

MYSORE SALES INTERNATIONAL LIMITED
MSIL HOUSE, 36 Cunningham Road
BANGALORE 560 052

ANNEXURE 1

**ELIGIBILITY CRITERIA FOR APPOINTMENT OF INTERNAL AUDITORS FOR
THE FINANCIAL YEAR 2019-20**

1. The audit firm should have minimum 5 partners and they should be fellow members of Institute of Chartered Accountants of India and all partners should be located in Karnataka with HO in Bangalore only (the firm should enclose the certificate issued by the Institute of Chartered Accountants of India in this regard), and at least one of the partners should be continuing partner in the firm for more than 10 years
2. The firm should be empanelled with C&AG and should be eligible for audit of major public sector undertakings
3. The firm should be in existence for more than 25 years, registration certificate of the firm shall be submitted as proof
4. The audit firm should have a turnover of more than 300.00 lakhs per annum in the previous two years (copy of the financials shall be furnished) i.e. for the FY 2016-17 & 2017-18.
5. Minimum one partner of the firm should have writing and reading knowledge of Kannada language. (Proof of study of Kannada subject should be enclosed).
6. The Firm should have experienced in internal audit of Public Sector Undertakings
7. The firm should be registered with GST and indicate GSTIN number
8. The firm should quote audit fee and applicable taxes separately (as applicable from time to time) for the entire year and TDS will be deducted as applicable. No travel and other out of pocket expenses will be paid extra

9. Management reserves the right to accept or reject any or all tenders without assigning any reasons.
10. Since all the applications will be evaluated strictly on the basis of selection criteria, please avoid attaching unsolicited information/documentation to process the application expeditiously.
11. The short listed firm shall be allotted any one of the division at the discretion of the Management. The audit firm will be allotted any one of the internal/concurrent audit of the following divisions.

2018-19 (Provisional)

Sl No	Name of the divisions	Annual Turnover (Rs in lakhs)
1	HO Accounts comprising of	
a.	Hire Purchase	
b.	Consumer Products	405.87
c.	Industrial Products	2068.00
d.	Tours & Travels	625.54
e.	BACC	
2	Paper	8381.56
3	Chit Fund	23552.30
4	Beverage	165080.00

12. EOI should be as per format 'C' and submitted with details like profile of the firm, firm registration number, branch office details, experience in the field of internal audit with reference to PSU in Karnataka along with copies of appointment letters issued by PSU and staff strength along with eligibility criteria, in a sealed envelope as per eligibility detailed above and delivered by 5.p.m on or before 16.05.2019 addressed to The Gen Manager (F&A) Mysore Sales International Ltd., MSIL House 36 Cunningham Road Bangalore 560- 052 Phone: 080 22264021-25.

- (i) The eligible firms fulfilling the criteria and conditions whose HO is situated in Bangalore may submit their EOI (signed and sealed on all pages) duly superscribed "Expression of Interest for Internal audit service"
- (ii) The eligible firms fulfilling the criteria and conditions whose office/branch office is situated locally at place where MSIL office is in the same /neighbouring districts may submit their EOI w(signed and sealed on all pages) duly superscribed "expression of interest for internal audit services of"
- (iii) The EOI shall remain open for acceptance for a maximum period of 15 days from the date of this publication.
- (iv) The auditors appointed through EOI shall not sub-assign the job to other audit firms or take up other jobs which will hamper the auditing of Company's accounts.

ANNEXURE 2

SCOPE OF WORK OF CONCURRENT AUDIT – HEAD OFFICE ACCOUNTS DIVISIONS/HEAD OFFICE CHIT FUND/BEVERAGE/PAPER

1. Verification of all cash and bank payments vouchers, classification of the expenditure to the relevant heads. Cash/Cheques so collected are properly accounted and deposits are affected into bank accounts are to be verified regularly by counter verifying the challan copies and day book.
2. Checking the travelling and allowance bills to be compared with the office order copies with respect to the eligibility limit.
3. Verification of bank reconciliation statement maintained at Head Office accounts, review of Internal Auditors in respect of bank reconciliation of other bank transactions outside head office transactions
4. Scrutinizing all the prizes files of subscribers with thorough verification of security documents offered by the subscribers as per the laid down procedure.
5. Scrutinizing all the payments files of any business associates, suppliers, service providers and other such parties
6. Verifying day to day expenses of the division (cash/cheque) of imprest account
7. Review and opinion on overall functioning of chit fund division including documentation of prized files, files having financial implications and other such aspects.
8. Review of statutory deductions like service tax, sales tax, excise duty and income tax, whether the statutory deductions are being deducted properly and remittances to the government account is affected within the proper specified period.
9. Review of general ledger in the software, if the print out ledger is not made available
10. Checking of the journal vouchers and accounting the same
11. Pre-verification of annual consolidation of accounts before the statutory audit
12. Surprise stock/cash/other documents verification in depots/Karnataka branches as Central Internal Auditor.

13. Age-wise review of over dues of prized and non-prized chit subscribers ledger account and sundry debtors and creditors of divisions/branches.
14. Other arrangements as requested by the management with the mutual consent.
15. Compilation of Internal Audit Reports follow up with the Divisional Heads
16. (i) Sales invoices and sales registers and receipts and payments in respect of sales transactions on random basis. Whether the documents are being properly maintained in all respects.

(ii) Review of stock & efficiency of stock management of the Company vis-à-vis retail liquor outlets across Karnataka including brand-wise, slow moving and fast moving economic order quantity.
17. Pay roll verification of the outsourced employees
18. Reviews of advance payment to supplier sundry creditors and sundry debtors, review of the same and highlighting the outstanding with age-wise analysis.
19. Giving advice/recommendation on the financial system and financial conditions of the organization and liability of tax thereon.
20. Verification of transaction of Liquor division/Outlets on random basis (Beverage division)
21. Verification of fixed assets register at Head Office & other divisions
22. Pay roll verification of the employees, computation of Income Tax of the employees and their deductions of TDS and statutory deductions and remittances of HO accounts (Paper division/HO Accounts)
23. Verification of consolidation of accounts of the company/division (HO Accounts/Paper)
24. Review of accounts of division/branches-quarterly (HO Accounts/Paper)

C: FORMAT OF EOI

EXPRESSION OF INTEREST FOR APPOINTMENT OF INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2019-20

THE BELOW DETAILS SHOULD BE SUBMITTED IN THE FORMAT PRESCRIBED ONLY
FAILING WHICH THE EOI WILL BE REJECTED OUTRIGHTLY

PARTICULARS	DETAILS
Name, address & Phone/Mobile etc of Chartered Accountant/Firms/LLP's and year of establishment	
Registration No. with ICAI of India and date of Registration (copy of Registration certificate to be enclosed)	
Details of Head Office	As detailed in C1
Details of partners in the firm/LLP and date of joining Fellow Membership – 5 yrs post qualification experience	As detailed in C3
Details of Internal audit experience of the firm/LLP in the Public Sector Undertakings	As detailed in C4
Qualified CAs/CMAs employed with the firm	As detailed in C5
Semi qualified CAs/CMAs employed as assistants	As detailed in C5
Financial Bid	As detailed in Form A
GST No. (copy of GST certificate to be enclosed)	
Our firm is not debarred/disqualified/black listed by any regulatory/statutory body or Government entity. We confirm the acceptance of all the scope, terms and conditions.	

Note: The EOI and the attachments should be properly indexed/numbered/arranged in the order as per above format.

Signature & seal of the firm

C1. Details of Head Office

Address	Date of Establishment	Contact No	E-mail

C2. Details of Branch office

Address	Date of Establishment	Contact No	E-mail

C3. Details of partners I the Firm/Limited Liability Partnership:

Sl No	Name of the Partner	Membership No	Membership Status ACA/ACMA FCA/FCMA	CISA/DISA/ISA/ or equivalent qualification	Date of joining the firm as Partner

C4. Details of Internal Audit Experience in Public Sector Undertaking in Karnataka

Sl No	Name of the Company	Year of Audit	Type of Audit

C5. Qualified/Semi qualified/others (should mention the qualification)

Sl No	Name of the Personnel	Membership No (if qualified)	Qualified/Semi-qualified other qualification	Date of joining the firm

Encls:

1. Copy of the latest ICAI registration certificate
2. Copy of last three years financials of the firm
3. Copy of class X Marks card of any partner where atleast one subject should be Kannada or medium of instruction is Kannada

C6. FINANCIAL BID

The financial bid should be in Form 'A' indicating concurrent/internal audit fee after going through the scope of audit as mentioned in Annexure 2. The bidder (CA firm) should quote audit fee (excluding GST).

Signature of the bidder

Address:

Date

FORM 'A'
FINANCIAL BID

We.....hereby agree to take up the internal/concurrent audit work of the below mentioned divisions of MSIL HO at the fees as indicated below against the concerned divisions.

Sl.No	Name of the divisions	Period of audit	Audit fees per month (excl.GST)
1.	HO Accounts	01.06.2019 to 31.03.2020	
2.	Beverage	01.06.2019 to 31.03.2020	
3.	Chit Fund	01.06.2019 to 31.03.2020	
4.	Paper & stationery	01.06.2019 to 31.03.2020	

Signature of the firm with seal