

**MYSORE SALES INTERNATIONAL LIMITED**  
**MSIL HOUSE, 36 CUNNINGHAM ROAD, BENGALURU 560 052**

**Notification No: MSIL/HO/004/2024-25**

**Dated 10.01.2025**

**Short Term Tender Notice**  
**(Through e-portal)**

<https://kppp.karnataka.gov.in>

**Empanelment of CA Firms for Concurrent Audit (Pre Audit) assignment of MSIL-HO Units for the financial years 2025-26 to 2027-28 (3 years)**

1. Mysore Sales International Limited invites application on the undernoted prescribed format from practicing Chartered Accountants firms / partnership firms/ LLPs who fulfill the eligibility criteria mentioned hereunder and as per the scope of work mentioned.
2. The Bio-data along with the requisite supporting documents should be uploaded in the prescribed format in the e-portal. Manual applications shall not be accepted.
3. The Company reserves the right to amend or modify the eligibility criteria as deemed fit to suit its requirement.

For MYSORE SALES INTERNATIONAL LIMITED

CHIEF FINANCIAL OFFICER

Place: Bangalore

Date: 10.01.2025

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Details	Date and Time
Notification No	MSIL/HO/004/2024-25
Date of Publication	10.01.2025
Pre Bid Meeting	17.01.2025 @ 3.30 PM
Last Date of receipt of EOI	25.01.2025 at 5:00 PM
EMD	Rs.10,000/-

### **ELIGIBILITY CRITERIA FOR APPOINTMENT OF CONCURRENT AUDITORS FOR THE FINANCIAL YEARS 2025-26 , 2026-27 and 2027-28**

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 empaneled with CAG and should be eligible for audit of major public sector undertakings
3. The firm should be in existence for more than 10 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 at least in any of the previous three years (copy of the financials shall be uploaded) i.e. for the FY 2021-22, 2022-23 & 2023-24
5. Minimum one partner of the audit firm should have studied Kannada as one of the subjects and must be well versed in writing and reading of Kannada language. (Proof of study of Kannada subject should be uploaded).
6. The firm should have 5 years of experience in internal audit of Public Sector Undertakings.
7. The firm should have registered with GST and indicate the GSTIN number
8. The existing audit firm/concern who have completed more than three years may not apply for the same division and they are eligible to apply for other divisions and the audit firm will be allotted only one division.
9. The firm should quote audit fee with applicable taxes per month and TDS will be deducted as applicable. No travel and other out of pocket expense will be paid extra
10. EMD amount of Rs. 10000/- ( Ten thousand ) should be paid only E-portal
11. Management reserves the right to accept or reject any or all tenders without assigning any reasons.
12. The appointment will be for 3 years and renewal of every year , based on the performance.
13. Since all the applications will be evaluated on the basis of selection criteria, please avoid attaching unsolicited information / documentation to process the application expeditiously.

14. The shortlisted firm shall be allotted only one division where they are L1 and any dispute in allotment the Management reserves the right of settlement.
15. The concerned auditors shall not be black listed or banned by ICAI, State or Central Government PSUs. In case if the same is noticed subsequently or at a later stage, such auditors will be terminated immediately.
16. 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 the PSU and staff strength along with eligibility criteria, to be uploaded in the e-portal on or before 5.p.m on 25<sup>th</sup> January 2025.
17. The eligible firms fulfilling the criteria and conditions whose HO is situated in Bangalore may submit their EOI (signed and sealed in all pages) duly superscribed "Expression of Interest for concurrent audit"
18. 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.

## **B: FORM OF EOI**

EXPRESSION OF INTEREST FOR APPOINTMENT OF CONCURRENT AUDITORS FOR THE FINANCIAL  
YEAR 2025-26 to 2027-28

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

PARTICULARS	DETAILS
Name, address of firm/concern as per registration in ICAI/ICMAI institution & Phone /Mobile etc of Chartered Accountant Firms /LLP's and year of establishment	
Registration No. with respective institution of India and date of Registration (copy of Registration certificate to be enclosed)	
Details of Head Office/Branches	As detailed in C1 & C2
Details of partners in the firm/LLP and date of joining Fellow Membership – 5 years post qualification experience	As detailed in C3
Details of Internal audit experience of the firm/LLP in Public Sector Undertaking	As detailed in C4
Qualified CAs employed with the firm	As detailed in C5
Semi qualified CAs employed as assistants	As detailed in C5
Financial Bid	As detailed in Form A
GST No. (Copy of GST certificate to be enclosed)	

### **DECLARATION**

Our firm /concern is not debarred/disqualified/black listed by any regulatory/statutory body /Government/PSU or any other entity. We confirm the acceptance of all the scope, terms and conditions. In case, if any information provided in this EOI /Form is incorrect, the Management of MSIL has the right to reject our / my application.

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

Signature & seal of the firm

## FORMAT 'C'

### 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 proprietors/partners of the Firm/concern/Limited Liability Partnership:

Sl No	Name of the Partner	Membership No	Membership Status ACA FCA	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

**Enclosures to be uploaded: -**

1. Copy of the latest ICAI registration certificate of respective Institute
2. Copy of last three years financials of the firm/concern
3. Copy of experience on internal audit carried out in the relevant field
4. Registration certificate of GST and GSTIN number
5. Copy of class X Marks card of any partner where at least one subject should be Kannada or medium of instruction is Kannada
6. Self-declaration in connection with the firm/concern not black listed by ICAI or any State or Central Government PSUs
7. Proof of HO situated in Bangalore as per CA institute records

**C6. FINANCIAL BID**

The financial bid should be in form A indicating concurrent audit fee (inclusive of all expenditure including GST) after going through the scope of audit as mentioned in Annexure B1 and B2.

Signature of the bidder

**FORM 'A'**  
**FINANCIAL BID**

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

<b>SI No.</b>	<b>Name Of the Division</b>	<b>Audit fees per month</b>	<b>Applicable GST</b>	<b>Total Audit Fee per month</b>
1	HO Accounts comprising of			
	a) HO Accounts			
	b) Hire Purchase			
	c) BACC			
	d) Export			
	e) Project			
2	Pharmacy			
3	Tours & Travels			
4	Consumer / Industrial Products			
5	Beverage			
6	Paper & Stationery			
7	Chit Fund			

Signature of the firm with seal

## ANNEXURE 'B1'

### SCOPE OF WORK OF CONCURRENT AUDIT (PRE-AUDIT) – HEAD OFFICE ACCOUNTS (WHICH INCLUDES HO ACCOUNTS, BACC, HP, EXPORT AND PROJECT DIVISION

- a. Minimum one Semi-qualified assistant should be available in the respective divisions except on holidays and the same should be monitored by qualified Chartered Accountant for any issues / discussion if required.
- b. 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.
- c. Checking the travelling and allowance bills to be compared with the office order copies with respect to the eligibility limit and approvals
- d. Scrutinizing all the payments files of any business associates, suppliers, service providers and other such parties
- e. Verifying day to day expenses of the division (cash / cheque) of imprest account
- f. 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
- g. Review of general ledger in the software, if the print out ledger is not made available
- h. Checking of the journal vouchers and accounting the same
- i. Pre-verification of annual consolidation of accounts before the statutory audit
- j. Compilation of internal audit reports follow up with the divisional heads
- k. (i) Sales invoice 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.
- l. Pay roll verification of the outsourced employees
- m. Review of advance payment to supplier sundry creditors and sundry debtors review of the same and highlighting the outstanding with age wise analysis
- n. Giving advice / recommendation on the financial system and financial conditions of the organization and liability of tax thereon
- o. Verification and certification of Physical fixed assets with comparison of the Asset register maintained at Head Office on quarterly basis.
- p. 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)
- q. Review and recommendation of quarterly financials of the Company to place Audit Committee and Board.
- r. Comprehensive Review: Conduct a thorough review of Opening and Closing balance of all bank accounts, including Current Accounts, Term Deposit and any other operational accounts on monthly basis and the pay-outs during the relevant month pertaining to the Company.
- s. Verification of Term Deposits: Verify the details of all term deposits, including their principal amounts, maturity dates, interest rates and interest credited pertaining to the term deposits placed by the company.
- t. Third party confirmation: Obtain on monthly basis a third-party physical confirmation, such as from internal auditors, visiting the banks and confirming the bank balance held by the entities in all types of accounts including term deposits and the comparable balance as per books of accounts maintained by the entities in the normal course of business. Ensure that such third party obtains confirmation directly from the banks and not through the entities, such internal auditors should submit a brief audit report. In case of any variation in balances confirmed by the banks as compared to balances shown in the books of accounts, there shall be thorough review to ascertain the reasons for such difference. Periodical interest credited has also been verified by the auditors and same should be reported at the Board Meeting.
- u. **Documentation:** Ensure that all records, Statements and confirmation from banks are documented and filed systematically.

- v. **Manner of Investment:** In relation to term deposits, the following shall be ensured. The Company shall mandatorily transfer the amount proposed to be invested by way of Internet banking/RTGS to the specific account Bank Account.
- w. **Risk Management:** Ensure that the organization has a robust risk management framework in place and regularly review risk assessments and mitigation plans to protect the company interests. As risk mitigation tool, the organization should invest all term deposit in Joint Accounts and the same concept can also be adopted in case of high value transactions in operative accounts.
- x. **Internal Reporting:** Ensure that the Company shall place an item in the agenda in very Audit / Board Meeting by way of a comparative report with previous Meeting data, regard to Opening and Closing Balance of all bank accounts, term deposit and any other operational accounts. Such report shall contain findings of the verification process and should highlight any discrepancies or issues identified during the verification process.
- y. Report on Unutilized bank balances for a period of more than 15 Days by the division or branch bank accounts.
- z. Review and Summaries the reports of Branch Audit for the divisions and to include the observations in main audit Report.
- aa. Individual observations should be graded in categories of Low, Medium and High based on professional judgement of auditor after considering the amount, repetition, statutory compliances and other parameters of the observations for effective communication.
- bb. All the internal audit report should have executive summary which highlights all the material deviation on brief for effective communication.
- cc. Report on all deviation from the compliance applicable to the company in Companies Act, Income tax Act, Goods and Service Tax Act, Chit Fund Act and others as applicable to the Company.
- dd. Auditors should comply the Circular issued by Government of Karnataka vide Circular No. 5 INV 2024 dated 25.06.2024 and any other circular issued from Finance Department time to time w.r.t Internal Auditing.
- ee. Any additional tasks or assignments that may be assigned by management or Audit Committee from time to time.

## ANNEXURE 'B2'

### SCOPE OF WORK OF CONCURRENT AUDIT (PRE-AUDIT) -OTHER DIVISION IN HEAD OFFICE, BANGALORE

1. BEVERAGE DIVISION
2. CHIT FUND DIVISION
3. PAPER & STATIONERY
4. PHARMA DIVISION
5. TOURS & TRAVELS DIVISION
6. PHARMACY DIVISION
7. CONSUMER AND INDUSTRIAL PRODUCTS DIVISION

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1. Minimum one Semi-qualified assistant should be available in the respective divisions except on holidays and the same should be monitored by qualified Chartered Accountant for any issues / discussion if required.
2. 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.
3. Checking the travelling and allowance bills to be compared with the office order copies with respect to the eligibility limit and approvals
4. Verification of bank reconciliation statement maintained at Head Office, review of Internal auditors in respect of bank reconciliation of other bank transactions outside head office transactions
5. Scrutinizing all the prizes files of subscribers with thorough verification of security documents offered by the subscribers as per the laid down procedure.
6. Scrutinizing all the payments files of any business associates, suppliers, service providers and other such parties
7. Verifying day to day expenses of the division (cash / cheque) of imprest account
8. Review and opinion on overall functioning of Chit Fund division including documentation of prized files, files having financial implications and other such aspects.
9. 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
10. Review of general ledger in the software, if the print out ledger is not made available
11. Checking of the journal vouchers and accounting the same
12. Pre-verification of annual consolidation of accounts before the statutory audit
13. Surprise stock / cash / other documents verification in depots / Karnataka branches as Central Internal Auditor
14. Age wise review of over dues of prized and non-prized chit subscriber's ledger account and sundry debtors and creditors of divisions / branches
15. Other arrangements as requested by the Management with the mutual consent
16. Compilation of internal audit reports follow up with the divisional heads
17. (i) Sales invoice 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
18. Review 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 and certification of Physical fixed assets with comparison of the Asset register on quarterly basis.
  22. Verification of Trail Balance of the division and review of the Schedules prepared for Balance Sheet and P&L Account
  23. **Third party confirmation:** Obtain on monthly basis a third-party physical confirmation, such as from internal auditors, visiting the banks and confirming the bank balance held by the entities in all types of accounts including term deposits and the comparable balance as per books of accounts maintained by the entities in the normal course of business. Ensure that such third party obtains confirmation directly from the banks and not through the entities, such internal auditors should submit a brief audit report. In case of any variation in balances confirmed by the banks as compared to balances shown in the books of accounts, there shall be thorough review to ascertain the reasons for such difference.
  24. **Comprehensive Review:** Conduct a thorough review of Opening and Closing balance of all bank accounts, including Current Accounts, Term Deposit and any other operational accounts on monthly basis and the pay-outs during the relevant month pertaining to the Division.
  25. Review and recommendation of quarterly financials of the Company to place Audit Committee and Board
  26. The statement of Fixed Deposit and Bank Transaction should be certify by the audit team and submitted the report on monthly basis.
  27. Review of Fixed Deposit Registers to be maintained as per the government guidelines on monthly basis.
  28. Verification of all the Fixed Deposits with the Original Receipts and reporting any discrepancies.
  29. Report on Unutilized bank balances for a period of more than 15 Days by the division or branch bank accounts.
  30. Review and Summaries the reports of Branch Audit for the divisions and to include the observations in main audit Report.
  31. Review and report on non-compliance of provision of micro small and medium enterprises development act 2006 and its impacts on the Company.
  32. For Tour and Travel Division, reporting on whether the company have standard policy of charging processing charges on tickets booking and whether the Processing charges raised are in line with the Policy.
  33. For Tour and Travels, whether all the Tickets issued during the period are accounted for and the closing balance of the Airlines are matching with the portal balances.
  34. For Tours and Travel - Review of old outstanding of Debtors, addition to Debtors outstanding for more than 90 days and action taken on collection.
  35. Individual observations should be graded in categories of Low, Medium and High based on professional judgement of auditor after considering the amount, repetition, statutory compliances and other parameters of the observations for effective communication.
  36. All the internal audit report should have executive summary which highlights all the material deviation on brief for effective communication.
  37. Report on all deviation from the compliance applicable to the company in Companies Act, Income tax Act, Goods and Service Tax Act, Chit Fund Act and others as applicable to the Company.
  38. Any additional tasks or assignments that may be assigned by management or Audit Committee from time to time.