



**Kamarajar Port Limited**

(A Company of Chennai Port Authority)  
(Ministry of Ports, Shipping and Waterways, GoI)  
CIN No.: U45203TN1999GOI043322  
Reg. Off: 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Jawahar Building,  
No-17, Rajaji Salai, Chennai - 600001

**Appointment of Audit firm for conducting Internal Audit  
at Kamarajar Port Limited for the FY 2026-27 & 2027-28  
On QCBS basis through GeM Portal**

**Tender No.: KPL/FIN/INTERNAL AUDIT/2026**

**Date: 08.05.2026**

**Technical Bid**

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<b>Bid Details – Control Sheet Table</b>	
Tender document can be downloaded from	<b>08.05.2026</b>
Queries, if any, to be communicated by email	<a href="mailto:vemanna@kplmail.in">vemanna@kplmail.in</a> , <a href="mailto:sathiya@kplmail.in">sathiya@kplmail.in</a> , <a href="mailto:gm-fin@kplmail.in">gm-fin@kplmail.in</a>
Pre-bid meeting	<b>20.05.2026 @ 03:00 pm</b> at Registered Office of Kamarajar Port Limited at Registered office JAWAHAR BUILDING, 2 <sup>nd</sup> floor, (north wing) & 3 <sup>rd</sup> floor, No. 17, RAJAJI SALAI, Chennai: 600 001 (Clarification/amendments to Pre-bid queries will be uploaded in the Company's website)
Bid submission Start date	<b>22.05.2026</b>
Bid submission End date	<b>02.06.2026</b>
Date and Time of Technical Bid Opening	<b>Technical Bid – 02.06.2026</b>
Date and Time of Financial Bid Opening	<b>Date of Financial Bid opening will be confirmed and intimated to the bidder/who qualify in Technical Bid.</b>
Place of opening of Bids	<b>Kamarajar Port Limited</b> (a company of Chennai Port Authority) (Ministry of Ports, Shipping and Waterways) <b>Registered office:</b> 2 <sup>nd</sup> floor, (North wing) & 3 <sup>rd</sup> floor, Jawahar Building, No. 17, RAJAJI SALAI, Chennai: 600 001.
Address for communication	<b>General Manager (Finance)</b> <b>Kamarajar Port Limited</b> (a company of Chennai Port Authority) (Ministry of Ports, Shipping and Waterways) <b>Registered office:</b> 2 <sup>nd</sup> floor, (North wing) & 3 <sup>rd</sup> floor, Jawahar Building, No. 17, RAJAJI SALAI, Chennai: 600 001.
Cost of Tender document	NIL
Estimated cost for Internal audit assignment for two years	<b>Rs. 25.40 lakhs/- Excluding GST for 2 years</b>
EMD amount	NIL. (Bid Security Form attached as Annexure – I)
Security Deposit	NIL
Mode of submission	Through GeM Portal

**KAMARAJAR PORT LIMITED**  
**NOTICE INVITING ONLINE TENDER THROUGH GeM PORTAL**  
**TENDER FOR “APPOINTMENT OF INTERNAL AUDITOR”**

Online Tenders through GeM portal mode are invited by Kamarajar Port Limited (KPL) from reputed Audit firms to carry out Internal Audit for the Financial Year **2026-27 & 2027-28** by eligible Chartered Accountant / Cost Accountant firms under two cover systems. The estimated cost of works put to tender is **Rs.25.40 lakhs/- (Rupees Twenty-Five Lakhs and Forty Thousand only) Plus applicable GST.**

- The tender document through GeM portal mode can be downloaded from KPL official website and through GeM portal link from the date indicated in Online Bid reference.
- One set of tender document consists of two volumes (Volume- I & II).  
Volume-I (Technical Bid) and  
Volume-II (Financial Bid) comprises of Price bid documents.
- The complete tender document including annexures can be downloaded from KPL website: [www.kamarajarport.in](http://www.kamarajarport.in) /**GeM Portal** and ***Tenderers may submit their tender on or before the due date and time of submission in GeM portal mode.***
- The offer (both Technical & Price) must be valid for a minimum of **120 days** from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- The due date and time of submission of offers through GeM Portal will be as indicated in the Online Bid Reference, unless otherwise notified. In the event of changes in the schedules, the General Manager (Finance), Kamarajar Port Limited notifies the same only through [www.kamarajarport.in](http://www.kamarajarport.in) and GeM portal link.
- If the offers are not received according to the instructions detailed here above, they shall be liable for rejection.

for **Kamarajar Port Limited**

**General Manager (Finance)**

## **Overview of Kamarajar Port Limited:**

### **1. INTRODUCTION**

Kamarajar Port Limited, a company of Chennai Port Authority, was developed during 1996 -2001 from a green field situation in the East Coast of India at about 30km to the north of Chennai Port. The Port was declared as a Major Port under the Indian Ports Act, 1908 in March 1999 and incorporated as a company (Kamarajar Port Limited) under the Companies Act, 1956 in October 1999. Currently Kamarajar Port Limited is the only corporatized Major Port, a subsidiary company of Chennai Port Authority.

The Authorised and paid-up capital of the company is Rs.500 crores and Rs.300 crores respectively. Currently, 100% shares of Kamarajar Port Limited are held by Chennai Port Authority.

### **2. BUSINESS MODEL**

Kamarajar Port Limited, a company of Chennai Port Authority, functions on the “Landlord Port Model” whereby the port manages the basic port assets by leasing land and basic infrastructure to port operators. Operating functions such as planning, safety, pilotage, mooring, navigation and overall coordination are done by the Port. The Port provides basic infrastructure facilities like construction of breakwaters, deepening and maintenance of port channels, dredged basin / channel, road and rail infrastructure for connectivity to hinterland, aids to navigation, firefighting facilities, utilities, water and power supply and managing the resources apart from regulatory functions and overall Port planning & development.

At present KPL has 9 berths with total capacity of 57.44 MTPA to handle various types of cargo like coal, POL, LNG, Automobile, Container, Break bulk etc.,

#### **(i) Financial Position:**

The company achieved its highest ever throughput of 49.08 MMT, reported a total income of Rs.1238.21 crores and the Profit Before Tax of Rs.904.44 crores for the financial year 25-26 (Provisional and unaudited). The company maintains book of accounts in SAP-HANA.

Following in detail with Vouchers/Invoices generated during FY-2025-26 (approx.):

<b>Sl. no</b>	<b>Details of Vouchers</b>	<b>No of count in FY 2025-26 (approx)</b>
1	Outward supply Invoices (Revenue)	11,400
2	Journal Entry & Payment vouchers (Capital & Revenue Expenditure)	3650 & 5468
3	Service Contract in currency	50
4	Working / Capex Projects in currency	12
5	Employees in payroll process (Direct)	102 nos.
6	CAPEX incurred during FY 2025-2026	Rs.477.66 crores

### **3. SCOPE OF INTERNAL AUDIT:**

The scope of internal Audit encompasses the independent examination and evaluation of the adequacy and effectiveness of the organization's internal control and internal check systems. It covers the following Audit areas, inter alia the Accounting Standards prescribed by the statute.

#### **Broad Scope:**

- Conduct the audit with the objective of expressing opinion under Section 143(3)(i) of the Companies Act, 2013 ("2013 Act") on the adequacy of the internal financial controls system over financial reporting and the operating effectiveness of such controls as on March 31, of relevant years based on the internal control criteria.
- Conduct the audit of the internal financial controls over financial reporting in accordance with the Guidance Note on Audit of Internal financial Controls Over Financial Reporting ("the Guidance Note") and the Standards on Auditing issued by the Institute of Chartered Accountants of India Auditor (ICAI) and deemed to be prescribed by the Central Government in accordance with Section 143(10) of the 2013 Act, to the extent applicable to an audit of internal financial controls over financial reporting.
- Review the existing policies and procedures and comment on adequacy of Internal check and internal control of the systems, procedures, practices etc., Suggest for improvisation of the Internal control and Internal check process.
- Reviewing means of safeguarding assets and, as appropriate, verification of such assets annually before the closure of books.

- Review individual transactions to ensure compliance with laid down policies and procedures of the organization, key local laws and legislation like GST, Income tax, and other Tax laws.
- Reviewing the proper classification of Assets & Liabilities and Income & Expenditure.
- Ensure due compliance of commercial accounting principles and adherences to Accounting Standards and conformity to the Corporate Laws/Ind AS /SEBI LODR regulations.
- Compilation in accordance with the requirements of Revised Schedule VI of the Companies Act / Ind AS etc.,

For carrying out the above assignments, Internal Audit shall review the above functional areas and submit the Report as follows:

- I. Monthly Report**
- II. Quarterly Report and**
- III. Yearly Report**

**I. Monthly reporting to the Company w.r.t Revenue streams from Own/ BOT/ Captive user berths:**

- The scope of Audit further extends to the transactions arising from the following revenue streams from BOT/Captive user/ Own berths and other value added services provided by company i.e. Auditing the revenue earned and its accounting inter-alia to the terms and conditions contained in the respective agreements, policies, Government guidelines etc., As far as auditing the revenue streams, Internal Auditor shall ensure 100% check on all transactions of services rendered by company inter-alia rules, regulations, tariff, terms and conditions of agreements, MoUs etc., Besides Internal Auditor shall submit the Audit Report in soft copy along with Monthly reports.
- Verify the invoices raised on revenue from operations – 100% check.
- Verify the credit notes raised and refunds issued – 100% check.
- Verify / check the correctness of volume-based discounts / concessions as per Scale of Rates (SoR) / MoU / Trade Notice, etc.

**a. Vessel Related Income:**

Verification of source data, application of SOR, Dollar Rate, Invoice, TCS/TDS effected, Advance receipts, Refunds, Discounts/Concessions offered.

**b. Cargo related Income:**

KPL handles the General Cargo Berth cargo operations. Internal audit shall encompass verification of source documents, application of SOR, Invoicing, TCS/TDS effected, discounts/concessions offered, Demurrage/ penalties levied and accounting the transactions. Further Internal Auditor shall conduct independent verification whether all the services rendered by Kamarajar Port Ltd., have been billed/accounted and offer comments.

**c. Estate Rentals:**

Verification of Allotment orders, Units of land/building allotted in the long term as well as short term leases/licenses, Utilities, Right of Usage, monthly/annually/ upfront case etc., Internal Auditor shall report on Outstanding balances and consequential interest for delay as per SOR and other contractual terms if any. Internal Auditor shall also bring about in its report the effect of GST and IT Act provisions in respect of delay/ non-payment of timely lease rentals.

**d. Revenue from Captive Users:**

Presently there are Three captive users i.e. M/s. TNPGL for coal, and M/s. IOCL for LNG & Captive Jetty in KPL. Internal Auditor shall independently verify the source documents, Traffic data, application of Composite rate/Royalty as per MoU or agreement terms, discounts if any etc., TCS/TDS effected, accounting the transactions etc.,

**e. Revenue Share from BOT operators:**

Audit shall encompass the computing of the correct amount of periodical revenue share payable by these BOT Operators and the timely payment of the same to the Company and compliance to the terms and conditions of the respective Concession Agreement(s) by the BOT Operators. A systematic and independent verification of gross revenue earned by the BOT operator with reference to the source data of traffic volume, vessel data, service offered, Tariff charged i.e. Reference tariff/ declared tariff, Concession/discount offered, Agreements/MoUs entered with customers. Data with Statutory authorities' cross verification of the data available in POMS, VTMS systems etc., Further Internal Auditor shall check the cash inflow and out flow transactions from Escrow bank account/Supplementary bank account and report thereon, if any discrepancies.

Further the Internal Auditor shall verify the timing of payment of revenue share and report to the management in case of any interest due on account of delay in remittance and compliance of other Concession/ License agreement commercial terms such as Insurance cover of Project facilities and services as per Concession agreement, Verification of various periodical financial and secretarial information /statements/ certificates report on any issues which is detrimental to the interest of KPL.

**f. Revenue earned from Miscellaneous services:**

Verification of transactions w.r.t services such as Hiring of small Harbour crafts, demurrage for overstay of Cargoes, Bunkering, Waste disposal, Film shooting, RFID and Sale of scrap etc., and its recoveries.

**g. Verification of Cash register and timeliness of cash deposits & Timely completion of BRS of collections bank in NLP/BiP/RFID/collection a/c & other Current accounts:**

Verification of cash register with date of deposit of cash in bank.

## **II. Quarterly Reporting: Internal audit report and supplementary report of statutory issues**

### ***(a) Finance & Accounting***

- Review of Accounting System in POMS/SAP/BIP.
- Cash & bank and treasury management, Bank reconciliation, General Ledger Accounts and Trial Balance.
- Review of Trade Receivables, Details of Sundry Debtors and age-wise analysis with recovery status.
- Review of Trade Payables, Details of Creditors with age-wise analysis and status of payments.
- Verify Capital Projects and Other major Contracts independently evaluating operational, financial and compliances issues to provide management with actionable insights into project status. To ensure that the project activities meet regulatory and internal policies like Tender Clause and Delegation of Powers (DoP). To determine if the project is within budget, meeting deadlines.
- Verify the Revenue expenditure viz operating expenditure, Administration and other expenses vouchers as per tender conditions / work orders / quotations as per Delegation of Powers (DoP).
- Verify the classification of General Ledger accounts of Revenue expenditure.
- Verify the classification of Capital Expenditure, its life, depreciation etc. as per Companies Act / port sector.
- Scrutiny of Provision journal entries, IndAS entries, All GL Account, Sub Ledger etc., along with Budget Controls.
- Review and scrutinize the GL accounts.
- Fixed Assets accounting.
- Verifying the Payroll preparation, w.r.t Bio-metric attendance, leave updation, overtime payments, operational allowances, verifying the employee advances paid as per approval, policy its recoveries etc.,
- Imprest & recoupment and Contingent advance and its adjustments etc.,
- Direct and Indirect Taxation, TCS, TDS, Remittance-filing etc.
- Compliance with Accounting Standards and other pronouncements issued by ICAI.
- With respect to GST, reconciliation of Turnover with GSTR-1, GSTR-3B & Books, reconciliation of GSTR-2B, GSTR-2A, GSTR 3B with Books & reconciliation of RCM Liabilities with GSTR-3B.
- Compliance of provisions of other statutory levies applicable to the Company such as EPFO, Professional Tax, Welfare cess etc.,
- Status of the work-in-progress as well as capital work-in-progress.
- Contingent Liabilities.
- Placing of Investments and interest accrued therefrom. Ascertaining correctness and certifying whether investments made as per policy, SOP and laid down guidelines.
- Compliance of ROC Filings.
- Verify the Compliances as per Tax Free Bonds issued by KPL.
- Review the legal cases with respect to financial implications.
- Verify the Quarterly Limited Review Accounts and check the Provisions, Income entries and others relating to Quarterly accounts periodically before submitting the same to the Statutory Auditor.

- Verify and Certify the Fixed Deposits with Interest credited / accrued and Investments in Mutual Funds and its capital gains and the same shall be reported.
- Compliance on contractual obligations, adherence to terms and conditions in respect of service and works contracts, procurement of goods through GeM portal, etc
- Review of Service Contracts in Marine, Traffic, Engineering, Admin, Operation departments and comment on its performance, compliance to terms and conditions of contract, Extensions if any with competent authority approval, penalties, levies etc., For e.g. Time chartering manning contract, manpower, Hiring of Boats, vehicles & all AMC works.
- Review of CAPEX projects, work contracts, Civil & Electrical repaid and maintenance contracts, etc., commencing on time/ cost overrun, Liquid damages w.r.t Contract /Work order terms and conditions, checking the approval obtained for variation / additions etc.,
- Review of consultancy service contracts w.r.t transaction advisor, Independent Engineer, Project Manager Service, Environment and any other professional service etc., and comment about its compliance to the Terms & conditions of the respective contractors.
- Review of procurement of Capital goods, stores, spares, Fuel and other consumables procured through GeM / non-Gem mode and comment on its usage, consumption, approval of Expenditure sanction etc.,

**(b) Personnel & Administration**

- Payroll processing, its Bio-metric attendance inputs, leave records, EL encashment / availing updating in Leave records, Terminal benefits, TDS, TA/DA claims, Medical and other welfare measures etc.,
- Statutory Compliances in respect of Provident Fund, Professional Tax and Income Tax, etc.,
- Review and reconciliation of loan and advances to the Employees.

**III. Yearly Reporting:**

- Carrying out the physical verification of fixed assets at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
- Review of IFC Framework, RCM testing & its results.
- Review of Ind AS entries, provisions, Capital Work in Progress, Asset capitalization, depreciation workings as per Companies Act.
- Review of draft financial reporting statements including statement of Total income, depreciation as per Income Tax, Income tax provision including MAT credit and utilization etc.
- Review of contingent liabilities.
- Conduct of Audit on Internal Financial control on financial reporting and reporting in template.
- Debt management, debt servicing – timeliness and accuracy.

#### 4. ELIGIBILITY CRITERIA:

##### (i) Essential criteria:

S.No	Criteria	Proof of Documents to be submitted
1.	The applicant must be a partnership Audit firm with minimum 5 partners having certificate of practice registered with Institute of Chartered Accountants of India or with Institute of Cost Accountants of India and in continuous existence for a period of not less than 10 years as on 31.03.2026.	Proof of certificate issued by Institute of Chartered Accountants of India /Institute of Cost Accountants of India and attested by authorized signatories.
2.	The firm should be currently empaneled with C&AG.	Certified copy of empanelment letter issued by C&AG.
3.	The applicant firm should have principal place of business / Head Quarters at Chennai.	Copy of certificate of registration from Registrar of firms. If LLP, certificate of incorporation to be submitted and proof from ICAI i.e. (Firm card)
4.	The applicant firm should neither have been debarred nor blacklisted by any Government, Autonomous bodies, PSUs, Banks and any Port etc.	Self-declaration by authorized signatory in Firms' letter head.
5.	The applicant firm should declare their non-association with BOT Operators.	Self-declaration by authorized signatory in Firms' letter head.
6.	Average annual turnover during the last three years ended 31.03.2025, not less than Rs.75,00,000/- (Rupees Seventy-five Lakhs only)	Audited financial statements for the last three years ended <b>31.03.2025</b> along with Self declaration in Firms' letter head.
7.	Conflict of Interest: Bidding firm should not have acted as Statutory auditor / Tax advisor or Internal Auditor or Special Auditor to KPL in the last 3 years i.e. <b>FY 2023-24 to FY 2025-26.</b>	Self-declaration by authorized signatory in Firms' letter head.
8.	Taxpayer Information	a. Copy of PAN No. b. Copy of GST certificate

##### Note:

- If any bidder not fulfilling any of the above pre-qualification criteria shall be liable to be summarily rejected.
- The applicant firm must necessarily fulfill above essential criteria.
- Applicant firms are requested to submit testimonials /necessary documents to substantiate the above.

- Having been qualified in the eligibility criteria, bidder firm will be subject to further evaluation as per score given below.

## 5. Evaluation Methodology:

- i. The Bidders are required to score minimum 85 marks in Technical Evaluation parameters from the table of evaluation given below to qualify for opening of financial proposal.
- ii. The evaluation of consultants will be based on Quality and Cost Control Based Selections (QCBS) as per Government of India guidelines with three step process: -
- iii. The evaluation of technical proposal, quality score is assigned out of the maximum 100 marks, to each of the responsive bids, as per the scheme laid down in the Scoring Methodology. The consultants/ service providers who are qualifying as per the technical evaluation criteria are considered technically responsive, and the rest would be considered technically nonresponsive and would be dropped from the list. Financial proposals are then opened only eligible and responsive offers and other financial offers are not considered/opened. The Financial Proposals are also given cost-score based on relative ranking of prices, with 100 marks for the lowest and pro-rated lower marks for higher priced offers. The total score shall be obtained by weighing the quality and cost scores and adding them. The weight given to the technical score may not be confused with the minimum qualifying technical score though they may in some case be equal. The details are as below:
- iv. For final award of the assignment, a combined evaluation shall be done by applying a weightage of 70 and 30 for the technical and price scores respectively according to the following formula for those found qualified in the technical bidding. **Example:**

<b>Combined score of Bidder A = 70 (Technical score of Bidder A / Highest Technical Score of all Qualified Bidders) + 30 (Lowest financial Bid of all Qualified Bids/ price bid of Bidder A)</b>
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Shortlisted Audit firm will be ranked on the basis of the above combined score. The Bidders securing highest combined score shall be recommended for award of the contract.

**Scoring methodology:** The technical scoring of the proposals will broadly be on the following criteria:

**(ii) Table for Evaluation criteria for shortlisting of Audit Firms to the Financial Bid**

<b>S. N.</b>	<b>Parameter &amp; Criteria</b>	<b>Maximum Marks</b>	<b>Scale for scores &amp; Documentary proof required</b>
1	Number of years of Establishment of the firm (Minimum 5 years)	10	Minimum 5 marks and 1 mark per year of existence as on tender date (fractions of the year to be ignored. – Certificate of practice proof from ICAI/ICMA)
2	Number of full-time partners in the firm who have been with the applicant firm for a minimum period of 5(five) years as on the date of tender issue. Minimum 5 Partners.	5	Minimum 5 marks for 5 partners and who is ACA/FCA or ACMA/FCMA (Proof as per Certificate of ICAI / ICMA as on date of tender issue.
3	Experience during the last 7 years ending <b>31.3.2025</b> in conducting <b>Internal Audit</b> in Major Ports/Central PSUs / Listed Public Ltd Companies with turnover of not less than Rs.1000 crore.	40	5 marks for each assignment subject to a maximum of 40 marks. (Proof to be submitted (ie) Work order/Work completion certificate, Letter of Award etc., documentary proof to substantiate the turnover of the company)
4	Experience during the last 7 years ending <b>31.3.2025</b> in conducting <b>Statutory Audit</b> in Central PSUs/Listed Public Ltd Companies with turnover of not less than Rs.1000 crore.	30	5 marks for each assignment subject to a maximum of 30 marks. (Proof to be submitted (ie) Work order/Work completion certificate, Letter of Award etc., documentary proof to substantiate the turnover of the company)
5	Experience in designing IFC - RCM document or testing experience in Central PSUs/Listed Public Ltd Companies with turnover of not less than Rs.1000 crores	10	Proof of work order / LoA in last 3 years.
6	Methodology & Action plan (Self-declaration on Firms' letter head)	5	Evaluation will be based on the submissions of the proposed work plan and methodology for conducting the audit as per scope of work.
	Total	100	

**NOTE:**

- Internal Audit of any branch of CPSU / Public Limited companies is considered subject to turnover of Rs.1000 crore as per Sl.No.(3) above, of that particular branch. Proof for the Turnover should be submitted.
- Experience in Bank audit, Insurance Audit, Tax audit, Cost audit, Forensic audit and special audit will not be considered.
- Proof to be submitted i.e. Work Order / Work-completion certificate, Letter of Award etc., Documentary proof to substantiate the turnover of the company.
- All supporting documents to be submitted should be self-attested by authorized signatory.
- Each page of the Tender document should be sealed and signed and uploaded.

**6. DELIVERABLES (REPORTS)**

The Audit Firm as per methodology shall plan the audit schedule such a manner so as to ensure the deliverables as follows.

- a) Monthly reporting on Revenue streams as mentioned in the scope of work shall be submitted within 15 days from the end of respective month to finalise GSTR3B.
- b) The quarterly report shall be submitted within 30 days from the end of the quarter except year end in hard copy as well as soft copy along with the supplementary report on statutory issues. Lead Auditor may discuss with Accounts department before finalisation of the report. EIGHT (8) quarterly reports covering the following periods:

**FY 2026-27**

- |           |   |  |
|-----------|---|--|
| Quarter 1 | - | (April'26 – June'26)                       |
| Quarter 2 | - | (July'26 – September'26)                   |
| Quarter 3 | - | (October'26 – December'26)                 |
| Quarter 4 | - | (January'27 – March'27) & year end review. |

**FY-2027-28**

- |           |   |   |
|-----------|---|---|
| Quarter 5 | - | (April'27– June'27)                       |
| Quarter 6 | - | (July'27 – September'27)                  |
| Quarter 7 | - | (October'27 – December'27)                |
| Quarter 8 | - | (January'28– March'28) & year end review. |

- c. Yearly report – Detailed Internal audit report of Q4 along with Internal Financial Control Test Report.

## **7.AUDIT TEAM & SCHEDULE**

The audit team shall comprise a right mix of Certified Professional and Qualified Assistants to ensure the submission of qualitative reports periodically within the time frame. The firm may devise their own schedule in order to submit the deliverables qualitatively as per the scope of work. However, while deploying audit team, following to be ensured.

Fully qualified CA/CMA one person with two qualified Audit assistants. The team shall possess competency in SAP /advance excel and sufficient experience in Contract management, PPP – BOT projects etc.,

## **8.\_PRE-BID MEETING**

Bidding firms are requested to attend the pre-bid meeting scheduled as indicated above to clarify their doubts in respect of Scope of work, Eligibility criteria, other terms and conditions.

## **9. EVALUATION OF TENDER**

### **a) Evaluation of Technical Bid:**

The evaluation of technical capabilities of the Bidders of this Tender will be completed first. All the documents submitted by the Bidders in the Technical Bid will be examined by the Tender Committee. All the Bidders who meet the 'Essential & evaluation criteria for the bidder' as listed above and securing aggregate of 85 marks or above will be short listed / qualified and only their price bid will be opened. The Financial bid of those bidders who secure less than 85 marks in the technical evaluation will not be opened.

### **b) Evaluation of Financial bid:**

The price bid of only the shortlisted / technically qualified bidders as above will be opened. The Financial Bid shall be submitted as per price bid format. The financial quote shall be in Indian rupees, and it shall include all expenses except GST.

## **10. PAYMENT TERMS**

Payment shall be made quarterly after submitting 3 Monthly reports of revenue streams of that quarter as well as the comprehensive Internal audit report of that particular quarter along with supplementary report on statutory issues.

## **11.\_PAYING AUTHORITY**

The payments as per the Payment terms mentioned above shall be paid against the Tax invoices which may be sent to "**General Manager (Finance), Kamarajar Port Limited, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Jawahar Building No-17, Rajaji Salai, Chennai – 600001**".

## **12. TENDER DOCUMENT AND FEE – NIL**

A complete set of Tender Document can be downloaded from the company's official website, GeM portal & [www.kamarajarport.in](http://www.kamarajarport.in). The soft copy of the Tender Documents and its amendments / corrigendum (if any) will also be made available in the above websites.

## **13. PERIOD OF AUDIT**

The selected firm is to carry out the entire scope of work as aforementioned for a period of two years i.e. from **01.04.2026 to 31.03.2028**. The period of Internal audit if required may be extended to **one more year** at same price (proportionate) terms and conditions with mutual consent.

In case during the currency of contract, if the performance of audit reports is not satisfactory, KPL management reserves the right to terminate the contract by giving one month's notice to the firm without any compensation for the left-out contract period.

## **14. CLARIFICATIONS AND AMENDMENTS TO TENDER DOCUMENT**

Prospective bidders may seek clarification on the Tender document by letter/fax/e-mail till the date and time mentioned in the Bid Details – Control Sheet Table. KPL may, for any reason, whether at its own initiative or in response to clarification(s) sought from prospective bidders, modify the Tender document contents by amendment / corrigendum. Clarification / Corrigendum / Amendment, if any, will be notified in the websites.

It may be noted that all queries, clarifications, questions etc., relating to this Tender Document, technical or otherwise, shall be sent to the below mentioned address -

**The General Manager (Finance)**  
**Kamarajar Port Limited**  
**2<sup>nd</sup> & 3<sup>rd</sup> Floor, Jawahar Building**  
**No-17, Rajaji Salai, , Chennai – 600 001.**  
**Cell no-8754540208, 9940045596**  
**Land line-044 25263216**  
**e-mail ID:**  
**1. [vemanna@kplmail.in](mailto:vemanna@kplmail.in),**  
**2. [sathiya@kplmail.in](mailto:sathiya@kplmail.in) and**  
**3. [gm-fin@kplmail.in](mailto:gm-fin@kplmail.in)**

## **15. SUBMISSION OF OFFER**

The Bidder must submit their offers only in e-mode i.e. through GeM portal in two cover systems.

- (a) **Cover-1, Technical Bid:** The bidder must submit all the details as given under “Essential & evaluation criteria” by following the instructions to Online bid submission i.e., similar type of audits undertaken in Government / Public Limited Company should be submitted with proofs & relevant

documents such as work orders/Letter of Assignment and completion certificate.

The Technical Bids should contain the following:

1. Bidder organization profile.
2. Profile of the Audit team personnel.
3. Copy of Empanelment letter issued by C&AG.
4. Declaration about the details of the office in Chennai.
5. Declaration / self-affidavit by the bidding firms as to their non-association with BOT operators and not debarred / blacklisted by any Government, Autonomous bodies, PSUs, Banks, etc.
6. Copy of the Audited Financial statements for the last three years viz - FY 2022-23, 2023-24 & 2024-25 along with self-attestation from authorized signatory.
7. Copy of ITR – V for FY 2022-23, 2023-24 & 2024-25.
8. Copy of PAN No. & GST Certificate.
9. Copy of the Registration / Certificate issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India for firm.
10. Details about the no. of Partners in the firm for more than five years as on date of Tender issue. ICAI / ICMA certificate for proof of partner to be enclosed.
11. List of Internal Audit conducted during the last 7 years. Relevant experience certificates viz. Work Order and Completion Certificate for each work, any reasonable proof of the experience should form part of the document to substantiate the approach, methodology and work-plan
12. List of Statutory Audit conducted during the last 7 years. Relevant experience certificates viz. Work Order and completion certificate for each work, any reasonable proof of the experience should form part of the document to substantiate the approach, methodology and work-plan.
13. Proof of Work orders/ LOA for having carried out the implementation of IFC procedure or testing of the system.
14. Methodology & action plan in Firm's letter head.
15. Tender Document signed and sealed in all pages.
16. Technical bid should have no financial information. If any technical proposal is found to contain any information on price, the bid will be summarily rejected.

**(b) Cover-2, Financial Bid:**

- The format of the Price Bid will be available in the Website GeM portal.
- Price Bid containing any conditional offers will be rejected.
- Bids are to be quoted in Indian Rupees only. Price is exclusive of GST but includes all other charges including travel, out-of-pocket expenses, etc.

## **16. DISPUTE RESOLUTION**

All disputes arising out of this Agreement or any matter connected there to including validity, construction or termination between the Parties or their representatives shall be resolved by mutual discussions failing which it shall be referred to and finally resolved by arbitration under the Indian Arbitration Rules, which provisions are deemed to be incorporated by reference into this clause. The number of arbitrators shall be three. Each party shall appoint one Arbitrator. The two arbitrators shall appoint the Presiding Arbitrator. The seat, or legal place, of arbitration shall be at Chennai. The language to be used in the arbitration shall be English. The governing law of the contract shall be substantive law of the Republic of India. The Parties will not stop export during the pendency of the dispute.

## **17. JURISDICTION**

The jurisdiction of the court shall be at Chennai only.

## **18. NOTICE**

Notice or other communications given or required to be given in writing and shall be e-mailed followed by hand-delivery with acknowledgement thereof or transmitted by pre-paid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & sent by registered post than on expiry of seven days from the date of posting.

## **19. CANCELLATION OF TENDER PROCESS**

KPL reserves the right to cancel the tender process partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.

## **20. CONFIDENTIALITY**

The bidder must undertake that they shall hold in trust any Information received by them, under the Audit/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The bidder has also to agree:

1. To maintain and use the Information only for the purpose of the Audit/Agreement and only as permitted by KPL.
2. To only make copies as specifically authorized by the prior written consent of KPL and with the same confidential or proprietary notices as may be printed or displayed on the original.
3. To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and

4. To treat all Information as Confidential Information.
5. The Bidder shall not substitute transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.

#### **21. PRELIMINARY SCRUTINY**

KPL will scrutinize the offers/bids to determine whether they are complete, whether any errors have been made in the offer/bid, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule.

#### **22. ADHERENCE TO TERMS AND CONDITIONS**

The Bidders who wish to submit responses to this Tender should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the Tender. If the responses contain any extraneous conditions put in by the Respondents, such responses may be disqualified and may not be considered for the selection process.

#### **23. EXECUTION OF AGREEMENT AND CONFIDENTIALITY AGREEMENT**

The selected Bidder will be required to execute the Contract Agreement and Confidentiality Agreement as within 15 days from the date of receipt of Letter of Award of assignment/ Work order.

#### **24. OTHER TERMS AND CONDITIONS**

KPL reserves the right to:

- Reject any or all responses (bids) received in response to the Tender, in part or in full, and to cancel the bidding process and reject all Bids at any time prior to award of the audit, without thereby incurring any liability to the Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the KPL's action or without assigning any reasons, whatsoever.
- Extend the time for submission of all proposals.
- Cancel the Tender at any stage, without assigning any reason whatsoever.

#### **25. PROFESSIONALISM, ETHICS & CODE OF CONDUCT**

The selected Bidder should provide professional, objective and impartial scrutiny and hold KPL's interest paramount and should observe the highest standard of ethics, values, code of conduct, honesty and integrity while carrying out the audit.

#### **26. ADHERENCE TO STANDARDS**

The selected Bidder should adhere to all the applicable laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities. For the purpose of audit, Firm can collate and verify the data from other sources such as Customs, IT, GST and other relevant

regulatory and statutory authorities report their conclusion with reference to such source information.

## **27. EXPENSES**

It may be noted that KPL will not pay any other amount / expenses / charges / fees / traveling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses other than the "Agreed Professional Fee".

## **28. SINGLE POINT OF CONTACT**

The selected Bidder should have a local office in Chennai and has to provide details of single point of contact viz. name, designation, address, e-mail address, telephone/mobile no., etc.

## **29. FORCE MAJEURE**

Any failure or delay by selected Bidder or KPL in the performance of its obligations, to the extent due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or acts of God, war, terrorism, riots, civil disorders, rebellions or revolutions, acts of governmental authorities or other events beyond the reasonable control of non-performing party, is not a default or a ground for termination. The affected party shall notify the other party within reasonable time period of the occurrence of a Force Majeure Event.

## **30. AUTHORIZED SIGNATORY**

The selected Bidder shall indicate the authorized signatories who can discuss and correspond with KPL, with regard to the obligations under the audit. The selected Bidder shall submit at the time of signing the audit, a Letter of authorizing an official or officials to discuss, sign agreements/audits with KPL.

## **31. ERASERS OR ALTERATIONS:**

The offers containing erasers or alterations may not be considered. There should be no handwritten material corrections or alterations in the offer. Technical details must be completely filled up. Filling up of the information using terms such as OK, ACCEPTED, NOTED, AS GIVEN IN BROCHURE/MANUAL or any Special Characters such as -, ", @, \_,# is not acceptable. KPL may treat offers not adhering to these guidelines as unacceptable.

### **32. RIGHT TO REJECT BIDS**

KPL reserves the absolute and unconditional right to reject any response to this Tender if it is not in accordance with its requirements and no correspondence will be entertained by KPL in the matter. The bid is liable to be rejected if

- It is not in conformity with the instructions mentioned in this Tender document.
- It is not properly/duly signed.
- It is received after the expiry date and time.
- It is incomplete including non-furnishing the required documents / information as required in terms of this Tender.
- It is evasive or contains incorrect information.
- If there is any kind of canvassing.
- If failed to submit the required documentary proofs.

### **33. ASSIGNMENT**

Neither the audit nor any rights granted under the agreement can be sold, leased, assigned, or otherwise transferred, in whole or in part, by the selected Bidder. Any such sale, lease, assignment or otherwise transfer shall be void and be of no effect. The selected Bidder shall not assign or permit anyone other than its personnel to perform the work, service or other performance required under the audit. Formation of consortium or association of Audit firms and engaging sub-Audit firms is not allowed and such proposals will be disqualified at the evaluation stage itself.

**General Manager (Finance)  
Kamarajar Port Limited**

**Cover II- Financial Cover (Price Bid Format) \***

Sl.No	Description	Reports	Amount per report	Gross Amount In Figures
			In Figures	
1.	Conducting Internal Audit at KPL for the years <b>2026-27 &amp; 2027-28</b> as per Scope of work of Tender and other terms and conditions. The price includes all expenses, charges & duties excluding GST			
	Monthly Report on Revenue	24		
	Quarterly Reports	8		
	IFC testing Reports along with Q4 Report	2		
	Total			

**Notes:**

**\* The above price format is only for information purposes only. Participating Bidders shall submit their price in the format of the Price Bid available in the Gem portal only, otherwise their bids will not be considered for evaluation.**

- The quoted rate is valid for entire tenure of the contract. No escalation on payment for this contract. The Price consideration includes 24 monthly reports and 8 quarterly reports with 2 IFC reports along with Q4 reports.
- Payment to be made as per Tender conditions and against Tax invoice.
- The quoted price shall include all expenses & charges and duties excluding GST.

Authorized Signatory

Name .....

Address.....

Seal.....

**Annexure – I**

**BID SECURITY DECLARATION  
(To be Executed and submitted on bidder's letter head)**

**Tender No: KPL/FIN/IA/2026**

**Date:**

**To**

**The GM (Finance) & CFO,  
Kamarajar Port Limited,  
Chennai 600 001.**

**Sir/Madam,**

**Sub: Appointment of Audit firm for conducting Internal Audit at  
Kamarajar Port Limited for the year 2026-27 & 2027-28 – Bid declaration  
- Reg.**

**\*\*\*\*\***

We the undersigned, do hereby declare that:

We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

We accept that we may be disqualified from bidding for any contract with you for a period of two year from the date of notification if we are in breach of any obligation under the bid conditions, because we

a) have withdrawn/modified/amended, impairs or derogates from the tender, our Bid during the period of bid validity specified in the form of Bid;

(or)

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

- fail or refuse to execute the contract, if required.

We understand this Bid Securing Declaration shall cease to be valid if we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of our Bid.

**Place:**

**Name:**

**Designation:**

**Signature of the Authorised**

**Date:**

**Signatory of the bidder**

**(The above said declaration duly signed and sealed to be uploaded along with other documents)**

**MODEL CONTRACT AGREEMENT**

**(To be submitted by the Successful Bidder after issue of LOA)**

This CONTRACT (hereinafter together with .....appendices attached hereto called the Contract) is made on .....day of .....**2026** between **KAMARAJAR PORT LIMITED** on the one part (hereinafter called “KPL”) and M/s..... (hereinafter called the Audit Firm) on the other part (Notwithstanding such association, the Firm will be represented hereunder at all times by ..... which will retain full and undivided responsibility for the performance of the obligations hereunder and for satisfactory completion of the Audit services to be performed hereunder.)

WHEREAS the Kamarajar Port Limited has awarded the work to the Audit Firm to conduct Internal Audit for the **FY 2026-27 & 2027-28** WHEREAS the Audit Firm has agreed to provide the services in accordance with the Terms of Reference and all Conditions set forth in this contract.

NOW THIS AGREEMENT WITNESSETH is as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of Proposal Document hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.
  - a) The Tender Document for Appointment of Audit firm for conducting Internal audit for the period from **2026-27 & 2027-28**.
  - b) All amendments to the Tender document for Appointment of Audit firm for conducting Internal Audit prior to submission of bids, queries of bidders, if any.
  - c) Award letter issued by the KPL vide No..... dated ..... and all correspondence exchanged between the KPL and the Audit Firm up to the date of award letter as specifically referred to in the said award letter.
3. In consideration of the payment to be made by KPL to the Audit Firm as herein after mentioned the Audit Firm hereby covenants with KPL to execute and complete the works in conformity within all respects with the provisions of the contract.

4. The KPL hereby covenants to pay the Professional Fee to the Audit Firm in consideration of the completion of the works in the manner prescribed in the tender document and accepted by the Audit Firm.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Binding Signature of  
Kamarajar Port Limited

Binding Signature of  
Audit Firm

**Witness:**

**Witness**

1.

1

2.

2.

**CONFIDENTIALITY AGREEMENT**

This CONFIDENTIALITY AGREEMENT (hereinafter referred to as “**Agreement**”) is entered into on this \_\_\_ day of \_\_\_\_\_ of **2026** (“Effective Date”) by and between the following parties:

Kamarajar Port Ltd., a company incorporated under the Companies Act, 1956, having its Registered office at 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Jawahar Building, No-17, Rajaji Salai, Chennai – 600 001 (hereinafter referred to as “Client”) and

\_\_\_\_\_ having its office at \_\_\_\_\_ (hereinafter referred to as “Internal Auditor”);

Internal Auditor and Client are collectively referred to as the “Parties” or individually as a “Party” as the context may require.

Both Parties hereby agree as follows in relation to Confidential Information to be disclosed by the Client to Internal Auditor for purpose of Conducting Internal Audit of the transactions of KPL for the year **2026-27 & 2027-28**.

1. All communication, information or data, in any form, which is disclosed by the Client to Internal Auditor, and which is to be protected hereunder against unrestricted disclosure or competitive use by Internal Auditor shall be deemed to be "Confidential Information".
2. All Confidential Information, if in writing or other tangible form, shall be labeled or marked as "Confidential" at the time of its delivery from the Client to Internal Auditors. Confidential Information disclosed orally, visually or in any intangible form, will be specified to be “Confidential” at the time of disclosure and summarized in writing, marked as “Confidential” and transmitted by the Client, within 5 working days of the disclosure.
3. This Agreement shall be valid during the entire audit period, provided that obligations under this Agreement shall survive the termination of this Agreement for a period of Five (5) years, unless earlier waived in writing by the Client.
4. Internal Auditor undertakes and agrees that any Confidential Information disclosed hereunder shall be used by Internal Auditor solely for the purpose of the audit and Internal Auditor will not disclose or disseminate such Confidential Information to anyone, except to its partners, directors, consultants, employees and advisers (“Authorized Personnel”) who have a need to know such Confidential Information for the purpose for the audit.
5. Confidential Information shall not include information which:
  - a. is publicly available or has become generally available to the public other than as a result of a breach of this Agreement.

- b. was already lawfully known (without restriction on disclosure) to Internal Auditor (including its Authorized Personnel) prior to its being so furnished by the client.
  - c. has become available to Internal Auditor (including its Authorized Personnel) on a non-confidential basis from a source other than the Client unless to the knowledge of Internal Auditor such sources owes a duty of confidentiality to the client.
  - d. has been independently developed, by or for Internal Auditor without reference to the Confidential Information; or
  - e. is required to be disclosed to any government department, regulatory body, or any other party that is entitled to know such information in accordance with legal or regulatory requirements, any applicable law, rules or regulations, professional duty or where disclosure is made in connection with any claim by Internal Auditor or in connection with any claim or potential claim against Internal Auditor.
6. Internal Auditor shall use all reasonable safeguards against the unauthorized disclosure of Confidential Information and shall use reasonable endeavors to ensure that all of its Authorized Personnel having access to Confidential Information adhere to the terms of this Agreement.
7. Upon expiration of this Agreement or sooner upon written request of the Client, all Confidential Information in the possession of Internal Auditor shall be returned to the Client or destroyed under conditions which preserve the confidentiality of the Confidential Information, at the option and instruction of the Client. Notwithstanding the foregoing, Internal Auditor may retain such portion of the Confidential Information that is required for compliance with its statutory, regulatory or professional conduct obligations.
8. It is understood that this Agreement is not intended to, and does not, obligate either party to enter into any further agreements or to proceed with any relationship or other transaction.
9. Any failure or delay by either party in exercising any right, power or privilege hereunder shall not constitute a waiver hereunder nor shall any single or partial exercise thereof preclude any further exercise of any right, power or privilege.
10. This Agreement supersedes any prior such agreement. The Agreement cannot be amended in any manner, modified except by a written instrument signed by authorized representatives of both Parties.
11. If any provision of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible, and the unenforceable provision shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely representing the intention of the Parties as expressed herein.

12. The Agreement and all matters relating to this Agreement shall be governed by and interpreted and construed in accordance with the Indian Law and the courts in Chennai shall have exclusive jurisdiction over all matters, disputes (including claims for set-off and counterclaims) which may arise in connection with this Agreement.

13. SEBI Guidelines

14. Listing Agreement.

**IN WITNESS WHEREOF** the duly authorized representatives of the Parties have executed this Agreement on the date first above written.

Signed for and on behalf of

\_\_\_\_\_

Name :

Designation :

Date :

Company Stamp :

Signed for and on behalf of

**[KAMARAJAR PORT LTD.]**

Name :

Designation :

Date :

Company Stamp :

Signed for and on behalf of Internal Auditor.