



KUDUMBASHREE BROILER FARMERS'
PRODUCER COMPANY LTD.

KUDUMBASHREE BROILER FARMERS' PRODUCER COMPANY LTD.
Regd Office: DOT SPACE BUSINESS CENTRE
TC 24/3088, Usha Sandya Building
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026/TQ/2022/KBFPCL

23.01.2023

NOTICE INVITING TENDER

Appointment of Internal Auditor in KBFPCL

Tenders are invited from Chartered Accountant Firms for appointment as Internal Auditors of Kudumbashree Broiler Farmers' Producer Company Limited (KBFPCL) for a period of 5 Financial Year from 2022-23. KBFPCL is a Private Limited Company with a Paid-up capital of Rs. 2,50,000/- and a turnover of Rs. 80 Crore (approx.) in financial year 2022-23. The interested CA firms may submit their tender as per the prescribed formats attached herewith as Annexures as Technical Bid along with Experience and Eligibility Criteria and the Financial Bid (Professional Fee).

The tender documents may be downloaded from website of the company (www.keralachicken.org.in).

The sealed tender may be submitted by post/courier only in one big envelope superscripting "Internal Auditor for KBFPCL" containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to **Chairman and Managing Director, Kudumbashree Broiler Farmers' Producer company Limited, 2nd Floor, TRIDA Rehabilitation Building, Medical College P.O, Thiruvananthapuram -695011 on or before 10th February, 2023 at 5 PM.**

The technical bid envelope must contain the technical bid along with a demand draft of Rs. 500/- (non-refundable) towards cost of tender and Earnest Money Deposit (EMD) of Rs. 5,000/- (non-interest bearing) favouring **Kudumbashree Broiler Farmers' Producer company Limited payable at Thiruvananthapuram** with all relevant documents in support of eligibility and experience criteria. The EMD shall be returned to the unsuccessful bidders after the award of contract to the successful bidder.

The financial bid envelope must contain only the financial bid. The financial bid shall include professional fee / charges including GST (if applicable) for all services including expenses for boarding/ lodging of staff to be incurred in carrying out the internal audit services. KBFPCL will not accept any claim other than professional fee / charges etc. specified in financial bid.

The bid will be opened on February 11, 2023 at 11.00 AM. in the presence of the bidders/Authorised Representatives who wish to be present can be able to attend queries. Financial bids of those who are found technically qualified after evaluation of eligible technical bid as per selection criteria only will be opened.

The interested CA firms are advised to read carefully the entire tender document before submitting their tender and tender documents received /or are found incomplete in any respect will be summarily rejected.

ELIGIBILITY CRITERIA:-

1. The Chartered Accountant firms should have an experience of at least five (5) years from the date of registration of the firm (As on date of opening of technical bid)
2. Auditing Experience in PSU/Govt: will be an added advantage.

Copy of Firm Registration Certificate(FRC) issued by the Institute Of Chartered Accounts Of India ,Certificate Of Practice should be submitted along with Technical Bid.

SCOPE OF WORK:-

The KBFPCL internal auditor has to cover all issues relating to the internal audit including the issues as specified below:-

1. To carry out internal audit of KBFPCL on monthly basis and submit the Financial Statements on quarterly Basis.
2. The checking and verification of all bank and cash books and to ensure that the books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
3. The checking and verification of payment transactions on test check basis to ensure that they are made as per the Generally Accepted Accounting Principles and company rules.
4. The checking and verification of fees / incomes / receipts on test check basis and the review of the reconciliation of fees / income /receipts to ensure that no revenue leakage exists.
5. Checking and verification of Government Grants (Central/ State) received and utilized and their quarterly reconciliation.
6. The scrutiny of all assets and liabilities accounts to ensure their correctness.
7. The review of fixed assets register / records and their reconciliation with accounting records.
8. The review of liability registers and their reconciliation with accounting records.
9. To ensure the compliance with applicable statutory requirements like Income Tax, Service Tax, EPF, GST etc.

10. Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
11. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in company purchase policies have been followed.
12. Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
13. Ensure that the company policies, rules, regulation and procedures are adhered to in all accounting matters and transactions.
14. Review of accounting and internal control systems for particulars type of financial transactions and suggestions for improvements where weak lacunae in accounting and internal control systems are observed.
15. Detection of systemic flaws and suggestions for adopting the corrective measures.
16. Advise company on risk assessment and risk mitigation mechanism.
17. To advise on Income Tax, GST and other laws applicable to company from time to time. To help in preparation and submission of necessary compliance with applicable laws.
18. The finalization, auditing and certification, with signature and seal of the CA firm, of the financial statements and the consolidated financial statement thereof of company shall be completed within two months i.e. May 31 from the end of each financial year.
19. To discuss the draft internal audit report of company with the Finance Department, CEO and other Directors and incorporate their comments before issuing final internal audit report.
20. The internal audit report is to be prepared in four parts as given below: -
 - Part - I: Management Summary and Suggestions
 - Part - II: Detailed Internal Audit Report (for Current Quarter)
 - Part - III: Action Taken Report (Current / Previous)
 - Part - IV: Non-Compliance with Previous Reports

TERMS AND CONDITIONS: -

1. Each page of tender documents is required to be signed by the Nodal Partner of CA firm. The documents / certificates in support along with the tender shall also be signed by the Nodal Partner.
2. Tenders without EMD will be summarily rejected.
3. The Earnest Money Deposit (EMD) of successful bidder will be converted into Security Deposit (SD) amount for the period of contract and will be refunded on request of the bidder after completion of period as well as the obligation of internal audit of company.

4. The tender documents shall be written legibly and free from erasing, corrections and overwriting, otherwise the bid will be rejected.
5. **The Internal audit period is on monthly basis and reports on quarterly basis. So, the firms are required to quote their quarterly required professional fees, minimum fees starting from Rs 25000/- per quarter.**
6. Company reserves the right to accept/reject any/all offer(s) without assigning any reason.
7. Company reserves the right to cancel this tender process at any time without assigning any reason before the selection of centralized internal of auditors and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
8. This tender is subject to the jurisdiction of the local courts at Thiruvananthapuram only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Thiruvananthapuram only.
9. Company will not accept any claim other than professional fee / charges etc. specified in financial bid.
10. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.

Sd/-

Chairman & Managing Director

Kudumbashree Broiler Farmers' Producer Company Limited

Approved for issue,



Chief Executive Officer

Kudumbashree Broiler Farmers' Producer Company Limited

For any queries related to the tender notice please contact Mr. Ciril Kamal, Finance Manager @ 9847358236, Mr. Manoj, Acct.Assistant @ 9544327904.

To,

- 1) The Notice Board, Kudumbashree State Mission Office, Thiruvananthapuram
- 2) Website of KBFPCL, Kudumbashree

Annexure I
Technical Bid Form

1. Name of the Firm/Agency :

2. COP No:

3. Firm Registration Certificate No :

4. Address :

5. Phone No(s):

6. E-mail :

7. GST No :

8. Contact Person:

Name and Designation:

Mobile Number:

9. Whether having experience in statutory /internal auditing of public sector/enterprise :

10.Total Years of Experience:

11. No of partners qualified

1. ACA-

2. FCA-

12.No of semi qualified assistant (CA inter/ CMA inter/Post Graduate
Degree with accountancy and auditing as major subject)-

Declaration Form

We hereby declare that all the information and statements made in this application are true and accept that any of our misrepresentations contained in it may lead to disqualification.

We hereby also declare that our company has not been debarred/blacklisted by any Government/ PSU/ SEMI Government bodies/ organizations.

Signature (Authorized Signatory):

Name:

Designation:

Address:

Date:

Office Seal:

Annexure II
Financial Bid form of Internal Auditor

Name of Applicant	Contact number	Email address	Quarterly required professional fees (Amount in figures and in words)

Name & Address of Applicant:

Signature/Seal:

NB. Should be in a sealed cover