



KARNATAKA ANTIBIOTICS AND PHARMACEUTICALS LIMITED

(A GOVT. OF INDIA ENTERPRISE)

REGD. & CORPORATE OFFICE: ARKA THE BUSINESS CENTRE,
NO.37, NTT MAIN ROAD, PEENYA 2ND PHASE,
BENGALURU – 560 058

INVITING TENDER ENQUIRY FOR APPOINTMENT OF INTERNAL AUDITOR

“TE” NO. K/AP_IA/2024

Date: 19.12.2024

Karnataka Antibiotics and Pharmaceuticals Limited (KAPL) incorporated on 13th March 1981. The shareholding pattern of the Company is 59.17% from Government of India and 40.83% from Government of Karnataka through Karnataka State Industrial and Infrastructure Development Corporation (KSIIDC). KAPL is having a State of Art Manufacturing Unit at Peenya, Bengaluru, Karnataka and Dharwad, Karnataka and KAPL has 19 branch locations across the country. KAPL is maintaining centralized accounts for all the transactions, including branch locations. The Paid up Share Capital of Company is Rs. 13.49 Crs. Please visit KAPL website www.kaplindia.com for annual reports for more details.

KAPL invites THROUGH E-PROCUREMENT PORTAL, Tender Enquiry (TE) from reputed Practicing chartered accountant firm for conducting Internal Audit for the Financial Year 2024-25, in **TWO BID SYSTEM (TECHNICAL AND COMMERCIAL BID)**. The "TE" documents and other instructions can be downloaded or viewed from our company web site i.e., **[www. Tenderwizard.com/KAPL](http://www.Tenderwizard.com/KAPL) and CPP portal.**

KAPL reserves the right to accept or reject any or all "TE" in part or whole without assigning any reason, whatsoever.

Any amendments will be notified in our website **[www. Tenderwizard.com/KAPL](http://www.Tenderwizard.com/KAPL) and CPP portal.**

“TE” SCHEDULES:

ISSUE DATE: 19.12.2024

CLOSING DATE: 27.12.2024

GUIDELINES FOR E-PROCUREMENT REGISTRATION

1. The procedure requires Applicants to register on the M/s. KAPL e- procurement portal, for no cost. Applicants are required to register online at www.tenderwizard.com/KAPL → e-Procurement of KAPL. To register as an Applicant, complete the form by providing your information and creating a unique user ID and password. Then, click "Submit."

2. The following supporting documents should be uploaded by Applicants during the registration procedure, according to the type of organization they represent:

- a) PAN Card.
- b) Certificate of Incorporation (for Indian organizations)
- c) GST Certificate.
- d) An Address proof is also to be submitted in case of Individuals

3. The digital signature of the Applicants on the online form will be regarded as confirmation that they have read and accepted all the conditions outlined in the Tender documents.

4. Applicants will receive a system-generated email confirming their registration at the email address provided during the registration process.

5. After successfully registering, send a request email to purchase@kaplindia.com with the acknowledgement slip to activate your account.

6. For any further clarification, please reach out to M/s. KAPL prior to the application due date.

The important data in respect of "TE" for Internal Audit are as under: -

Scope of Internal Audit.

The broad scope of Internal Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines:-

R. No.	Particulars
A	CENTRAL ACCOUNTS:
A1	Review of Journal Vouchers
A2	Review of Payment vouchers
A3	Review on Branch Bank Reconciliation statement & fixed deposits
A4	Cash vouching and verification of cash
A5	General Ledger Review
A6	Review of advances, EMDs, etc.,
A7	Review of Insurance
A8	Review of ERP systems
B	ESTABLISHMENT PAYMENTS:
B1	Review of Payroll in general with attendance system
B2	Review of Overtime wages, casual wages
B3	Review of Field Expenses reimbursement
B4	Review of Employee advance ledger
C	PURCHASE ACCOUNTS:
C1	Review of Purchase transactions for procurement of raw materials, etc.,
C2	Review of Debit Notes and Credit Notes
C3	Review of Purchase Proposals
C4	Review of Accounts Payable Ledger and Balance confirmation

C5	Review of agreements
C6	Verification and reporting of MSME payments.
D	INVENTORY:
D1	Physical verification
D2	Review of Material consumption
D3	Review of valuation of inventory at year end.
E	SALES ACCOUNTS:
E1	Export transactions including fulfillment of Export obligations with reference to exports.
E2	Review of Debit Notes and Credit Notes
E3	Review of Debtors
E4	Verification of EMDs/SD/PBG given to clients in line with contractual terms and conditions.
E5	Review of balance confirmation and reconciliation
E6	Verification of booking of the invoices to the customers from KAPL, Bangalore.
E7	Verification of payments/commissions/discounts/etc.,
F	TAXATION / STATUTORY COMPLIANCES
F1	Verification and reporting on quarterly TDS returns filed by the company and reporting of pending demand penalty and interest
F2	Verification and reporting on accounting TDS deducted by the clients and reconciliation with 26AS.
F3	Verification and reporting of GST compliance.
F4	Verification and reporting employee provident fund, ESI and Professional tax, Advance Tax, etc., compliance.
G	FIXED ASSETS
G1	Verification of maintenance of Fixed Assets Register.
G2	Verification of sale/disposal/auction of any fixed assets.
G3	Verification of Capital work-in-progress and the basis of transfer of CWIP to Fixed Assets, including 7ACA bulk drug project.
G4	Verification of any capital advances given by the Company.
G5	General compliance

1. Eligibility Criteria:.

1.1 The Practicing Chartered Accountant (CA)(Partnership/Limited Liability Partnership/ firm) should have the following:

- A. Minimum average professional revenue (as fees) of Rs. One crore, in the last three financial years i.e., 2021-2022, 2022-2023, 2023-2024.**
- B. The firm should have branch in Bangalore.**
- C. The firm should have minimum two Chartered Accountants.**
- D. The firm should have experience in auditing PSU.**

The Firm must provide documentary proof for the above all four eligibility criteria. Failing which their "TE"/ Tender will not be considered for evaluation.

2. **Terms & Conditions.**

- 2.1 The Internal Audit will be conducted for the Financial Year 2024-25.
- 2.2 The tenure of appointment shall be at the sole discretion of the company. The tenure may be renewed every year up to a maximum of two years at the sole discretion of the company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappoint at its sole discretion without assigning any reason thereof.
- 2.3 The Bidder will not be allowed to withdraw his offer once the "Tender" is submitted.
- 2.4 The successful Bidder shall provide their consent for acceptance within 7 days of communication from KAPL.
- 2.5 The Bidder shall furnish an Annexure as per FORMAT annexed:

2.6 Submission of Audit Reports:

- (i) Internal Audit in the Company is to be conducted on trimester basis as mentioned below:
- 1st Trimester report to be submitted comprising the transactions from April to July.
 - 2nd Trimester report to be submitted comprising the transactions from Aug to Nov
 - 3rd Trimester report to be submitted comprising the transactions from Dec to March.
- (ii) Auditors may verify other transactions/documents/files keeping in view the interest of Company.

2.6 Payment terms:

1. On submission of 1st trimester audit report: 25% of the total audit fee
2. On submission of 2nd trimester audit report: 25% of the total audit fee
3. On submission of 3rd trimester audit report: 50% of the total audit fee

FORMAT
(TECHNICAL BID)

LIST OF TECHNICAL DOCUMENTS TO BE UPLOADED

Sl. No.	Particulars	Reply and documents enclosed
1	Name of the Bidder	
2	Name of partners along with their Membership Number and copy	
3	Address of the Bidder	
4	Firm registration No. (If any)	
5	Phone No. / Mobile no. / e-mail ID	
6	Whether Partnership firm / LLP	
7	Minimum Average professional revenue (as fees) of Rs. One crore, in the last three financial years i.e., 2021-2022, 2022-2023, 2023-2024.	
8	The firm should have branch in Bangalore. (Enclose documentary proof)	
9	The firm should have minimum two Chartered Accountants. (Enclose documentary proof)	
10	The firm should have experience in auditing PSU. (Enclose documentary proof)	
11	Income Tax, PAN, GST No. (If any) (copy to be enclosed)	
12	Total Experience in Internal Auditing (No. of years) (copy of proof to be enclosed)	
13	Upload duly signed Tender documents	

Signature of Authorized Person of the firm with seal & Stamp.

Place:

Name _____

Date:

Designation: _____

Membership No. _____

COMMERCIAL BID

Fees : -

Description	Rate/Price Offered (Rs.)
CONSOLIDATED FEES: (Inclusive of all charges, out of pocket expenses, Travelling, etc.,)	
G S T (%)	
TOTAL AMOUNT	
AMOUNT IN WORDS	

Signature of Authorized Person of
the firm with seal & Stamp.

Place:

Name _____

Date:

Designation: _____

Membership No. _____