

THE TRAVANCORE SUGARS & CHEMICALS LTD.
(A KERALA GOVERNMENT COMPANY)

VALANJAVATTOM P.O., THIRUVALLA, KERALA- 689 104

Tele : Office : 0469 - 2610711, 2610712, 2610465 Fax : 2610446

E-mail : travancoresugars65@gmail.com

Website : www.travancoresugars.com



KGST No : 14025011 dt. 26.02.1991 CST/TIN 32030257465 GST - 32AAACT7594F1Z9 CIN : U15421KL1937SGC001176

TSCL/DY.Mgr(P&A)Quotation/2025-26

12.03.26

INVITING QUOTATION

Sealed quotations are invited from experienced and eligible bidders from reputed CA firm for the Appointment of Internal Auditor as per scheduled under section-138 of Companies Act-2013. The last date of submission is 18-03-2026.

Cc: Web site
Cc: Notice Board
Cc: Section file

Sd/-

GENERAL MANAGER(I/C)

TSCL/DY.Mgr(P&A)Quotation/2025-26

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No. TSCL/83/2024-CS

**General Conditions for the
Appointment of Internal Auditor**

(Signature of Bidder)

I N D E X

SI No	Particulars	Page No
01	Notice Inviting Quotations	
02	Instruction to Bidders	
03	Terms & Conditions of Contract	
04	Annexure I to Annexure III	

(Signature of Bidder)

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Date :11.03.2026

NOTICE INVITING TENDER (NIT)

1.0 TSCL invited offline open tenders from experience and eligible bidders from reputed CA firm for “Appointment of Internal Auditor and as per schedule as under section-138 of Companies Act-2013

Tendering Document No	
Name of the Work	Appointment of Internal Auditor
Scope of Work	Detailed Scope of work shall be as per Annexure –I
Period of Completion	2 Years (FY 2025-26 & 26-27)
Earnest Money Deposit	NIL
Non-refundable cost of Tender document	NA
Non-refundable cost of e-Tender processing fee	N/A
Pre-Quotation Meeting & Venue	N/A
Last date & time of submission	
Date & Time of Opening of Quotations	
Validity of offer	120 days from the date of opening of quotations

(Signature of Bidder)

2.0 Minimum Eligibility Criteria:

A. Work Experience:

- i) The Firm shall be selected and entrusted the work of Internal Audit should maintain highest standard of professional competence and ethics. A thorough professional approach towards work, concisely written AuditReport with concrete suggestions, clear & unambiguous approach towards issues of concern and practical solutions to the issued are highly desirable.
- ii) The minimum 5 years of similar nature of work and should be supported by Work Orders & Certificates issued by the client's organization.
- iii) Must have experience in Audit of Company in the last 3 years with an Annual Turnover of not less than 50 Crores, preferably a Government Company.
- iv) **Similar work means** "Rendering Audit Services"

B. General

- i) Should have valid GST Registration No. which shall be supported by GST Registration Certificate.
 - ii) Should have registered office in Kerala
 - iii) Shall submit the copy of the Firm Registration Certificate with the Institute.
 - iv) Should submit details of the partners so engaged as well as the Article Members present in the firm
- 3.0 The intending professional must read the terms and conditions of TSCL carefully. They should only submit their tender if they consider themselves eligible and they are in possession of all the documents required. Information and Instructions for Quotations posted on Website(s) shall form part of Tender Document.
- 4.0 The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents submitted by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information will be rejected.
- 5.0 The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid

problems which the bidders may face in submission at last moment /during rush hours.

6.0 If the tenderer is found ineligible after opening of tenders, his/her tender shall become invalid and cost of tender document shall be forfeited.

7.0 Notwithstanding anything stated above, TSCL reserved the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of TSCL. In case, tenderer's capabilities and capacities are not found satisfactory. TSCL reserves the right to reject/cancel the tender.

8.0 The tender documents shall be submitted in a sealed envelope with super scribing the same as "INTERNAL AUDIT-TSCL

9.0 List of Documents to be submitted:

- a. Unconditional Letter of Acceptance of Tender Conditions (in original) (Annexure-II) (On Letter Head of the Applicant/Bidder)
- b. Affidavit for correctness of Documents/Information (Annexure –III)
- c. Details of Work Experience Certificates.
- d. Valid GST Registration Certificates and PAN Card.
- e. General Information of the Bidder (Annexure –IV)

NOTE : All the submitted documents should be in readable, printable and legible form failing which the Bids are liable for rejection. The document submitted should be **indexed and duly page numbered**.

10.0 a. No Clarification will be sought in case of non-submission of (i) Unconditional Letter of Acceptance and (ii) Affidavit for Correctness of Document/Information. In such cases the bid shall be rejected out rightly without seeking any further clarification/document.

b. All the submitted documents shall be considered as duly signed by bidder/authorized representative.

11.0 **Payment Terms** : 100% payment will be made on satisfaction of completion of Internal Audit for the reported FY 2025-26 and 2026-27

12.0 In case of any query, please contact the
General Manager (I/C), TSCL @7012731526

Instructions

1.0	Quotations are invited from experienced and eligible Bidder for “Appointment of Internal Auditor”
2.0	The tender document as uploaded can be seen on website.
3.0	Earnest Money Deposit Not Applicable
4.0	The quotations submitted shall become invalid if; <ul style="list-style-type: none"> i) The bid is found ineligible ii) The quotation does not submit all the documents (including GST Registration) as stipulated in the tender document iii) If any discrepancy is noticed in the hard copies submitted physically in the office of tender opening authority.
5.0	VALIDITY OF TENDER The tender for the works shall remain open for acceptance for a period of 90(Ninety) days from the date of opening of tender. If any tenderer withdraws his/her tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptance to the TSCL then the TSCL shall, without prejudice to any other right or remedy, be at liberty to blacklist the tenderer from further participation in the tendering process of the work for a period of 3(three) years.
6.0	ACCEPTANCE OF QUOTATIONS TSCL reserves the right to reject any or all the tenderers in part or full without assigning any reason whatsoever. TSCL does not bind itself to accept any tender
7.0	The quotations shall be strictly as per the terms & conditions of contract. Tenders with any additional condition(s) /modifications shall be rejected. Quotations in which, any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
8.0	The witnesses to the quotation shall be other than the tenderer competing for this work and must indicate full name, address and status/occupation with dated signatures.
9.0	On acceptance of quotation, the name of the accredited representative(s) of the agency who would be responsible for communicating with TSCL personnel for any need shall be intimated by the bidder within a week for issue of Letter of Awards/Work Order by TSCL
10.0	The tenderer shall not be permitted to tender for works in his near relative is posted in the Head Office are concerned Unit Office of the TSCL. The tenderer shall also intimate the names of persons who were working with him in any capacity or are subsequently employed by him and who are near relatives to any of the officers in TSCL. Any breach of this condition by the tenderer would render him liable to the withdrawal of the work awarded to him. This may also debar the bidder from tendering for future works under TSCL. For the purpose of operation of this clause a near relative shall mean wife, husband, parents, grandparents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding –in-laws.
11.0	Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable for rejection.

12.0 EVALUATION CRITERIA					
Sl No	Parameter	Selection Criteria	Basis of Marks	Points per criteria	Max. Mark
1	Firm's Experience	Year of establishment of Firms since date of registration with the ICAI	No. of year since Firm's Registration in the present name	1 mark per completed Financial Year	10
2	Partners in the Firm	Fellow/Associate member	Fellow member of the ICAI associated in the firm	3 marks for being associated in the firm	15
			Associate member of the ICAI associated in the firm	2 marks for being associated in the firm	10
3	Qualified/Semi Qualified Audit Assistants/Articles	Number of Inter pass in the firm	Name & Qualification of each semi-qualified Assistant/Managers/Employees	2 marks per Semi Qualified	10
4	Experience in Central/State PSU	No. of Company Audited		2 Marks per company	10
5	Experience of Construction Industry/Real Estate Sector-Central/State PSU (Other than Point 4 above)	No. of Company Audited having Manufacturing business		2 Marks per company	15
6	Experience in Private Sector Companies	No. of Companies Audited		2 Marks per company	10
7	Experience of Construction Industry/Real Estate Sector-Private Sector Companies (Other than Point 6 above)	No. of Companies Audited having manufacturing business		2 Marks per company	15
8	Firm having its Registered Office Kerala			5 Marks per company	5
Total Marks					100
13.0 CLARIFICATION AFTER TENDERE SUBMISSION					
Tenderer's attention is drawn to the fact that during the period, the tenders are under consideration, the tenderes are advised to refrain from contacting by any means, TSCL and /or its employees/representative on matters related to the tender under consideration and that if necessary, TSCL will obtain clarifications in writing or as may be necessary.					

14.0	The decision of CMD, TSCL or his authorized nominee in any matter arising out of this tender shall be final & binding.
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Annexure-I

Scope of the work :

The internal audit for the company shall broadly cover the following areas:

A. Procurement & Inventory Management

Vendor selection and due diligence

Purchase order (PO) controls and approvals

GRN (Goods Receipt Note) verification

Raw material inward/outward tracking

Inventory valuation methods and physical verification

Scrap and wastage control

B. Production & Operations

Production planning and process flow review

Machine utilization and downtime analysis

Quality control measures and rejection tracking

Maintenance scheduling and log reviews

Compliance with safety and environmental norms

C. Sales & Dispatch

Order management and pricing approval

Dispatch documentation and logistics control

Debtors ageing and credit control policies

GST and statutory compliance on sales

Warranty or returns tracking

D. Finance & Accounts

Review of journal entries and ledgers

Cash and bank controls (reconciliations, signatory policies)

Fixed asset register and depreciation

Compliance with IND AS/GAAP

Statutory dues (GST, TDS, PF, ESI, etc.) compliance

E. HR & Payroll

Recruitment process and documentation

Attendance and leave management

Salary structure and compliance with labour laws

Payroll processing and TDS deduction

F. Compliance & Statutory Reporting

Adherence to Companies Act, 2013

Compliance with industry-specific regulations (e.g., Factories Act)

Timely filings (ROC, GST, TDS, PF, etc.)

Insurance coverage adequacy review

G. IT & Data Security

Review of ERP/software access controls

Backup policy and data retention

Cyber security controls and incident response

H. Risk Management & Internal Controls

Identification of operational and financial risks

Adequacy of control systems

Fraud detection/prevention mechanisms

Whistleblower policy implementation

ACCEPTANCE OF TENDER CONDITIONS

From :(To be submitted in ORIGINAL on the letter head of the Company by the authorized officer having power of attorney/ as per Board Resolution)

THE TRAVANCORE SUGARS & CHEMICALS LIMITED
VALANJAVATTOM P O, THIRUVALLA, KERALA – 686 104

Sir

Sub : Name of the work & NIT No :

1. This has reference to above referred tender. I/We have read/viewed all the terms & conditions and are pleased to submit out tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
2. I/We are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.
3. Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay TSCL, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

Yours faithfully

(Signature of the tenderer with rubber stamp)

Dated:-----

FORMAT FOR SUBMISSION OF APPLICATION**1. DETAILS OF THE INTERNAL AUDIT FIRM**

a. Name of the Audit Firm	
b. Registration Number of the Internal Audit Firm with ICAI	
c. Particulars of the Firm as registered with CA	
i. Address of the Firm as registered with CA	
ii. Address of the Firm (if different from I)	
iii. Telephone number with STD Code	
iv. Mobile No. of the Senior partner (For contract purpose)	
v. Mail address of the Firm	
vi. PAN No of the Firm	
vii. GST registration no. of the Firm	

2. Details of Partners in the Firm

Sl No	Name of the partner	Membership No with Status (M.No./FRN)	Full Time (Yes/No)	Date of Joining the Firm	Page no of supporting document in Application

3. Details of Qualified/Semi qualified Assistants in the Firm

Sl No	Name	Qualification (Inter/Final)	Membership No	Year of Audit conducted	Page no of supporting document in Application

4. Details of Experience in Other Sector

Sl No	Name of the Company	PSU/PVT Sector	Year of Audit conducted	Page no of supporting document in Application

5. Detail of Experience in Manufacturing Sector

Sl No	Name of the Company	PSU/PVT Sector	Year of Audit conducted	Page no of supporting document in Application

**Signature of the partner with
Name & seal of the Audit Firm**

**Sd/-
HARSHITA ATTALURI
MANAGING DIRECTOR**