



**GOVERNMENT OF KARNATAKA**

**Karnataka Building and Other Construction Workers Welfare  
Board**

**Kalyana Suraksha Bhavana  
Bannerghatta Road ITI Compound Bengaluru- 560 029.**

NO-KBOCWVB/TND/AUD/CR-03/2018-19 DATED: 26-10-2018

**TENDER DOCUMENT**

FOR

**INTERNAL AUDIT 2017-18**



**GOVERNMENT OF KARNATAKA**

**Karnataka Building and Other Construction Workers Welfare Board Bengaluru-29**

No. KBOCWVB/TND/AUD/CR-03/2018-19

Date: 26-10-2018

Office of the Secretary,  
Kalyana Suraksha Bhavan  
Bannerughatta Road  
Bengaluru- 560029.

**e-TENDER NOTIFICATION**

e-Tender (two bid system- Technical and financial bid) are invited from reputed and registered Internal Audit Work for the year 2017-18. Details mentioned below:

<b>Description of work</b>	<b>Period</b>	<b>EMD</b>
Carry out Internal Audit Work for the year 2017-18	3 Months	<b>Rs.10,000/-</b>

**Submission of tenders:** Tenders are to be submitted electronically through e-Procurement portal ([www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in)).

sd/-  
**Secretary**



**GOVERNMENT OF KARNATAKA**

**Karnataka Building and Other Construction Workers Welfare Board Bengaluru- 29.**

**PREVIEW OF TENDER**

Bid Reference: No. KBOCWWB/TND/AUD/CR- 03/2018-19	Dated : 26-10-2018
Last Date For Receipt Of Tender Document	Date: 19-11-2018 up to 17.00 Hrs.
Time And Date Of Opening Of Technical Bid	Date: 20-11-2018 up to 17.05 Hrs.
Time And Date Of Opening Of Financial Bid	Date: 27-11-2018 at 11.00 Hrs.
Place Of Opening Of The Tenders	Office of the Secretary, Karnataka Building And Other Construction Workers Welfare Board, Kalyana Suraksha Bhavan, Bannerughatta Road, Bengaluru- 29.
Address For Communication	Office of the Secretary, Karnataka Building And Other Construction Workers Welfare Board, Kalyana Suraksha Bhavan, Bannerughatta Road, Bengaluru- 29.

## **NOTICE INVITING E- TENDER**

### **APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2017 – 2018.**

Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors for the Financial Year 2017–2018.

The internal auditor will be required to conduct the internal audit for financial year 2017–2018.

The interested CA firms may submit their tender Through E – Procurement portal Karnataka Government by making an EMD of Rs 10,000-00.in the prescribed Performa provided therein which includes Notice Inviting Tender Eligibility Criteria Scope of Work General Terms and Conditions Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from website.

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

Karnataka Building and Other Construction Workers Welfare Board will communicate only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided.

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

Any further clarifications can be sought from

**The Secretary,  
Karnataka Building and Other Constructions Workers Welfare Board  
Kalyana Suraksha Bhavana  
Bannerghatta Road  
ITI Compound Bengaluru- 560029.**

### **Eligibility Criteria:**

1. The Chartered Accountant firm should have an experience of 5 years from the date of establishment or registration of the firm with the Institute of Fellow of Chartered Accountants.
2. Must be a Registered Partnership Firm or Limited Liability of Partnership and produce the proof of the same. At least one partner should be an FCA (Certificate to be uploaded)
3. Joint bids will not be accepted.
4. The Chartered Accountant firm should have its main office at Bangalore and furnish proof for the same.
5. The Chartered Accountant firm should be empanelled with Comptroller and Auditor General of India.
6. The Chartered Accountant firm should have at least 5 Articles / Articled clerks on the date of Tender submission.
7. The Annual turnover of the Chartered Accountant firm shall not be less than Rs.20 Lakhs in each of last three financial years (2015-16, 2016-17 & 2017-18).
8. Must furnish copy of valid registration certificate under Service Tax Rules/ GST registration certificate.

## **Documents to be uploaded**

All the documents are mandatory, Failure to upload any document will result in disqualification of the bid at technical bid stage only

1. Firm registration certificate issued for Full Time practice by The Institute of Chartered Accountants of India.
2. Permanent Account Number ( PAN ) of the firm.
3. GST registration certificate.
4. Income Tax returns of past three financial years (2015-16, 2016-17 & 2017-18).
5. Profile of the firm.
6. EMD paid challan.
7. A valid CAG empanelment certificate.
8. Partnership Deed.
9. Undertaking – To comply with the tender terms and conditions.

## **General Information**

1. The Board means Karnataka Building and Other Constructions Workers Welfare Board Kalyana Suraksha Bhavan ITI Compound Bannerugatta Road Bengaluru- 560029 represented by the Secretary of the Board.
2. The Secretary means the Secretary of the Board.
3. The Joint Secretary means the Joint Secretary of the Board.
4. The word Agreement means a written agreement on a non-judicial stamp paper of Rs.200/- between the Board and the successful tenderer stipulating the terms and conditions governing the tender.
5. The word Work Order means the order issued by the Board to the successful tenderer to carry out the awarded work for the prescribed period.
6. Tender shall be valid for Ninety days from the date of opening of Financial Bid.

## **Terms and Conditions**

1. The period of appointment shall be for conducting Internal Audit for one year i.e. for the financial year 2017-18. However, considering satisfactory work the appointment may be extended for one more year. The Board reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.
2. Karnataka Building and Other Construction Workers Welfare Board will not accept any claim other than professional fee/ charges etc specified in financial bid.
3. All documents uploaded for tender needs to be self attested by any one partner.
4. The successful tenderer shall submit an amount equivalent to 5% of the tender amount as Security Deposit through demand draft or irrevocable bank guarantee in favor of Secretary Karnataka Building And Other Constructions Workers Welfare Board Bengaluru.
5. The security deposit shall be refunded after 30 (thirty) days of the expiry of the period of the agreement or one month after the final bill is paid whichever is later by adjusting any dues to the Board.
6. To prevent disputes and litigations, it shall be accepted as an inseparable part of the agreement, that in matters with regard to interpretation of agreement mode of procedure and carrying out the work the decision of the Secretary shall be final and binding on the Audit Firm.
7. If any loss or damage is caused to the Board due to non-compliance of the obligations under the agreement by the Audit Firm the Audit Firm shall make good such losses and the Board shall be entitled to recover the same from the Audit Firm
8. Any disputes arising out of the agreement is subject to the jurisdictional courts of Bengaluru.

<b>Sl. No.</b>	<b>Marks for Eligibility Criteria</b>	<b>Quantum</b>	<b>Marks</b>	<b>Maximum marks</b>
<b>1.</b>	The Chartered Accountant firm should have an experience of 5 years from the date of establishment or registration of the firm with the Institute of Fellow of Chartered Accountants.	Over 5 years and up to 7 Years	<b>15</b>	<b>25</b>
		Over 8 years and up to 10 Years	<b>20</b>	
		More than 10 Years	<b>25</b>	
<b>2</b>	Must be a Registered Partnership Firm or Limited Liability of Partnership and produce the proof of the same. At least one partner should be an FCA	1- FCA	<b>10</b>	<b>20</b>
		2-3 FCA	<b>15</b>	
		4 & Above FCA	<b>20</b>	
<b>3</b>	The Chartered Accountant firm should have at least 5 Articles / Articled clerks on the date of Tender submission	5- Articles / Articled clerks	<b>10</b>	<b>20</b>
		6-7Articles / Articled clerks	<b>15</b>	
		8 & Above Articles / Articled clerks	<b>20</b>	
<b>4</b>	The Annual turnover of the Chartered Accountant firm shall not be less than Rs.20 Lakhs in each of last three financial years (2015-16, 2016-17 & 2017-18).	Over Rs.20 Lakhs and up to Rs. 25 Lakhs	<b>25</b>	<b>35</b>
		Over Rs.25 Lakhs and up to Rs.30 Lakhs	<b>30</b>	
		More than Rs. 30 Lakhs	<b>35</b>	
		<b>Total</b>	<b>60</b>	<b>100</b>
			<b>Pass Marks (Min)</b>	<b>Max Marks</b>



## **SCOPE AND COVERAGE OF INTERNAL AUDIT THE YEAR 2017-18**

The thrust of the internal audit is to achieve qualification free accounts from the point of view of Statutory and Accountant General Auditors. The scope given hereunder is general and includes all accounting aspects and taxation matters; but not limited to the following:

1. Verification of cash & journal vouchers in full (100%)
2. Ensuring correctness of classification of expenditure and head of account based on the nature of expenditure
3. Verification of General Ledger Subsidiary Ledger Contractors ledgers
4. Accounting of payments in respect of Scheme related payments
5. Verification of receipts on account of cess/other collection from the board
6. Verification and reconciliation of Investments made by the board
7. Bank Reconciliation Statements and TDS Reconciliation with AS26
8. Depreciation Accounting.
9. Suggesting improvements in the existing internal control systems;
10. Verification of transactions with reference to Accounting Policy Statements and Accounting Standards
11. Suggesting improvements in accounting systems keeping in view the AG audit observations and assisting to furnish replies to AG Audit Para s.
12. A Copy of 2016-17 Annual Report is enclosed for reference and assessment of Audit Fees.

*Annexure-I*

**TECHNICAL BID**

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

**General Information**

1	Name firm of the Chartered Accountants	
2	Registered/Main Office Address	
3	Name of Partners	
4	Contact no. of Partner	
5	No. of branches in India (Attach a list along with address)	
6	Major Clients Handle by the Audit Firm (List of Govt. department / PSUs whose Accounts have been audited by the Audit Firm during past 3 years)	

### **Eligibility Criteria**

Whether the firm meets all the eligibility criteria (Yes/No)	
No. of years of experience	
Date of registration of Chartered Accountants firm	
Whether firm is empanelled with C&AG (Yes/No)	
C&AG empanelled no.	
No. of Partners (as on date of tender)	
No. of Chartered Accountant Employees (as on closing date of tender)	
No. of Article/Audit Clerks (as on closing date of tender)	
Whether the Chartered Accountant firm has its registered/main office at Bengaluru.	
Annual turnover of CA firm for FY 2015- 16 FY 2016-17 FY 2017-18	
Copy of IT return filed for last three financial years. 2015- 16 2016-17 2017-18	

*Annexure-II*

**FINANCIAL BID**

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

<b>Sl.No.</b>	<b>Particulars</b>	<b>Amount in Rs.</b>
1	Annual Professional fee for Internal Audit For the financial year 2017-18.  First Quarter Second Quarter : Third Quarter : Fourth Quarter :  Total	
2.	Service Tax	
3.	Grand Total	

Grand Total [Professional fees in words]

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