

KARNATAKA COOPERATIVE MILK PRODUCERS' FEDERATION LTD
KMF Complex, Dr MH Marigowda Road, D.R.College Post, Bangalore 29
Phone: 25536209, Email: kmf@sify.com

No.FD/Pre-audit/2013-14

6th March 2013

Sir

Sub: Engaging the services of Chartered Accountants for pre-audit work

The Karnataka Milk Federation Ltd which is a Cooperative Federation registered under the Karnataka State Cooperative Societies' Act intends to engage the services of Chartered Accountants to undertake the pre-audit work of financial and other transactions of the Federation and its Units listed below. In this connection, we request you to give your offer before 19.3.2013. The persons to be deputed to audit/supervise the audit must have the knowledge of Karnataka Coop Societies Act and Rules and should be aware of all tax laws/implications.

S.No	Name of the Unit	No. of persons required	Brief description of the Unit
1	(a)KMF Central Office (Corporate Office) -A.H.Division -Marketing Division -Administration Divn -Purchase Division -Stores Division -Finance Division -Cattlefeed Wing	One Senior Audit Assistant and Three Audit Assistants	Since this is a Corporate Office, all policy decisions are taken here; centralized marketing system; project funding; receipt of grant. Payment to cattlefeed raw material suppliers based on the online information received from four Cattlefeed Plants
2	Central Training Institute STEP Division	One Audit Assistant	Conducting various trainings to village dairy cooperative society members and running hostel for trainees It is a GOI scheme where grant is received from GOI for development of rural women members

3	Bangalore Sales Depot	One Senior Audit Assistant	Purchasing of milk products from District Milk Unions and KMF Units and selling the same to wholesale dealers through C&F Agent
4	Nandini Milk Products at KMF Complex	One Senior Audit Assistant	Production of various milk products and selling the same to KMF Bangalore sales depot
5	Nandini Packaging Film Plant at Munnekolalu, Marthahalli, Bangalore	One Senior Audit Assistant	Production and selling of milk pouch film to District Milk Unions and KMF Units
6	Mother Dairy, Yelahanka, Bangalore	One Senior Audit Assistant and three Audit Assistants	<ol style="list-style-type: none"> 1) Purchase of milk from District Milk Unions (mainly Kolar Milk Union) 2) Production and selling of milk products 3) Production of milk powder 4) Rendering service to milk Unions for conversion of milk to powder/products 5) Production and selling of ice cream
7	a)Cattlefeed Plant, Rajanakunte,B'lore <hr/> b)Nandini Sperm Station, Hesaraghatta,B'lore	One Senior Audit Assistant two Audit Assistants	(a) Manufacturing and selling of cattlefeed; accounting of purchases and sales; payment to supplies from KMF Central Office <hr/> (b) Production and selling of frozen semen and Bulls rearing
8	a)Cattlefeed Plant, Gubbi, Tumkur District	One Senior Audit Assistant two Audit Assistants	Manufacturing and selling of cattlefeed; accounting of purchases and sales; payment to supplies from KMF Central Office
9	a)Cattlefeed Plant, Dharwad <hr/>	One Senior Audit Assistant and two	a)Manufacturing and selling of cattlefeed; accounting of purchases and sales; payment to supplies from KMF Central Office

	b) Training Centre, Dharwad c) Hubli Sales Depot	Audit Assistants	b) Conducting various training programmes to DCS members and running hostel for trainees c) Purchase of milk products from District Milk Unions/Bangalore Sales depot and selling the same to wholesale dealers.
10	a) Cattlefeed Plant, Hassan	Two Senior Audit Assistants and four Audit Assistants	a) Manufacturing and selling of cattlefeed; accounting of purchases and sales; payment to supplies from KMF Central Office
11	Nandini Hitech Products Plant, Channarayapatna District, Hassan	One Senior Audit Assistant and one Audit Assistant	Conversion of milk to powder/products and manufacturing of UHT MILK
12	a) Training Centre, Mysore b) Mysore sales depot	One Sr Audit Assistant	a) Conducting various training programmes to DCS members and running hostel for trainees b) Purchase of milk products from District Milk Unions/Bangalore Sales depot and selling the same to wholesale dealers.
13	a) Gulbarga Dairy, Gulbarga b) Gulbarga sales depot, Gulbarga	One Sr Audit Asst & Two Audit Assistant	a) Purchase, processing and selling of milk b) Purchasing of milk products from District Milk Unions and KMF Units and selling the same to wholesale dealers through C&F Agent
14	Mangalore sales depot	One Sr Audit Asst	Purchasing of milk products from District Milk Unions and KMF Units and selling the

			same to wholesale dealers through C&F Agent
15	Kannur sales depot, Kerala	One Sr Audit Asst	Purchasing of milk products from District Milk Unions and KMF Units and selling the same to wholesale dealers through C&F Agent
16	Bellary sales depot, Bellary	One Sr Audit Asst	Purchasing of milk products from District Milk Unions and KMF Units and selling the same to wholesale dealers through C&F Agent
17	Tirupati sales depot, Tirupati	One Sr Audit Asst	Purchasing of milk products from District Milk Unions and KMF Units and selling the same to wholesale dealers through C&F Agent

Qualification: 1) For Sr Auditor inter CA/ICWA, M.Com or B.Com with 5 years experience or retired officer of the Director of Cooperative Audit not below the rank of Asst Director of Cooperative Societies

2) For Audit Assistants: A Bachelor Degree and should have the knowledge of accounting/administration, labour laws like minimum wages Act, Workmen Compensation Act, ESI, EPF, Factories Act etc.

3) Since we have clubbed the Units depending upon the work and requirement, you are requested to quote your offer for units mentioned serial number-wise as a whole and not to bifurcate the Units mentioned under common serial number.

4) You are requested to give details of your Firm with respect to experience, number of partners, number of audit staff, experience of audit, if any, in Cooperative set-up.

For guidelines and scope of audit you may log in to www.kmfnandini.coop

Note: For Mangalore, Bellary, Tirupati, Kannur and Gulbarga sales depots, apart from audit, the services are required for maintenance of books of accounts, statutory records, compliance to VAT Act & Rules and submission of monthly VAT returns to KMF Central Office etc. It is a comprehensive package.

For further details you may contact the Director(Finance) on phone No.26096805

Thanking you

Yours faithfully
For KARNATAKA MILK FEDN LTD

Managing Director