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ಕರ್ನಾಟಕ ರಾಜ್ಯ

ಕರಕುಶಲ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ

(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ)

No: KSHDCL/FD/PSV/1578/2025-26

6-3-2026

**NOTIFICATION**

**Subject :** Appointment of Chartered Accountant Firm for Annual Physical Stock Verification of Inventory, Assets and Valuables of KSHDCL as on 31-03-2026

Quotations are invited from eligible Chartered Accountant Firms for conducting Annual Physical Stock Verification of inventories, assets and other valuables of the Corporation as on 31-03-2026 in respect of the following Cauvery Showrooms and Craft Complexes of the Corporation ( Referred as Units).

**Units to be Covered**

Sl.No	Cauvery Showrooms	Sl.No	Craft Complexes
1	MG Road – Bengaluru	1	SWCC, Sagar
2	Jayanagar (New) – Bengaluru	2	SWCC, Gurukala
3	Jayanagar (Old) – Bengaluru	3	SWCC, Kumta
4	Sayyaji Rao Road – Mysuru	4	SWCC, Soraba
5	Palace Premises – Mysuru	5	SWCC, Sirsi
6	Mangalore	6	MCC, Mysore
7	Hubbali	7	MCC, Bengaluru
8	Hyderabad, Telangana	8	LWCC, Channapatna
9	New Delhi	9	PCC, Ramanagar
10	Kolkata, WB	10	PCC, Mundagod
11	Kevadia, Gujrat	11	RM & SC, Navalgund
12	Chennai, TN	12	BWCC, Bidar

The verification shall be conducted with the objective of determining the actual physical stock position (quantity and value) and reconciling the same with the inventory records maintained in Tally and stock registers, and reporting shortages, excesses and discrepancies, if any.

The Chartered Accountant Firm shall refer to the format of Physical Stock Verification Reports submitted in previous years and must prepare the current year report in the same format, while also incorporating the additional reporting requirements specified in this notification.

**Terms and Conditions**

1. Quotations in sealed envelopes superscribed with QUOTATIONS FOR ANNUAL STOCK VERIFICATION FY 2025-26 should reach the undersigned by 5 pm on 16-03-2026, Rate for each unit be given separately. The Chartered Accountant Firm shall conduct independent physical stock verification of the unit allotted to them. Each unit shall be treated as a separate verification assignment.

2. Verification of physical stock available as on 31-03-2026 and to record the same in registers and the statements by 04-04-2026. Verification shall include: Display stock, Godown stock, Locked cabinets and Storage areas.
3. Verification of closing cash and Bank balance as on 31-03-2026.
4. Preparation of craft wise and item wise list of good and damaged articles and excess / shortage as on that date with values in the prescribed format.
5. Physical verification of craft wise regular stock / procured stock and preparation of statements separately. Including statements of C1/C2/C3 stocks and reconcile with Tally entries.
6. Physical verification of craft wise consignment stock / Sale on approval stock and preparation of statements separately.
7. Physical verification of Current Assets including packing materials, stamps etc., as on 31-03-2026 and preparation of statements.
8. Physical verification of Fixed Assets located at Showrooms and Craft Complexes shall be conducted and matched with the Fixed Asset Register. Assets may include Furniture and Fixtures, Computers and IT equipment, Air Conditioners (Fixed / Tower AC), Machinery, Display Racks and Showroom Fittings. The assets shall be matched with purchase invoice, procurement date and value.
9. Physical verification shall be carried out for Gold medals/Silver medals/Bronze medals/Other precious metal artefacts, Verification shall include quantity, weight (where applicable) and reconciliation with stock records.
10. Reporting on the stock verification done together with the confirmation closing cash balance held on 31-03-2026. The firm shall verify whether the physical stock corresponds with item codes and inventory descriptions recorded in Tally. Cases of: Missing item codes, Incorrect item descriptions, Inventory mismatches shall be reported separately.
11. Stock found without: Item codes, Procurement records, Stock register entries shall be reported as Unidentified Stock, along with quantity and estimated value.
12. Verification of list of goods in transit as on 31-03-2026 and its reporting.
13. The firm shall verify manual bill books / hand-written invoices issued at showrooms and reconcile the same with stock inventory and Tally records. The verification shall include: Serial continuity of invoices, Used, unused and cancelled bills, Sales recorded manually but not entered in Tally, Tally entries without supporting invoices. A separate reconciliation statement of manual invoices with stock inventory shall be submitted.
14. The firm shall verify the control of bill books maintained at each showroom including - Opening balance, Bills issued, Cancelled bills and Closing balance, Missing bill numbers, if any, shall be reported.
15. Verification of excess of issues / sales over book balance as on 31.03.2026.
16. Physical verification shall be conducted in the presence of the Showroom Manager / Craft Complex Manager. The concerned officials shall: Provide access to records and inventory, Produce all stocks for verification and Countersign verification sheets prepared by the firm.

  
MANAGING DIRECTOR

To,

1. Notice Board in Head Office.
2. Notice Board of all Units.