III. The resume of the Partner-in-charge of this assignment along with self attested copy of the **Membership certificate (FCA or FCMA / ACA or ACMA) issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India should be uploaded.**
- IV. **Upload the profile of the firm as per the format given below:**

| Sl. No | Particulars  | Details |
|--------|--|---------|
| 1      | Place of Head Office of the Firm   |         |
| 2      | Name and Address of the firm   |         |
| 3      | Year of Registration with ICAI/ICWAI   |         |
| 4      | Total number of partners   |         |
| 5      | Total number of FCAs/FCMAs (Amongst Partners)  |         |
| 6      | Total number of ACAs/ACMAs (Amongst Partners)  |         |
| 7      | Total number of paid ACAs/FCAs/ACMAs /FCMAs  |         |
| 8      | No. of Branches and address of the Branches  |         |
| 9      | Partner In-Charge of the proposed assignment who will be the coordinator.  |         |
| 10     | Contact Details (Provide Landline Nos, Mobile No and email ID)   |         |
| 11     | Details of Team Members assigned for Internal Audit of KNNL. Please indicate Name, Qualification and experience of the Team Members. |         |



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### SCHEDULE C

### COMMERCIAL / FINANCIAL PROPOSAL

#### DETAILS OF PROFESSIONAL CHARGES TO BE PAID ON YEARLY BASIS

Total Internal Auditor's fee **per annum** for all the offices under KNNL as per Annexure II of this Bid document is Rs. \_\_\_\_\_  
(Rs. \_\_\_\_\_).

(The fees quoted in commercial Proposal / Financial Proposal / Schedule - C is **inclusive of all** applicable Taxes and all out of pocket expenses viz. conveyance, boarding & lodging, travelling and other incidental expenses by **considering requirement of company as per para 3.6**)

Taxes, Cess or any other statutory levies will be deducted at source as per the provisions of relevant Act prevailing at the time of payment.



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### ANNEXURE - I

The scanned copy of the following Declaration shall be uploaded by the Chartered Accountant firm/Cost Accountant firm along with Schedule - B (i.e. Technical Proposal).

The original declaration in ₹ 100/- stamp paper should be produced on appointment.

**NAME OF THE ASSIGNMENT:** Carrying out Internal Audit at KNNL Registered Office at Bengaluru and for Project offices for the financial years 2024-25 and 2025-26.

### DECLARATION

1. We \_\_\_\_\_ (Name of firm) are a firm of Chartered Accountants/Cost and Management Accountants registered with the Institute of Chartered Accountants of India/Institute of Cost Accountants of India (firm registration No. \_\_\_\_\_). In connection with submission of our bid for “*selection of a CA or CMA Firm/ Limited liability partnership firm/company carrying out Internal Audit to KNNL*”, we hereby declare and solemnly affirm that we have not been declared as ineligible for corrupt and fraudulent practices by Government of India/Government of Karnataka or black listed by any Government dept./ Institution/ agency.
2. We hereby declare that we have made ourselves thoroughly conversant with local conditions regarding the location of offices where the Internal Audit has to be carried out, the nature and quantum of work involved, no. of people required for effective audit of the work etc.
3. Our Proposal (Bid) is in total conformity with the RFQ stipulation and we do not have any additional technical/commercial conditions.
4. We accept all terms and conditions mentioned in RFQ document and terms of reference and payment.
5. The details/documents produced in the Technical Proposal are true and complete and are as per the Original Records.
6. We also agree produce the originals of the records/documents for verification before shortlisting/appointment.

For (Name of the Bidder Firm)

Name and Designation of the  
Authorized signatory  
(Membership No. \_\_\_\_\_ )  
(SEAL)





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### ANNEXURE - II

#### DETAILS OF OFFICES WHERE INTERNAL AUDIT HAS TO BE CARRIED OUT ARE

(Below mentioned lists are not exhaustive. Internal Auditor(s) is (are) advised to obtain the current list of offices at the time of conducting Internal Audit from Registered Office and/or Central Office)

| Name of the Office      | Place  |
|-------------------------|--|
| Registered Office       | No.1, 4th Floor,<br>Coffee Board Bldg.,<br>Dr.B.R.Ambedkar Veedhi,<br>Bengaluru - 560 001<br>Tel: 080 22283074-78, Fax: 080 2238 6015<br>email: <a href="mailto:gmf-knnl@karnataka.gov.in">gmf-knnl@karnataka.gov.in</a><br>Website: <a href="http://www.knnl.karnataka.gov.in">www.knnl.karnataka.gov.in</a> ,<br>CIN : U85110KA1998SGC024503 |
| Central Office          | Central Office,<br>No. 235, Srinagar 2nd Main, Vijya<br>Complex, Srinagar, Dharwad, Karnataka<br>580007<br>Website: <a href="http://www.knnl.karnataka.gov.in">www.knnl.karnataka.gov.in</a> ,<br>CIN : U85110KA1998SGC024503  |
| Zones/Circles/Divisions | As per <b>Annexure - II(A)</b>   |



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### ANNEXURE -II (A)

| Sl. No.   | Name of the Office                         |
|---|--|
| <b>I. IRRIGATION NORTH ZONE, BELGAUM</b>        |  |
| 1   | CE I (N), Belgaum                          |
| 2   | SE, LDO (Technical) M & G Projects Belgaum |
| 3   | SE, GRBCC Circle, Hidkal Dam               |
| 4   | EE, GRBC Dn. 2, Hidkal Dam.                |
| 5   | EE, GRBC Dn. 3, Gokak.                     |
| 6   | EE, GRBC Dn. 4, Chikkodi                   |
| 7   | EE, GRBC Dn. 5 Koujalagi                   |
| 8   | EE, MBC Dn. Gadankeri                      |
| 9   | EE, QC Dn. Hidkal Dam                      |
| 10  | SE, GLBCC Circle, Jamakhandi               |
| 11  | EE, GLBC Dn. 1, Ghataprabha.               |
| 12  | EE, GLBC Dn. 2, Jamakhandi.                |
| 13  | EE, GLBC Dn. 3, Bilagi                     |
| 14  | SE, R&R Athani                             |
| 15  | EE, HBC Dn. Athani                         |
| 16  | EE, HBC R & R Dn. Athani                   |
| 19  | Special DC, M&G Projects, Belgaum          |
| 20  | SLAO Hidkal Dam                            |
| 21  | SLAO Hipparagi Project, Athani             |
| 22  | SLAO R&R, Athani                           |
| <b>II. MALAPRABHA PROJECT ZONE, DHARWAD</b>     |  |
| 22  | CE MP Zone, Dharwad                        |
| 23  | SE MLBCC Dharwad                           |
| 24  | EE MRBCC Dn. 1, Nargund                    |
| 25  | EE MRBCC Dn. 3, Byahatti                   |
| 26  | EE MRBCC Dn. 4, Navalgund                  |
| 27  | EE MRBCC Dn. 5, Ron                        |
| 28  | EE LIS Dn. Shiggon, Dharwad                |
| 29  | SLAO Bagalkot                              |
| 30  | SE MRBCC Naviluteertha                     |
| 31  | EE MLBCC Dn. 1, Ramdurga                   |
| 32  | EE MLBCC Dn. 2, Naviluteertha              |
| 33  | EE MLBC Dn. 3, Badami                      |
| 34  | EE W & M Dn. Naviluteertha                 |
| 35  | EE Kalasanala Project, Khanapur            |
| <b>III. IRRIGATION PROJECT ZONE, KALABURAGI</b> |  |
| 36  | CE IPZ Kalburgi                            |
| 37  | SE IPC Circle, Kalburgi                    |
| 38  | EE, IPC Dn. 1, Amarja, Kalburgi            |
| 39  | EE BNT Dn. 4, Hebbal                       |



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|   |   |
|---|---|
| 40  | EE BLIS Dn. 3, Afzalpur   |
| 41  | EE, KPC Dn. 1, Bidar  |
| 42  | EE, KPC Dn. 2, Bhalki   |
| 43  | EE, QC, Kalburgi  |
| 44  | SLAO Kalburgi   |
| 45  | SLAO Karanja Project Bidar  |
| <b>IV. UPPER TUNGA PROJECT, SHIMOGA</b>       |   |
| 46  | CE UTP Zone, Shimoga  |
| 47  | SE UTP Circle, Shimoga  |
| 48  | EE UTP Dn. 1, Shimoga   |
| 49  | EE UTP Dn. Ranebennur   |
| 50  | EE UTP QC Dn. Shimoga   |
| 51  | EE, Dhandavathi Project, Shikaripura  |
| 52  | SLAO Shimoga  |
| 53  | SLAO Rannebennur  |
| 54  | <b>BHADRA CIRCLE, BR PROJECT LAKKAVALLI</b>   |
| 55  | SE, Bhadra Project Circle BRP   |
| 56  | EE Dn. 3, Bhadra Canal, Malebennur  |
| 57  | EE Dn. 4, Bhadra Canal, Bhadravati  |
| 58  | EE Dn. 5, Bhadra Canal, Davangere   |
| 59  | <b>SE VP Circle, Siddapura</b>  |
| 60  | EE VP Dn. 1, Siddapura  |
| 61  | EE VP Dn. 2, Siddapura  |
| <b>VI. IRRIGATION CENTRAL ZONE, MUNIRABAD</b> |   |
| 62  | CE IC Zone, Munirabad   |
| 63  | SE, Munirabad   |
| 64  | EE SLIS Dn. 1, Mundaragi  |
| 65  | EE SLIS Dn. 2, Huvinahadagali   |
| 66  | EE, TR Dn. 1, Munirabad   |
| 67  | EE, TLBC Dn. 2, Oddarahatti   |
| 68  | EE, TLBC Dn. 3, Sindhanur   |
| 69  | SE, Yaramaras   |
| 70  | EE, TLBC Dn. 4, Sirwar  |
| 71  | EE, Dn. 5, Yaramaras  |
| 72  | EE, Dn. 6, Bellary  |
| 73  | EE, QC Dn. Munirabad  |
| 74  | SLAO Huvinahadagali   |
| <b>Other Offices</b>                          |   |
| 75  | KNNL, Central Office, Dharwad   |
| 76  | KNNL, Registered Office, Bangalore  |
| 77  | Other Asst. Commissioners offices - Indi, Vijayapura, Haveri, Davanagere, Kundapura, Savanur, Sagar, Shimoga, Koppal, Hospet, Gadag, Raichur and Lingasur etc. (These offices are handling Land acquisition of KNNL projects) |



## **KARNATAKA NEERAVARI NIGAM LIMITED**

(A Government of Karnataka undertaking)

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RFQ Document for appointment of Internal Auditors for the years 2024-25 and 2025-26